

## **GARDEN GROVE UNIFIED SCHOOL DISTRICT**

### **PERSONNEL COMMISSION MEETING**

**10331 Stanford Avenue**

**Garden Grove, CA**

### **MINUTES**

of the Meeting of

July 6, 2016

### **CALL TO ORDER**

Commissioner Tortolano called the meeting of July 6, 2016 to order at 5:10 p.m. Director Seymour led the audience in the Pledge of Allegiance.

### **COMMISSIONERS PRESENT**

Ms. Bernice Flatebo

Mr. Jim Franks

Ms. Marilyn Tortolano

### **STAFF MEMBERS PRESENT**

Ms. Suzy Seymour

Ms. Jenni Smith

### **ADMINISTRATION AND POLICY**

#### **3.1 Director's Report**

Director Seymour stated that the district education center's lobby is being remodeled this summer. As a means of improved building security, the remodeled lobby will be configured where all members of the public will check in with the district receptionist before being allowed further entry into the building. The remodel is scheduled to be completed by August 9, 2016. In the interim, the district receptionist will be stationed in the Annex building.

Director Seymour stated that Analyst Smith is in the process of preparing an annual Personnel Commission report. This particular report has not been completed in a couple of years, but is important for historical and statistical purposes. The report will highlight the items completed by the Personnel Commission and staff in the last year and will be distributed to all district locations. A draft of the annual report will first be given to the Personnel Commissioners for their review. The commissioners will have an opportunity to update/create their biographies as needed.

Commissioner Tortolano inquired about the process relating to providing copies of the Personnel Commission packets to the public. Director Seymour stated that three copies of this meeting's packet were made available to the public and were placed on the back table in the board room. Staff will gauge audience attendance to determine whether additional copies will be needed for future meetings. Director Seymour stated that only paper copies of the packet were made available for this meeting but there is also the option of posting a copy of the packet on the Personnel Commission webpage. Additionally, Director Seymour stated that CSEA continues to receive two copies and the Supervisory Unit receives one copy.

### **APPROVAL OF MINUTES**

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the June 1, 2016 Personnel Commission meeting. The motion passed 3-0.

### **AUDIENCE**

The audience was given the opportunity to discuss items not on the agenda. No comments were heard.

### **CORRESPONDENCE AND COMMUNICATIONS**

- Classified Personnel Report – 06/07/16
- Classified Personnel Report – 06/21/16

## **APPROVAL OF CLASSIFICATION ACTIONS**

- 7.1 Classification Description Revision – Bus and Truck Mechanic
- 7.2 New Position – Bus and Truck Mechanic

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description and new position for Bus and Truck Mechanic, effective July 6, 2016. The motion passed 3-0.

- 7.3 Classification Description Revision – Mechanic’s Helper
- 7.4 New Position – Assistant Personnel Director
- 7.5 New Positions – Instructional Aide – Bilingual Spanish (2 positions – Clinton, Gilbert)
- 7.6 New Positions – Instructional Aide – Bilingual Vietnamese (4 positions – Carrillo, Evans, Gilbert, Patton)
- 7.7 New Positions – Instructional Aide II – Special Education (9 positions – Carrillo, Enders, Jordan ATP, Morningside, Newhope, Violette)
- 7.8 New Positions – Intensive Behavioral Instruction Assistant (3 positions – Office of Special Education)
- 7.9 New Position – School Community Liaison Worker – Bilingual Spanish (Sunnyside)

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the classification of the new positions listed above. The motion passed 3-0.

## **ORDERING OF EXAMINATIONS**

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|--|------|
| 8.1 Accounting Supervisor                                  | Open |
| 8.3 Groundskeeper/Gardener                                 | Open |
| 8.4 Lead Intensive Behavioral Instruction Assistant        | Open |
| 8.5 School Community Liaison Worker – Bilingual Spanish    | Open |
| 8.6 School Community Liaison Worker – Bilingual Vietnamese | Open |
| 8.7 Special Education Assistant                            | Open |
| 8.8 Technology Assistant                                   | Open |

Commissioner Franks inquired as to whether there are enough internal candidates for the Accounting Supervisor position to allow for a promotional recruitment. Director Seymour stated that there may be more than one vacancy due to the backfilling of other departmental positions. An open recruitment will allow for a more viable eligibility list.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the ordering of the examinations as listed above and the ratification of the resulting eligibility list. The motion passed 3-0.

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|------------------------------------|------|
| 8.2 Grounds Maintenance Supervisor | Open |
|------------------------------------|------|

Commissioner Franks stated that in referencing the promotional Assistant Director of Business Services recruitment, he would also like to see the Grounds Maintenance Supervisor be a promotional recruitment. Commissioner Franks believes that a promotional recruitment would maintain department morale as there are many existing employees that are willing and qualified for this position. Additionally, Commissioner Franks believes the district has excellent employees who undoubtedly will do the job well but simply don’t score well on tests.

