

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

Unadopted Minutes of the  
Personnel Commission Meeting on  
August 9, 2016

MEMBERS Don Le May  
PRESENT: Glen Hampton  
Teri Minoux

STAFF Alaina Jankly  
PRESENT: Ellen Luckow

**OTHERS**

PRESENT: Alicia Evilsizer, Louie Gonzales, Debbie Forgione, Mary Dineen, 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 JUNE 21, 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:

<b><u>Employee Name</u></b>	<b><u>Empl ID</u></b>	<b><u>Classification</u></b>	<b><u>Requested Step</u></b>
Almaguer, Kimberly	605-190	School Age Child Care Activity Assistant	2
Diaz-Sumano, Rosario	605-187	School Secretary-Elementary	2
Fishbaugh, Tom	605-184	Fire and Safety Systems Technician	3
Goddard, Hortencia	470-417	Custodian	2
Huckobey, David	547-843	Instructional Assistant-Behavioral Intervention	2
Lopez, Tiffany	543-156	School Age Child Care Activity Assistant	2
Mercado, Judith	604-959	Child Nutrition Services Assistant I	2
Rathfon, Kathleen	503-115	Instructional Assistant-Behavioral Intervention	2

The motions were unanimously approved.

**ELIGIBILITY LISTS:**

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

**FOR CERTIFICATION:**

0024-16	Child Nutrition Assistant II	Promotional
0025-16	Community Liaison	Open
0026-16	School Finance Technician	Open

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

**FOR RATIFICATION:**

0001-16	Executive Director Facilities and Operations	Open
0002-16	Athletic Trainer	Open
0003-16	School Age Child Care Activity Assistant	Continuous
0004-16	Instructional Assistant I – After School Program	Continuous
0005-16	School Support Secretary II	Open
0006-16	School Secretary – Elementary	Open
0007-16	School Age Child Care Activity Assistant	Continuous
0008-16	Instructional Assistant I – After School Program	Continuous
0009-16	Administrative Secretary I	Open
0010-16	Instructional Assistant – Behavioral Intervention	Continuous
0011-16	Special Education Assistant IV SH/PH	Continuous
0012-16	School Age Child Care Activity Assistant	Continuous
0013-16	Instructional Assistant I – After School Program	Continuous
0014-16	Instructional Assistant I – After School Program	Continuous
0015-16	School Age Child Care Activity Assistant	Continuous
0016-16	Plant Lead I	Open
0017-16	Athletic Trainer	Open
0018-16	Instructional Assistant - Behavioral Intervention	Continuous
0019-16	Special Education Assistant IV – SH/PH	Continuous
0020-16	Attendance Worker	Open
0021-16	Instructional Assistant I – After School Program	Continuous
0022-16	School Age Child Care Activity Assistant	Continuous
0023-16	Fiscal Services Technician	Dual

The motion was unanimously approved.

**REVISED CLASSIFICATION – DIRECTOR OF CHILD NUTRITION SERVICES:**

Ms. Jankly described to the Commission that reviewing classification descriptions is common practice when vacant to ensure accuracy when recruiting. The classification description was updated and clarified. As previously requested by the Commission, the skills, knowledge and abilities were listed in a bulleted format. Both the current and proposed classification descriptions were included for comparison.

DISCUSSION: Mr. Hampton asked if the minimum requirement is a Bachelor's degree plus five years' experience. Ms. Jankly confirmed the minimum requirements and stated that those requirements are the standard for all management positions. Mr. Le May commented about the importance of written expectations and duties defined clearly in the job description which help an incumbent's success and complimented Ms. Jankly's format, analysis, and revision.

\*M/S Mr. Hampton/ Mr. Le May moved to approve the revised classification description for Director of Child Nutrition Services.

The motion was unanimously approved.

#### RECLASSIFICATION – RECORDS TECHNICIAN:

Ms. Jankly informed the Commission that she evaluated Mary Dineen's position as Office Assistant at the request of Donna Caperton, Assistant Superintendent of Business Services. Ms. Caperton, Ms. Dineen, and Casi Wells, Executive Director of Fiscal Services, indicated that Ms. Dineen's current classification description did not accurately reflect the duties performed. Ms. Dineen's duties have evolved over time and that has not been recognized by her classification. Ms. Jankly met with Ms. Dineen and performed a desk audit and shared the findings with Ms. Dineen, Ms. Caperton, Ms. Wells, and CSEA leadership. All parties are in support of the findings and recommendation. Based on the findings, Ms. Jankly is recommending the creation of a new classification of Records Technician and the reclassification of Ms. Dineen to Records Technician. Ms. Jankly stated that while she is hesitant to create a single incumbent classification, the duties are unique and are not encompassed by a current classification.

