

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

**10331 Stanford Avenue
Garden Grove, CA**

MINUTES

of the Meeting of
September 7, 2016

CALL TO ORDER

Commissioner Tortolano called the meeting of September 7, 2016 to order at 5:10 p.m. Commissioner Tortolano led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

Ms. Bernice Flatebo
Mr. Jim Franks
Ms. Marilyn Tortolano

STAFF MEMBERS PRESENT

Mr. Pat Collison
Ms. Suzy Seymour
Ms. Jenni Smith

ADMINISTRATION AND POLICY

3.1 Director's Report

Director Seymour stated that she and Assistant Director Smith are preparing for the new Personnel Analyst recruitment and are looking forward to being fully staffed. Director Seymour and Assistant Director Smith are going to start the work on classification studies by reviewing the benchmark school districts which have been used in the past for salary comparisons. Additionally, staff will review the job classifications which have been previously identified as benchmarks for salary comparison. Staff's findings and proposed recommendations will be presented to the Personnel Commission for their review. This information will then be incorporated into the Personnel Commission's classification plan philosophy document.

Commissioner Tortolano inquired as to whether this information will be used for updating salaries for different classifications.

Director Seymour stated that she and Assistant Director Smith will be looking at the school districts used in the past for salary studies and job classification benchmarks. Director Seymour provided an example of a School Office Clerk II in the Clerical series as an example. This is a position that tends to be fairly generic from district to district and would be ideal for salary comparisons. These salaries would be reviewed to determine whether our salary needs to go up or down based on how competitive we are which would then determine how much a Clerk I's salary should be below that of a Clerk II. This prevents staff from studying over 180 classifications and then preparing a salary survey for each. However, many of the district's classifications are very unique, such as that of our Position Control Technician employee in Personnel. Our district's Position Control Technician classification doesn't look the same in other districts. Thus, the Position Control Technician classification would not be a good classification to use for salary comparison against other school districts. Director Seymour stated that the recommended benchmarks, not the studies, will be presented to the commission at next month's meeting.

Commissioner Tortolano inquired as to whether something different would need to be done for the Position Control Technician classification.

Director Seymour stated that it may be possible to use a different method for determining the appropriate job description and salary for the Position Control Technician classification. Recommendations will be brought to the commissioners for their review and necessary changes. Once the parameters are established staff can proceed on the work.

Director Seymour added that she, Assistant Director Collison and Assistant Director Smith presented at the Food Services Department training and welcome back meeting which hosted over 400 food service workers. Food Service employees attended one session as group, after which the food service workers broke off into smaller training or education groups led by the different district departments and/or vendors. Director Seymour praised Food Services Department Director Lally for the organization of this meeting.

Commissioner Tortolano inquired as to where this meeting was held.

Director Seymour stated that while normally this meeting would take place at Chapman Education Center, this year it was held at the Edgar Meeting Center.

Director Seymour added that the the district had a good start to the school year where the weather was not too warm. There are school sites with new air conditioning units this year. The district is still waiting to see if student enrollment projections will be met. Enrollment has been building every day as a result of the school year starting before the Labor Day holiday.

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the August 3, 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 – 08/09/16
- Classified Personnel Report – 09/06/16
- PCASC Workshop – Job Description Innovation

Director Seymour stated that the PCASC workshop will be a good networking opportunity and is scheduled to be held from 12 noon to 3:00 p.m. on October 28, 2016. This workshop will most likely be attended by Personnel Analysts and Directors where ideas on writing and updating job descriptions will be shared. Director Seymour requested that the commissioners inform her if they're interested in attending so that she may reserve spots for everyone as a group.

APPROVAL OF CLASSIFICATION ACTIONS

7.1 Classification Description Revision and New Position – HVAC Technician II

As summarized from the classification report: The Maintenance and Operations Department is adding a position to maintain the heating, ventilating, and air conditioning systems for the district. Assistant Director Smith met with the Director of Maintenance, Operations and Transportation, Assistant Director of Maintenance and Operations, and the Mechanical Repair Supervisor where it was determined that the duties of the new position match those of the HVAC Technician II classification description.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description for HVAC Technician II, effective September 7, 2016. The motion passed 3-0.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the classification of the new position listed above as HVAC Technician II (salary range 39), effective September 7, 2016. The motion passed 3-0.

