

VISTA UNIFIED SCHOOL DISTRICT  
 Classified Human Resources  
 1234 Arcadia Avenue, Vista, CA 92084

Unadopted Minutes of the  
 Personnel Commission Meeting on  
 September 13, 2016

MEMBERS	Don Le May	STAFF	Alaina Jankly
PRESENT:	Glen Hampton	PRESENT:	William Meni
	Teri Minoux		Irene Young

**OTHERS**

PRESENT: Donna Caperton, Alicia Evilsizer, Marie Hovel, Hilda Reynoso, and Kyle Ruggles

CALL TO ORDER:

The meeting was called to order at 3:30 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE MEETING ON AUGUST 9, 2016:

\*M/S Mr. Hampton/Mr. Le May moved to approve the minutes.

The motion was unanimously approved.

ADVANCE STEP PLACEMENT:

\*M/S Mr. Hampton/ Mr. Le May moved to approve the following advance step placements:

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Requested Step</u>
Acosta, Aaron	502-932	School Age Child Care Leader	3
Alvarado, Raquel	606-677	Instructional Assistant I - After School Program	2
Ambriz, Leticia	606-337	Community Liaison	3
Blue, Marian	524-069	Library Media Technician II-MS/HS	3
Bulcao, Vanessa	606-859	School Secretary-Elementary	3
Carrillo, Robert	161-600	Maintenance Technician	2
Christenfeld, Emma	606-156	Instructional Assistant I - After School Program	2
Endres, Savannah	604-694	Special Education Assistant IV-SH/PH	2
Farrell, Kathy	605-639	Instructional Assistant-Behavioral Intervention	2
Fernandez, John	605-800	Plant Lead I	2
Free, Wesley	603-438	Special Education Assistant IV-SH/PH	2
Ghosh, Kalyani	541-518	Instructional Assistant II-LH/CH/RSP	2
Gonzalez, Javier	606-735	Grounds Maintenance Worker	3
Gorji, Roxanna	606-014	Athletic Trainer	3
Gutierrez, Ronald	606-504	Instructional Assistant-Behavioral Intervention	3
Harrell, Natasha	606-785	Instructional Assistant-Behavioral Intervention	3

\*M/S – indicates who motioned for approval followed by the person who seconded the motion.

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Requested Step</u>
Hickey, Angela	603-349	Instructional Assistant-Behavioral Intervention	2
Melendez, Lina	602-803	Special Education Assistant IV-SH/PH	3
Mendoza, Christina	606-733	Community Liaison	2
Montes, Maria	145-834	Attendance Worker	2
Neves, Stephanie	535-253	School Site Data Coordinator	3
Reyes, Frances	210-475	Attendance Technician	3
Ringer, Maria	606-401	Accounting Assistant	3
Rodriguez, Dina	606-293	Community Liaison	2
Sandoval, Viviana	606-084	Community Liaison	3
Siebert, Christine	606-290	Accounting Assistant	2
Smith, Brock	518-256	Executive Director, Facilities and Operations	5
Tabares, Alicia	540-709	Community Liaison	2
Varela, Elaine	531-887	School Support Secretary II	3
Webber, Patricia	603-521	School Secretary-Secondary	3
Williams, Carmen	606-524	Special Education Assistant IV-SH/PH	2

**DISCUSSION:**

Mr. Hampton asked for clarification regarding the request for Kathy Ferrell to be recommended for Step 2 and not Step 3. Mrs. Jankly said that without the application in front of her, it was hard to determine why it was determined that we recommend her for a 2 instead of a 3. Mr. Le May looked at the combination of education and years of experience and stated that if the Director weighed the information, we should go with the recommendation. Ms. Minoux compared Ms. Ferrell's information with the other candidates and saw that others had additional education, in addition to experience.

The motions were unanimously approved.