DISCUSSION: Mr. Le May appreciated the thorough study and proposal provided by Ms. Jankly and stated that there is no question that Ms. Dineen's position has evolved. Mr. Le May asked if the Office Assistant position was eliminated by the reclassification process. Ms. Jankly explained that other Office Assistant positions exist within the District.

\*M/S Mr. Hampton/ Mr. Le May moved to approve the new classification, Records Technician and reclassification of incumbent, Mary Dineen effective September 1, 2016.

The motion was unanimously approved.

#### RECRUITMENT REPORT:

M. Jankly reported that the department has been extremely busy and in the first six weeks of the 2016-2017 year, 26 eligibility lists have been completed and 30 recruitments are in various stages of completion, including several classifications run on a continuous basis. Ms. Jankly reported that a number of resignations and retirements have been received, which is common this time of year. Mr. Meni has attended job fairs and was invited to the Coastal Career Center to provide information about applying to the District and our hiring process hoping to attract more interest and applicants. Contact has been made with Cal State University San Marcos, Palomar, and MiraCosta Colleges regarding job opportunities. The Board Registers reflect two month's work June and July because the Personnel Commission meeting in July was cancelled.

#### CSEA REPORT:

Ms. Evilsizer reported that it had been a productive summer. Ms. Evilsizer expressed appreciation for the Human Relations Department. Ms. Evilsizer welcomed Kyle

Ruggles to his new position as Director of Human Relations. Ms. Evilsizer recognized Dr. Ruggles' role in assisting in the process of the correction of a PeopleSoft payroll glitch of overtaxing July vacation payouts which affected many classified employees. Ms. Evilsizer thanked the Finance staff and states that she was grateful for all the extra efforts and collaboration exhibited by all involved creating a solution. Ms. Evilsizer informed the Commission that CSEA held their 90<sup>th</sup> annual conference and acknowledged Ms. Minoux, who received an honorary award to the retiree unit for her efforts in action as a resource to classified employees preparing for retirement.

#### DISTRICT REPORT:

Dr. Ruggles appreciated the opportunity to speak and stated that he was excited to work with Ms. Jankly and all the Human Relations staff, as well as CSEA leadership and Personnel Commissioners. Dr. Ruggles congratulated Ms. Alexandres on her promotion to Assistant Superintendent. Dr. Ruggles stated that he recognizes the importance of continuing positive collaboration for resolutions like the payroll situation and stated that recognition should be given to the Business and Fiscal Services staff. Dr. Ruggles provided information on certificated hiring and stated that he had been conducting new-hire orientations for teachers, administrators and substitute teachers.

#### DIRECTOR'S REPORT:

Ms. Jankly welcomed Dr. Ruggles to the HR team and stated that he is a great addition to the team. Ms. Jankly announced the new Director of Transportation, Bill Weisberg who started June 27<sup>th</sup>. Ms. Jankly will attend the Transportation start-up meeting next week to introduce herself and support Mr. Weisberg as he meets most of his staff for the first time.

Ms. Jankly stated that the recruitment for the Director of Child Nutrition Services was opened with the draft classification description because it is such a critical position to fill.

Ms. Jankly informed the Commission that she met with all Principals to determine classified staffing needs, specifically with Special Education aides. Ms. Jankly and Mr. Meni participated in the District's Leadership Advance for all management and administrators, where Ms. Jankly presented on classified evaluations and the merit system and Dr. Ruggles and Ms. Gosnell presented on certificated evaluations. Ms. Jankly will present at the CNS orientation meeting tomorrow, August 10<sup>th</sup>, with an emphasis on how employees promote or change from substitute to probationary, including testing and interviewing tips. Ms. Alexandres, Dr. Ruggles, and Ms. Jankly will be attending the ACSA Personnel Institute in Sacramento for three days in October. It covers school district HR functions including legal updates.

Ms. Jankly stated that the Business and Fiscal staff went above and beyond to find a solution to the payroll issue and noted that this solution may help employees in other districts with a similar problem. Ms. Jankly recognized the Business, Fiscal, and HR staff for continuing to collaborate in the implementation of PeopleSoft.

ITEMS FROM THE COMMISSION:

Mr. Le May commented on the importance of the entry level administrators understanding what the merit system is, how it works, and the system's purpose. Mr. Le May recommended that the workshop be mandatory for new administrators or suggested that a second workshop is offered specifically targeting new administrators. Ms. Evilsizer stated that during the Classified Development Day there are three classes offered on merit system education which are usually well attended. Ms. Jankly volunteered to CSEA that she is available anytime to provide a merit system presentation at a CSEA meeting.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting is scheduled for Tuesday, September 13, 2016, at 3:30 p.m. in the ASC Board Room.

ADJOURNMENT:

The meeting was adjourned at 4:20 p.m.