

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

Unadopted Minutes of the  
Personnel Commission Meeting on  
June 11, 2019

MEMBERS        Glen Hampton  
PRESENT:        Donald LeMay  
                    Teri Minoux

STAFF            Alaina Reede  
PRESENT:        William Meni  
                    Irene Young

OTHERS PRESENT: Marie Hovel, Rachel D'Ambrosio, Nicole Leffler, Bill Faust, Jason Phillips

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 REGULAR MEETING ON MAY 21, 2019:

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

The motion was unanimously approved.

Ms. Minoux proposed to change the order of the agenda for the meeting to Advanced Step Placements, Eligibility Lists, Recruitment Report, New Classification Description, Classification Study: Second Reading, Classification Study: First Reading, followed by the remainder of the agenda in the order presented.

ADVANCED STEP PLACEMENT:

\*M/S Mr. Hampton / Mr. LeMay moved to approve the following advanced step placements:

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Dept/Site</u>	<u>Requested Step</u>
Leonard, Terry	618-869	Instructional Assistant II-LH/CH/RSP	Foothill Oak	3
Nicosia, Benita	320-319	School Secretary-Secondary	Alta Vista HS	3
Ziegler, Jennifer	629-757	Instructional Asst.-Behavioral Intervention	Mission Meadows	3

The motion was unanimously approved.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

FOR RATIFICATION:

0160-18	Community Liaison	Open
0161-18	Pool Specialist	Open

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

0162-18	Facilities Coordinator	Open
0163-18	Printing Technician	Open
0164-18	Child Nutrition Operations Assistant	Open
0165-18	Service Desk Technician	Promotional
0166-18	Plumber	Open
0167-18	Campus Assistant II	Continuous
0168-18	Child Nutrition Services Assistant I	Continuous
0169-18	Senior Payroll Technician	Open
0170-18	Payroll Analyst	Open
0171-18	Library Media Technician II - Elementary	Open
0172-18	Instructional Assistant II-LH/CH/RSP	Continuous
0173-18	Instructional Assistant-Behavioral Intervention	Continuous
0174-18	Special Education Assistant IV-SH/PH	Continuous
0175-18	Payroll Technician	Open
0176-18	Senior Health Services Technician	Continuous
0177-18	Adult Education Testing Technician	Open
0178-18	Bus Driver	Continuous

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni stated that the department completed 178 recruitments and reviewed the applications of over 2,200 applicants during the 2018-19 school year. The department is also busy filling positions due to retirements and promotions.

NEW CLASSIFICATION DESCRIPTION AND PROPOSED SALARY PLACEMENT – DIRECTOR OF CONSTRUCTION

Staff received a request to create a classification to support the Assistant Superintendent of Business Services and Executive Director of Facilities, Maintenance, and Operations with the management and coordination of the capital facility projects for the District. The classification of Director of Construction was originally established in May 2000 by the Personnel Commission. The last incumbent in this classification left the position in December 2005 and was not replaced. The classification does not currently appear in the list of classifications included on the Classified Management salary schedule. This typically indicates that the classification was abolished and no longer exists in the District. Therefore, this description is being presented as a new classification description, rather than a revised classification description.

The proposed classification of Director of Construction would provide the District with a position responsible for planning, managing, and organizing the District's capital facility projects, coordinating the complex and technical daily operations of project management, and providing support, training, and work direction to assigned staff.

Ms. Reede stated that she had conducted a compensation study and found six other districts similar to Vista USD with similar classifications. Ms. Minoux asked if San Diego Unified had a similar position. Ms. Reede stated that she did not find a similar description at San Diego USD and stated that some districts hired contractors to manage construction, particularly with bond projects. Based on the compensation study and internal alignment, it was proposed that the position be placed at Range 24 on the classified management salary schedule

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

\*M/S Mr. Hampton / Mr. LeMay moved to approve the Director of Construction classification description as presented and the proposed salary placement on Range 24 of the Classified Management salary schedule.

The motion was unanimously approved.

#### CLASSIFICATION STUDY – SECOND READING/APPROVAL OF CLASSIFICATION DESCRIPTIONS

The draft classification descriptions for the Clerical, Grounds, and Maintenance job families were brought to the Personnel Commission at the regular meeting on May 21, 2019 for first reading. The proposed drafts have been reviewed with and are supported by the incumbents, supervisors, Cabinet, and CSEA. Any changes made to the drafts since the May 21, 2019 meeting are annotated on the drafts.