7.2 Classification Description Revision and Title Change – Personnel Analyst

As summarized from the classification report: Due to the promotion of the incumbent, staff reviewed the classification description of Personnel Analyst in anticipation of filling the vacancy. Staff determined that revisions were necessary. The most significant revision is to change the Employment Standards of the classification to support the needs of the department. A title change from Personnel Analyst to Supervising Personnel Analyst is also recommended in order to accurately describe the position.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description for Personnel Analyst and title change to Supervising Personnel Analyst, effective September 7, 2016. The motion passed 3-0.

- 7.3 New Positions – Food Service Worker I (3 positions – Mark Twain, Monroe, Ralston)
- 7.4 New Position – Instructional Aide (Crosby)
- 7.5 New Positions – Instructional Aide – Bilingual Spanish (4 positions – Clinton, Cook, Simmons)
- 7.6 New Positions – Instructional Aide – Bilingual Vietnamese (3 positions – Lawrence, Parkview)
- 7.7 New Positions – Instructional Aide II – Special Education (3 positions – Los Amigos)
- 7.8 New Position – Lead Food Service Worker (Monroe)

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 Breakfast Worker | Open |
| 8.2 Bus and Truck Mechanic | Promotional |
| 8.3 Library Media Technician I | Open |
| 8.4 Sprinkler Repair Technician I | Open |
| 8.5 Warehouse Supervisor | Promotional |

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 lists. The motion passed 3-0.

RATIFICATION OF ELIGIBILITY LISTS

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| 9.1 Accounting Supervisor | Open |
| 9.2 Groundskeeper/Gardener | Open |
| 9.3 Instructional Aide – Bilingual Spanish | Open |
| 9.4 Instructional Aide – Bilingual Vietnamese | Open |
| 9.5 Lead Groundskeeper/Gardener | Promotional |
| 9.6 Lead Intensive Behavioral Instruction Assistant | Open |
| 9.7 School Community Liaison Worker – Bilingual Spanish | Open |
| 9.8 School Community Liaison Worker – Bilingual Vietnamese | Open |
| 9.9 Special Education Assistant | Open |
| 9.10 Technology Assistant | Open |

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

Commissioner Franks stated he met with staff today to take photographs for the Personnel Commission web page. Commissioner Franks also congratulated Assistant Personnel Director Smith on her new position.

Commissioner Tortolano requested that staff compile a quarterly report on the status of working out of class assignments as part of the director's report. The commissioners would like to be notified of employees who are covering vacant positions and/or who are working out of class assignments for more than three months.

Commissioner Flatebo inquired of Commissioner Franks as to any concerns related to employees working out of class as a whole and/or the requested working out of class report.

Commissioner Franks stated that working out of class assignments are a good opportunity for employees to experience working in other positions. While it would be helpful for the commissioners to be informed of the status of these assignments, Commissioner Franks is cognizant of staff's heavy workload and does not want to burden staff with preparing yet another report.

Commissioner Flatebo stated that the report would be helpful in getting a pulse on working out of class assignments. The intent is to monitor employees working a working out of class assignment for an extended period of time.

Employee Joey Ragusa inquired as to whether the employees listed as working out of class on the September 6, 2016 board report are the only ones in the district working in working out of class assignments.

Director Seymour stated that the employees listed on the September 6, 2016 board report are those with new working out of class assignments. Only new working out of class assignments are listed on the board report which is not an accurate picture of all current and active working out of class assignments district wide.

Mr. Ragusa also stated that employees working out of class in positions where an employee is on a medical leave is not as concerning to CSEA as those who are working out of class in vacant positions.

10.2 Next Personnel Commission Meeting

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

ADJOURNMENT

The meeting was adjourned at 5:26 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: M. Cantoran