

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

**10331 Stanford Avenue
Garden Grove, CA**

MINUTES

of the Meeting of
November 5, 2014

CALL TO ORDER

Commissioner Tortolano called the meeting of November 5, 2014 to order at 5:00 p.m. Commissioner Donovan led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

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

STAFF MEMBERS PRESENT

Ms. Suzy Seymour
Ms. Joli Armitage
Mr. Pat Collison
Ms. Jenni Smith
Ms. Maribel Cantoran

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Donovan to approve the minutes of the October 1, 2014 Personnel Commission meeting. The motion passed 3-0.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda. CSEA President Jan Alls brought up concerns about the decision to use the existing eligibility list for Delivery Truck Driver to fill a Stock Clerk II vacancy. Some of the Delivery Truck Driver duties are also shared by the Stock Clerk II employees in the Warehouse. A handwritten note had been posted in the Warehouse advertising to interested employees to submit a transfer request if interested in the Stock Clerk II position. The Stock Clerk II position was eventually filled with an outside candidate who had tested for Delivery Truck Driver. Ms. Alls received many concerns from classified employees about not even knowing about the transfer opportunity. Ms. Alls provided an example of a current Stock Clerk II employee at Maintenance and Operations who would have welcomed the opportunity to transfer to the district office's warehouse. Ms. Alls met with Director Seymour to obtain clarification on to how this decision was made. CSEA's concern is that many employees in the grounds and custodial departments would have wanted to apply for a Stock Clerk II position. Ms. Alls would have liked to capture as many interested employees as possible. Ms. Alls did explain to employees that staff did not do anything that was not allowed by policy. However, it was not to Ms. Alls' liking.

Director Seymour clarified for those at the meeting that Ms. Alls is not notified of every opening. Director Seymour and Ms. Alls have had discussions in the past as to what is preferred and what is allowable under policy.

Director Seymour explained the transfer process. Employee transfer requests are kept on file and are valid for the entire school year. Since the district does not post for individual transfer opportunities, employees should submit their request on a yearly basis for any position for which they might be interested. Employees may apply for different job classifications on the same or lower salary range with similar duties and skills. Employees may also apply for more than one job on one transfer request. There are times when eligibility lists will be extended and when alternate lists are used to fill vacancies per Personnel Commission rules. Staff has a substantial amount of upcoming recruitments and many positions to fill. When the Stock Clerk II position was vacant it needed to be filled quickly and therefore the reason for using the newly established Delivery Truck Driver eligibility list.

Classified employee, Betty Johnson, said she could not apply for the Stock Clerk II position even though she has been doing it for a while and has not been compensated accordingly. Ms. Johnson also commented she would not have been able to submit a transfer to Stock Clerk II since it is a range above her current position. Director Seymour said she would welcome a meeting with Ms. Johnson to discuss this matter further.

Classified employee, Kevin Deleskiewicz, asked if there was a way to change transfers so that everyone can find out about openings. Commissioner Franks responded that transfer requests are covered in the contract. The employees need to be familiar with contract. Ms. Alls mentioned that contract is given to newly hired employees and then again when the contract is renewed.

Director Seymour introduced the newest personnel commissioner. The board has appointed Theresa (Teri) Rocco to replace Commissioner Donovan. Ms. Rocco is a newly retired administrator who started her career with the district as a classified employee. She then continued her education and became a teacher and ultimately an administrator with the district. Ms. Rocco will start her role as commissioner at next month's personnel commission meeting.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 10/07/14
- Classified Personnel Report – 10/21/14
- Classified Personnel Report – 11/04/14
- Merit System Presentation Schedule
- Retirement Reception Flyer

APPROVAL OF CLASSIFICATION ACTIONS

6.1 *Item Pulled*

6.2 New Classification – Records Supervisor

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the new classification of Records Supervisor (salary range 42) and the corresponding classification description, effective November 5, 2014. The motion passed 3-0.

6.3 New Position – Records Supervisor

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the classification of the proposed new supervisory position as a Records Supervisor (salary range 42), effective November 5, 2014. The motion passed 3-0.

6.4 New Position – Clerical Specialist I

It was moved by Commissioner Donovan, seconded by Commissioner Franks to classify the new clerical position in the Records Department as Clerical Specialist I (salary range 25), effective November 5, 2014. The motion passed 3-0.

6.5 New Position – Food Service Worker I (2 positions)

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the classification of the new positions of Food Service Worker I, effective November 5, 2014. The motion passed 3-0.

6.6 New Position – Instructional Aide II – Special Education (3 positions)

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the classification of the new positions of Instructional Aide II – Special Education, effective November 5, 2014. The motion passed 3-0.

6.7 New Position – School Community Liaison Worker – Bilingual Spanish (1 position)

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the classification of the new position of School Community Liaison Worker – Bilingual Spanish, effective November 5, 2014. The motion passed 3-0.

Director Seymour stated it was nice to add and fill positions instead of being without. One of the new positions is a Supervisor in the records department and one is a Clerical Specialist to support the records department. The records office currently handles student records and other records for the district office. They will also now be scanning records for several departments. The records office will be providing centralized scanning.

ORDERING OF EXAMINATIONS

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|--|------|
| 7.1 Athletic Equipment Attendant – Male | Open |
| 7.2 Groundskeeper/Gardener | Open |
| 7.3 Instructional Aide II – Special Education | Open |
| 7.4 Intensive Behavioral Instruction Assistant | Open |
| 7.5 Library Media Technician I | Open |
| 7.6 Sprinkler Repair Technician I | Open |
| 7.7 Technology Assistant | Open |

It was moved by Commissioner Franks, seconded by Commissioner Donovan 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

| | |
|--|-------------|
| 8.1 Assistant Director of Transportation | Open |
| 8.2 Breakfast Worker | Open |
| 8.3 Head Custodian I | Promotional |
| 8.4 Manager of Facilities | Open |
| 8.5 Network Technician | Promotional |

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

ADMINISTRATION AND POLICY

9.1 Personnel Commission Rule Revision – Second Reading and Adoption
4220.3 Classified Service, Examination for Positions In

It was moved by Commissioner Franks, seconded by Commissioner Donovan to adopt the proposed revisions to Personnel Commission Rule 4220.3, effective November 5, 2014. The motion passed 3-0.

9.2 Director’s Report

Director Seymour referred to the dates and locations of merit system presentation schedule. The presentation will last approximately 45 minutes. The commissioners are welcomed to attend the presentation and Director Seymour will provide them with a set start time for any specific date.

Commissioner Tortolano asked for clarification on how employees would be able to submit questions at the merit system presentations. Cards will be handed out at the meeting so employees may write out their questions anonymously. Staff will discuss the questions with Ms. Alls and Mr. Chumley to plan how answers will be disseminated to employees.

Director Seymour said Commissioner Donovan would be missed.

Director Seymour stated that the Employee Recognition Program will be taking place on Tuesday, December 2, 2014 at 3:30 p.m. at Los Amigos High School.

OTHER BUSINESS

10.1 Commissioners

Commissioner Franks commented on the upcoming retirement of Jan Alls. Ms. Alls has been a phenomenal employee and has been an asset to the district.

Commissioner Tortolano extended a welcome to the new commissioner, Teri Rocco. Commissioner Tortolano also thanked Commissioner Donovan for her years of service.

Commissioner Donovan expressed her thanks for the retirement reception held prior to the meeting and said it has been wonderful working with everyone in the district.

10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be Wednesday, December 3, 2014 at 5:00 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:34 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: M. Cantoran