

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

**10331 Stanford Avenue
Garden Grove, CA**

MINUTES

of the Meeting of
May 6, 2015

CALL TO ORDER

Commissioner Tortolano called the meeting of May 6, 2015 to order at 5:00 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
Mr. Pat Collison
Ms. Jenni Smith
Ms. Maribel Cantoran

ADMINISTRATION AND POLICY

3.1 New Personnel Commissioner – Oath of Allegiance

Assistant Superintendent Armitage administered the Oath of Allegiance to new personnel commissioner, Ms. Bernice Flatebo.

3.2 Director's Report

Director Seymour did not have any new information to share with the commission at this time.

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the April 1, 2015 Personnel Commission meeting. The motion passed 3-0.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda.

Employee Lettie Steele informed the commission of a fight on campus between students. The employee inquired as to the correct protocol for breaking up fights on campus.

Director Seymour informed the employee that she should first consult with her principal for guidelines. Director Seymour offered her assistance as well, if needed.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 04/21/15
- Classified Personnel Report – 05/05/15
- PCASC Mini-Conference

Director Seymour informed the commission that the Personnel Commissioners Association of Southern California Mini-Conference will be taking place on June 5, 2015. Director Seymour encouraged the commissioners to attend and said it is very informative. Commissioner Franks, Assistant Director Collison, and Personnel Analyst Smith attended last year's conference.

Commissioner Franks commented on the May 5, 2015 Classified Personnel Report. He commented on the hiring of auditorium attendants as temporary employees. Commissioner Franks has observed that the auditorium attendants at Garden Grove High School are very professional, helpful and courteous.

Director Seymour commended employee Dave Fisher who supervises the auditorium attendants and ensures all events at Don Wash Auditorium are handled in a professional and efficient manner. The auditorium attendants also assist with the yearly community dinner.

APPROVAL OF CLASSIFICATION ACTIONS

7.1 Classification Description Revision – Construction Maintenance Supervisor

Director Seymour stated that staff is submitting this classification description revision with a salary study to follow in the next month or two. Staff had an inquiry to look into whether the current salary for Construction Maintenance Supervisor is appropriate in comparison with other maintenance supervisor positions. Some maintenance, operations and transportation supervisors are at salary range 42 while others are at a salary range 46. Staff does not want to slow down this promotional recruitment. With commission approval of these revisions, staff will then open this recruitment showing the current salary with a note stating that salary is currently under review. Staff will enlist the assistance of CSEA and GGSU to inform interested candidates that this position's salary is under review and subject to change to a higher range. This recruitment will be posted by the next commission meeting, but salary study might not be completed. Salary will be set before the time of appointment.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description of Construction Maintenance Supervisor, effective May 6, 2015. The motion passed 3-0.

7.2 Classification Description Revision – Cook-Baker

Analyst Smith stated that both Cook-Baker and Food Service Worker II classifications had not been reviewed in quite some time. Revisions were made in preparation of recruitments for both of these classifications.

Revisions reflect the addition of the word "heating" throughout the Cook-Baker classification description. Knowledge of the Healthy Hunger Free Kids Act was added, as well as knowledge of portion control and food measurement. The employment standards were revised slightly to include "paid" experience.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description of Cook-Baker, effective May 6, 2015. The motion passed 3-0.

7.3 Classification Description Revision – Food Service Worker II

Revisions reflect the addition of portion control and food measurement knowledge and the ability to follow recipes, make accurate calculations, and operate point-of-sale equipment.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description of Food Service Worker II, effective May 6, 2015. The motion passed 3-0.

7.4 Reclassification – Auto Parts Clerk (Incumbent/Machinist)

Director Seymour stated Analyst Smith has met with Mr. Lizzarago as well as others in his department. All parties have concluded that Mr. Lizzarago has accreted duties over the course of many years. Analyst Smith was able to review various data as well as personally viewing the parts Mr. Lizzarago has machined. Mr. Lizzarago's supervisor spoke with Analyst Smith and verified Mr. Lizzarago has been performing these additional duties at his request.

Director Seymour stated Mr. Lizzarago's situation can be used as a learning experience for supervisors. Staff will remind supervisors to be cogniscent of ensuring duties being assigned to employees are in their job classification.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the reclassification of David Lizzarago from Auto Parts Clerk to Machinist at salary range 36, effective May 7, 2015. The motion passed 3-0.

7.5 New Positions – Bus Driver/Pool (4 positions – Transportation)

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

7.6 New Position – School Office Clerk I (1 position – Jordan SLC)

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

7.7 New Positions – Vocational Specialist (3 positions – Jordan SLC)

Director Seymour stated that Vocational Specialists are those employees who work with our special education students in helping them attain on-the-job experience.

Commissioner Franks inquired as to which site hosts the workability program. Director Seymour stated that these positions will work out of Jordan SLC.

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

ORDERING OF EXAMINATIONS

8.1	Benefits Specialist	Promotional
8.2	Bus Driver	Promotional
8.3	Instructional Assistant II – Special Education	Open
8.4	Intensive Behavioral Instruction Assistant	Open
8.5	Mechanic's Helper	Open
8.6	School Testing Assistant	Open
8.7	Testing Clerk – Bilingual Spanish	Open
8.8	Testing Clerk – Bilingual Vietnamese	Open

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

9.1	Claims Assistant	Open
9.2	Instructional Aide (Bilingual Vietnamese)	Open
9.3	Secretary III	Open
9.4	Translator-Interpreter (Korean)	Open

Commissioner Tortolano inquired as to whether we have any Korean translators now. Analyst Smith stated we have one current part-time Korean translator and there is currently a vacancy for one more part-time Korean translator.

Commissioner Franks inquired as to whether the bulletin for the Korean translator was written in English or Korean. Director Seymour stated the bulletin was posted in English. In the case of an extensive

recruitment where staff needed to advertise in a Korean newspaper, for example, the advertisement might then be in Korean.

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 Tortolano extended another welcome to new Commissioner Flatebo.

Commissioner Flatebo was thankful for the warm welcome and orientation.

Director Seymour reminded the commissioners that the annual Community Dinner will be taking place on Monday, May 18th, 2015. Commissioners Tortolano and Flatebo will be attending. Commissioner Flatebo, who used to be on the Bond Oversight Committee, will be attending as Executive Director Mefford's guest.

10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be Wednesday, June 3, 2015 at 5:00 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:29 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: M. Cantoran