

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING
10331 Stanford Avenue
Garden Grove, CA

MINUTES

of the Meeting of
November 6, 2013

CALL TO ORDER

Commissioner Donovan called the meeting of November 6, 2013 to order at 5:00 p.m. Mr. Collison led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

Ms. Diane Donovan
Mr. Jim Franks
Ms. Marilyn Tortolano

STAFF MEMBERS PRESENT

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

APPROVAL OF MINUTES

Commissioner Donovan noted that the initial motion to approve Agenda Item 6.1 was not recorded in the minutes of the October 2, 2013 Personnel Commission meeting. At that meeting, Commissioner Franks made a motion to approve Agenda Item 6.1 (Classification Description Revision for Structural Repair Supervisor) and it was seconded by Commissioner Tortolano. After further discussion, the motion to approve Agenda Item 6.1 was tabled until the November Personnel Commission meeting. The October 2nd meeting minutes will be corrected to include the initial motion.

It was moved by Commissioner Franks, seconded by Commissioner Tortolano and carried to approve the corrected minutes of the October 2, 2013 Personnel Commission meeting.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda. There were no comments from the audience.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 10/15/13
- Classified Personnel Report – 11/05/13
- CODESP Newsletter – September 2013

APPROVAL OF CLASSIFICATION ACTIONS

6.1 Classification Description Revision – Accountant

Due to a vacancy for Accountant, Director Seymour said Ms. Smith reviewed the classification description with the Director of Business Services. A few minor but important changes were made. The verbiage “ability to speak and write effectively” was added to the Abilities section and “intermittent computer use” was changed to “heavy computer use” under the Physical Demands/Working Conditions section.

It was moved by Commissioner Tortolano, seconded by Commissioner Franks, and unanimously carried to approve the the classification decription revision of Accountant, effective November 6, 2013.

6.2 Classification Description Revision – Claims Assistant

Director Seymour explained the hierarchy of the Workers’ Compensation department where the Claims Assistant vacancy exists. In order to keep the Claims Assistant classification internally aligned with the Claims Adjuster series, the proposed classification description revision reflects that the incumbent will process medical only claims and exposure incident reports and that the Self-Insurance Administrator Certificate and Insurance Education Certificate are desirable instead of required.

It was moved by Commissioner Franks, seconded by Commissioner Tortolano, and unanimously carried to approve the the classification decription revision of Claims Assistant.

6.3 Classification Description Revision – Structural Repair Supervisor

Director Seymour stated that some additional suggested revisions were brought forth at the last meeting by Supervisory Unit President Tina Franks and Commissioner Jim Franks. Staff reviewed the proposed revisions with the Maintenance, Operations and Transportation (M.O.&T.) department and determined that they should be incorporated into the classification description revision.

The statement, “Oversees and schedules furniture pick-up, repair and delivery” was added to the Essential Duties section. The reference to the Uniform Building Code and Hilti Certificates was removed from the License and Certificate section as they are no longer revelant to the position.

It was moved by Commissioner Tortolano, seconded by Commissioner Franks, and unanimously carried to approve the classification description revision of Structural Repair Supervisor, effective November 6, 2013.

- 6.4 New Position – Health Assistant (1) – La Quinta
- 6.5 New Positions – Instructional Aide II – Special Education (3) – Bell
- 6.6 New Positions – Instructional Aide II – Special Education (3) – Lawrence
- 6.7 New Position – Instructional Aide II – Special Education (1) – Morningside
- 6.8 New Positions – Intensive Behavioral Instruction Assistant (20) – Special Education
- 6.9 New Position – Technology Assistant I (1) – Shared between Bryant & Mitchell

It was moved by Commissioner Franks, seconded by Commissioner Tortolano, and unanimously carried to approve the new positions for agenda items 6.4 through 6.9.

ORDERING OF EXAMINATIONS

7.1	Accountant	Promotional
7.2	Central/School Office Clerk II	Promotional
7.3	Food Service Worker I	Open
7.4	Health Assistant	Open
7.5	School Community Liaison Worker – Spanish Speaking	Open
7.6	School Testing Specialist	Promotional
7.7	Structural Repair Supervisor (Pulled from the Agenda)	Open
7.8	Technology Assistant I	Open

Director Seymour would like to pull Agenda Item 7.7 from the agenda. She shared with the association presidents, earlier today, that district staff is not ready to start the recruitment for Structural Repair Supervisor. Up to three supervisor vacancies will be open in the next six months. The District would like more time to evaluate M.O.&T. department staffing, funding for equipment and materials, work processes, the work order system and follow-up on the M.O.&T. employee survey results, in order to move forward strategically. The Superintendent shared the survey results with the Board of Education and she will next meet with the association presidents to share the information and recommendations for future steps.

It was moved by Commissioner Franks, seconded by Commissioner Tortolano, and unanimously carried to approve the ordering of examinations for Agenda Items 7.1 through 7.6 and 7.8.

RATIFICATION OF ELIGIBILITY LISTS

8.1	Associate Personnel Analyst	Open
8.2	Bus Driver	Promotional
8.3	Custodian	Open
8.4	Library Media Technician I (Extension)	Open

Director Seymour said the first round of interviews has taken place for Associate Personnel Analyst. One of the candidates is from out of state and was initially interviewed via Skype. The candidate flew out from Chicago, today, for a follow-up interview. Staff is considering two strong candidates and anticipates being able to make a selection in the next few days.

It was moved by Commissioner Tortolano, seconded by Commissioner Franks, and unanimously carried to ratify the eligibility lists as listed above.

ADMINISTRATION AND POLICY

9.1 Director's Report

Director Seymour introduced the Personnel Commissioners to Ms. Amy Stevens, the new Public Information Officer, prior to the Personnel Commission meeting. The new quarterly newsletter, "The GGUSD Connection", published by Ms. Stevens, has gone out to all staff and parents. The District's web page now features links to Facebook and Twitter, along with exciting news postings, articles and photos. Director Seymour will make an effort to ensure that the commissioners receive future copies of "The GGUSD Connection" newsletter when they are published.

Director Seymour announced that the upcoming Employee Recognition Program will be held on Tuesday, December 3rd. Last year, Commissioner Tortolano volunteered to represent the Personnel Commission at the program. Commissioner Franks volunteered to help at this year's program.

Ms. Tina Franks raised concerns about two bus drivers' temporary job titles listed under the Working Out of Class section of the November 5th Classified Personnel Report. Ms. Franks noted that the working out of class job titles are listed as Bus Driver Training Supervisor and believes the correct job title is Bus Driver Trainer Delegate.

Director Seymour responded that the correct job title for the working out of class position should be Bus Driver Trainer, not Bus Driver Trainer Delegate or Bus Driver Training Supervisor. The job title may have been entered incorrectly on the board report; however, Director Seymour knows that they are being paid for the correct salary range for the intermittent hours they work out of class as Bus Driver Trainers. Staff will check the personnel requisitions submitted by the Transportation Department, to verify that the job titles are being listed correctly.

OTHER BUSINESS

10.1 Commissioners

Commissioner Donovan welcomed Superintendent Mafi to the Personnel Commission meeting. Commissioner Franks commented that he likes the format of the new GGUSD Connection newsletter. Commissioner Donovan mentioned that the reorganization of the Personnel Commission will take place at the December meeting.

10.2 Next Personnel Commission Meeting

The next scheduled regular meeting of the Personnel Commission is Wednesday, December 4, 2013 at 5:00 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:23 p.m.

Accepted by: Diane Donovan, Chairperson

Minutes Recorded by: Linda Williams