**APPOINTMENT OF GLEN HAMPTON:**

**DISCUSSION:**

Ms. Jankly outlined the process involved in the reappointment of Mr. Hampton to the Personnel Commission. There will be a Public Hearing on October 25, 2016. The Board and CSEA appointees to the Personnel Commission can choose to reappoint Mr. Hampton, appoint someone else, or declare a stalemate where no decision is made.

Mr. Le May stated that it has been a pleasure to work with Mr. Hampton. Ms. Minoux echoed Mr. Le May's comments and said that it has been a good choice and a good fit and she has learned a lot from him. Mr. Hampton said that it has been a pleasure to work with the Commission.

\*M/S – Mr. Le May/Ms. Minoux announced their intent to reappoint Mr. Hampton to the Personnel Commission for a three-year term effective December 1, 2016 through November 30, 2019.

\*M/S – indicates who motioned for approval followed by the person who seconded the motion.

ELIGIBILITY LISTS:

\*M/S Mr. Hampton/ Mr. Le May moved to approve the following Eligibility Lists:

**FOR RATIFICATION:**

0027-16	Special Education Assistant IV SH/PH	Continuous
0028-16	Instructional Assistant – Behavioral Intervention	Continuous
0029-16	Instructional Assistant I – After School Program	Continuous
0030-16	Athletic Trainer	Open
0031-16	Instructional Assistant I – After School Program	Continuous
0032-16	Maintenance Technician	Open
0033-16	Special Education Assistant IV SH/PH	Continuous
0034-16	Instructional Assistant – Behavioral Intervention	Continuous
0035-16	Grounds Maintenance Worker	Open
0036-16	School Site Data Coordinator	Open
0037-16	Instructional Assistant I – After School Program	Continuous
0038-16	Director, Child Nutrition Services	Open
0039-16	School Age Child Care Activity Assistant	Continuous
0040-16	Instructional Assistant I – After School Program	Continuous
0041-16	School Secretary – Secondary	Open
0042-16	School Secretary – Elementary	Open
0043-16	Transportation Assistant	Continuous
0044-16	Child Nutrition Lead II	Promotional
0045-16	Bus Driver	Continuous

The motion was unanimously approved.

REVISED CLASSIFICATION: BUYER

Ms. Jankly explained that when positions become vacant, staff looks at the vacancy to determine if the classification is correct. In this case, the Staff Secretary II position in the Purchasing office became vacant, and based on the needs of the department, it was determined that the classification of Buyer would be more appropriate for the work being performed and would create a bridge between the Purchasing Technician and Senior Buyer classifications.

Donna Caperton explained that Purchasing Technicians are more limited in their duties and that the Senior Buyer performs higher level duties. The Buyer position would generate quotes and do routine purchasing.

Ms. Jankly informed the Commission that a draft of the revised classification description was created after meeting with Ms. Caperton and Casi Wells, and was reviewed and supported by District and CSEA Leadership.

\*M/S – indicates who motioned for approval followed by the person who seconded the motion.

#### DISCUSSION:

Mr. Le May appreciated the overview that Ms. Jankly provided stating who was a part of the discussion to create or revise the classification description. He was appreciative of the improvements from the old classification descriptions – the revisions were not generic and looked professionally formatted. Ms. Jankly said it was advantageous for everyone to be involved in the process of creating classification descriptions. All employees need a clear outline on what they need to know about their positions. Ms. Minoux said she liked that the classification description is detailed so that expectations are clear.

\*M/S Mr. Hampton/ Mr. Le May moved to approve the revised classification description for Buyer.

The motion was unanimously approved.

#### REVISED CLASSIFICATION – HUMAN RESOURCES SPECIALIST:

Ms. Jankly explained that when positions become vacant, staff looks at the vacancy to determine if the classification is correct. In this case, a Human Resources Technician position in the Classified Human Resources office became vacant, and based on the needs of the department, it was determined that the classification of Human Resources Specialist would be more appropriate for the work being performed and would create a bridge between the Human Resources Technician and Human Resources Analyst classifications. Ms. Jankly informed the Commission that a draft of the revised classification description was reviewed and supported by District and CSEA Leadership.

