

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

Unadopted Minutes of the
Special Personnel Commission Meeting on
September 26, 2016

MEMBERS Don Le May STAFF Alaina Jankly
PRESENT: Teri Minoux PRESENT: Bill Meni

ABSENT: Glen Hampton

OTHERS

PRESENT: Alicia Evilsizer, Donna Caperton, and Marie Hovel

CALL TO ORDER:

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

REVISED CLASSIFICATION – EXECUTIVE DIRECTOR OF FISCAL SERVICES:

Ms. Jankly stated to the Commission that reviewing classification descriptions for vacant key positions is extremely important to ensure accuracy when recruiting. Much of the content was consistent with the original job description but the format was more in line with the new job description layout. Ms. Jankly informed the Commission that a draft of the revised classification description was reviewed and supported by District and CSEA Leadership.

Ms. Caperton addressed the Commission stating that the revised duties reflect what the classification will be performing.

Ms. Jankly stated that if the revised job description is approved, the recruitment will begin shortly afterwards. This would allow the selected individual to participate in training that is planned for early December and allow for some crossover before the incumbent retires from the District.

*M/S Mr. Le May/ Ms. Minoux moved to approve the revised classification description for Executive Director of Fiscal Services.

The motion was unanimously approved.

ITEMS FROM THE FLOOR:

Nothing stated.

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 3:36 p.m.

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