The classifications are as follows:

##### CLERICAL JOB FAMILY CLASSIFICATIONS:

Office Assistant  
Receptionist

##### GROUNDS JOB FAMILY CLASSIFICATIONS:

Grounds Equipment Specialist  
Grounds Maintenance Worker  
Irrigation Technician  
Lead Grounds Maintenance Worker

##### MAINTENANCE JOB FAMILY CLASSIFICATIONS:

Carpenter  
Custodian  
Electrician  
Equipment Operator  
Facilities (Project) Coordinator  
HVAC & R Mechanic  
Lead Carpenter  
Lead Concrete Maintenance Worker  
Lead Electrician  
Lead Painter  
Locksmith  
Maintenance Technician  
Painter  
Plant Lead I  
Plant Lead II  
Plant Lead III  
Plumber  
Pool Specialist  
Welder

Ms. Reede stated there were no changes to the Clerical classification descriptions. Ms. Reede stated that based on the discussion at the Personnel Commission meeting on May 21, 2019, she was recommending to keep the title of "Irrigation Technician" rather than recommend the change to "Irrigation Specialist" at this time. Ms. Reede stated that there was a change to the draft for Custodian to clarify that an incumbent may provide support to a Plant Lead.

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

Ms. Minoux asked what "personnel records" a Receptionist maintains. Ms. Reede clarified that Receptionists maintain contact lists of staff at their site/department and update them as staff changes.

\*M/S Mr. Hampton / Mr. LeMay moved to approve the Clerical, Grounds, and Maintenance/Operations classification descriptions as presented.

The motion was unanimously approved.

#### CLASSIFICATION STUDY – FIRST READING OF CLASSIFICATION DESCRIPTIONS

The classification study is currently focused on the Transportation job family. The proposed drafts have been reviewed and are supported by the incumbents, supervisors of the positions, Cabinet, and CSEA.

#### TRANSPORTATION JOB FAMILY CLASSIFICATIONS:

Bus Driver  
Director of Transportation  
Lead Bus Driver  
Lead Vehicle and Equipment Mechanic  
Transportation Assistant  
Transportation Operations Supervisor  
Transportation Scheduler/Dispatcher  
Vehicle and Equipment Mechanic

Mr. Hampton pointed out that Lead Vehicle and Equipment Mechanic was listed as "Operator" on the agenda. Ms. Reede apologized for the error, but stated that the title is correct on the draft.

Ms. Minoux asked about the difference between "Bus Driver" and "Lead Bus Driver". Ms. Reede clarified that Leads assist with training new Bus Drivers and help with planning routes with dispatchers. The Leads usually have been Bus Drivers previously so they support with reporting and records for drivers as well. Leads also generally work 8 hours per day and are not a part of the bidding process. Ms. Minoux equated it to being a "Senior Driver".

Ms. Minoux also asked about the "Lead Vehicle & Equipment Mechanic" and the "Vehicle Equipment Mechanic". Ms. Reede stated that the Lead coordinates the day-to-day operations of the mechanic shop under the direction of the Director of Transportation. Mr. LeMay brought up the fact that with the changes in technology, they would need to update their skills. Ms. Reede confirmed that with the use of buses with diesel, gas, and alternative fuels, they do need to keep updated.

Ms. Reede stated that the Transportation job descriptions will be brought back for second reading in August when the staff in that department returns.

#### CSEA REPORT:

Mr. Faust stated that he is preparing for the Annual CSEA Conference in July. Negotiations are in progress and Mr. Faust stated that he felt the team was close to completion. Ms. Hovel mentioned that the classified school employee week luncheon was very successful with over 100 people in attendance. Mr. Faust also mentioned that the Administrative Shadowing Day was a success.

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

DISTRICT REPORT:

Ms. D'Ambrosio said that she participated in Administrative Shadowing Day and she job shadowed with an Instructional Assistant at Roosevelt Middle School and had a good time. This year's retirees were honored at the May 9, 2019 Board meeting. Ms. D'Ambrosio also mentioned that negotiations are almost done.

DIRECTOR'S REPORT:

Ms. Reede started off by thanking her staff for all of their hard work to complete recruitments in a timely manner. The district had many retirements this year due to the retirement incentive. Ms. Reede asked to schedule a regular Personnel Commission meeting on Tuesday, August 20, 2019 and use the meeting date already scheduled for August 13, 2019 to conduct interviews for the joint Personnel Commissioner. Ms. Reede is working on the classification study and has kept to the established timeline. Ms. Reede is scheduling training for new secretaries before school starts in August. Extended School Year is starting Monday, June 17, 2019 at California Avenue, T.H.E. Leadership Academy, and VATC.

ITEMS FROM THE FLOOR:

Ms. Hovel said she is working hard to promote the Merit System throughout the state and is busy attending events and recruiting other districts.

ITEMS FROM THE COMMISSION:

Ms. Minoux welcomed Nicole Leffler and Jason Phillips to the meeting.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, July 9, 2019, at 3:30 p.m, at the District Office Board Room.

CLOSED SESSION

\*M/S Mr. Hampton / Mr. LeMay moved to adjourn to closed session to discuss the joint Personnel Commissioner recruitment at 4:17 p.m.

OPEN SESSION:

Commission reconvened from closed session at 4:26 p.m. No action was taken.

ADJOURNMENT:

The meeting was adjourned at 4:27 p.m.