Commissioner Flatebo pointed out that current employees are given five additional points to their final testing scores as an advantage over external candidates. Additionally, Commissioner Flatebo stated that moving into a supervisory position requires strong interpersonal communications skills. While there may be employees who are great at what they currently do they may not necessarily have those skills needed to lead and delegate. A supervisor has a greater amount of responsibility over a group that also requires strong leadership skills.

Commissioner Tortolano stated she understands that current employees want the Grounds Maintenance Supervisor recruitment to be run as promotional. Commissioner Tortolano stated that management's desire for an open recruitment should be taken into consideration as it is the result of extensive discussions between the department's management and Personnel staff. As a retired employee of the private sector, Commissioner Tortolano believes it is sometimes a wise business decision to go outside of one's own organization to get other perspectives. Commissioner Tortolano reiterated Commissioner Flatebo's comment about internal candidates receiving an additional five points added to their final score. While Commissioner Tortolano strongly believes a promotional recruitment would boost department morale, she believes that qualified employees will undoubtedly end up at the top of the eligibility list regardless of whether the recruitment is open or promotional.

Director Seymour confirmed that there have been extensive discussions with the department regarding this recruitment. Staff met with the department's management team and asked pointed questions regarding the department's needs. Staff has encountered the opposite request where other departments have requested to go promotional but there simply were not enough employees in the department who would even meet the minimum entrance requirements. The pool of eligible candidates is greatly narrowed when running promotional recruitments. As a point of reference, Director Seymour reviewed the last Grounds Maintenance Supervisor recruitment. There were only three employees who made it onto the last eligibility list, one of whom did not work in the grounds department and another who has since left the district. Director Seymour is aware that the maintenance employees' sentiment is that the district always chooses to run open recruitments when it comes to supervisory positions. However, in the past, staff has run open recruitments where current employees have done very well. Director Seymour stated she is aware that the grounds department is experiencing low morale, but management's goal is to help improve morale with the help of this new supervisor.

CSEA President Leon commented that a Lead Gardener, for example, is a leader who has a crew and delegates work, thus demonstrating their supervisory abilities. A new supervisor brought in externally will still need to be trained by the department and will also need to be trained on how the district operates. Mr. Leon commented that promoting within demonstrates to our employees that we want them to succeed.

Director of Maintenance, Operations and Transportation, Javier Rodriguez, stated that the difficult recommendation to run the Grounds Maintenance Supervisor recruitment as open was not clear cut. Mr. Rodriguez understands that while this decision will not be welcomed by some employees, he believes that the employees who have manifested the qualifications to lead as a supervisor will rise to the top and will outshine the external candidates. Mr. Rodriguez also stated that when it comes down to selecting an internal versus external candidate he would be inclined to pick the internal candidate if they are at the same level.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the ordering of the examination as listed above and the ratification of the resulting eligibility list. The motion passed 2-1, with Commissioner Franks dissenting.

#### **RATIFICATION OF ELIGIBILITY LISTS**

9.1 Assistant Director of Business Services Promotional

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to ratify the eligibility list as listed above. The motion passed 3-0.

9.2 Central/School Office Clerk I	Open
9.3 Instructional Aide – Bilingual Spanish	Open
9.4 Instructional Aide – Bilingual Vietnamese	Open
9.5 Intensive Behavioral Instruction Assistant	Open
9.6 Lead Food Service Worker	Open
9.7 School Bus Driver Instructor Supervisor	Open

Commissioner Flatebo commented on the Lead Food Service Worker eligibility list and the information on the board report. It was noticed that three employees were working out of class and there are nine candidates on the eligibility list. Commissioner Flatebo inquired as to whether the nine candidates will be

sufficient to fill the existing vacancies. Director Seymour stated that the current list should have enough candidates and that the department is scheduling interviews for the week of July 11, 2016. Director Seymour reminded the commission that this is the classification for which a promotional recruitment was initially run which ended up not having enough candidates, subsequently warranting an open recruitment.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to ratify the eligibility lists as listed above. The motion passed 3-0.

### **OTHER BUSINESS**

#### 10.1 Commissioners

Commissioners Franks and Flatebo greatly enjoyed the 4<sup>th</sup> of July holiday.

#### 10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be held on Wednesday, August 3, 2016 at 5:10 p.m. in the 5<sup>th</sup> floor Board Room of the Education Center.

### **ADJOURNMENT**

The meeting was adjourned at 5:33 p.m.

**Accepted by:** Marilyn Tortolano, Chairperson

**Minutes Recorded by:** M. Cantoran