#### DISCUSSION:

Mr. Le May appreciated the thorough study and proposal provided by Ms. Jankly. Ms. Minoux asked how the tests were developed. Ms. Jankly informed the Commission that a third-party vendor, CODESP, is used to help create tests. CODESP provides assistance in creating practical, performance, and written tests, interview questions, and writing exercises. In addition to developing examinations, staff needs to evaluate and validate the examinations to ensure that the strongest candidates make it to the top of the eligibility lists.

\*M/S Mr. Hampton/ Mr. Le May moved to approve the revised classification description for Human Resources Specialist.

The motion was unanimously approved.

#### RECRUITMENT REPORT:

Mr. Meni informed the Commission that the Director positions in Transportation, Child Nutrition Services, and Facilities/Operations have been filled. As of the previous Monday, all School Secretary positions have been filled. Staff have been reaching out

to the community for recruitment, along with the Inland and Coastal Career Centers and Colleges.

Mr. Le May asked about any procedures to plan ahead for retirements. Mr. Meni stated that the department is trying to be proactive when learning of upcoming retirements and preparing recruitments for their positions so the department is prepared to fill their vacancy when they retire. Mr. Le May brought up the fact that people withhold their choice to retire until the last minute. Ms. Jankly stated how it hurts the school and the district when employees wait and stated that the department will be making efforts to make employees aware of the impact it has. Ms. Minoux said she thinks employees are concerned that they will be treated differently if they announce their intent to retire early.

#### CSEA REPORT:

Ms. Hovel informed the Commission that the revisions to the CSEA contract were approved with 98% of employees in favor of the revisions.

Ms. Evilsizer attended the CSEA Site Representative Meeting and said that the title of "Site Representative" will be changed to "Site Resource Member" to make it more representative of their responsibilities.

#### DISTRICT REPORT:

Dr. Ruggles thanked CSEA and Elaine Alexandres for their efforts in ratifying the CSEA contract. Dr. Ruggles informed the Commission that it is Mandated Reporter Season and all employees need to complete their mandated training by Friday, September 16, 2016. Dr. Ruggles informed the Commission about the Festival of Arts that was taking place on Saturday, October 15, 2016 in downtown Vista where VUSD celebrates the Arts and presents various arts that the students have created. The Classified Professional Development Day is scheduled for Friday, January 13, 2017, and Human Relations is in the process of preparing for this eventful day.

#### DIRECTOR'S REPORT:

Ms. Jankly requested to reschedule the October Personnel Commission meeting until October 25, 2016 due to the Public Hearing timelines. There will be a Special Board meeting on September 26, 2016 to bring the revised classification description for Executive Director of Fiscal Services to the Personnel Commission for approval. Mr. Le May and Ms. Minoux will be able to attend, but Mr. Hampton will not be able to attend. The November Personnel Commission meeting was rescheduled to November 15, 2016.

Ms. Jankly mentioned that the first day of school went well and she visited three schools. The LCFF Committee is starting the process to allocate funds for Blueprint items. Theresa Nguyen, Human Resources Technician in the Classified Human Resources office, resigned her position for another job and Patricia Webber,

Receptionist, was promoted to School Secretary-Secondary at Rancho Minerva Middle School. Bilingual testing for translations and interpretations has been scheduled for this week and next week. Ms. Jankly will be attending the ACSA Personnel Institute in Sacramento with Ms. Alexandres and Dr. Ruggles in October. Ms. Jankly and Mr. Meni will attend the SDCSPCA meeting on Thursday, September 15, 2016. The Public Hearing and appointment of the joint Commissioner and the 2015-16 Annual Report of the Personnel Commission will be on the October meeting agenda.

ITEMS FROM THE COMMISSION:

None

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting is scheduled for Tuesday, October 25, 2016, at 3:30 p.m. in the ASC Board Room.

ADJOURNMENT:

The meeting was adjourned at 4:25 p.m.