

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

Unadopted Minutes of the  
Personnel Commission Meeting on  
April 9, 2019

MEMBERS  
PRESENT: Glen Hampton  
Donald LeMay  
Teri Minoux

STAFF  
PRESENT: Alaina Reede  
William Meni  
Ellen Luckow

OTHERS PRESENT: Bill Faust, Marie Hovel, Shari Fernandez, Mary Trompeter-Ermis, Danica Reed, Sharon De Salme, Gail Valentin, Penny Capra, Beth Ewing, Elisa Jimenez

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 MARCH 12, 2019:

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

The motion was unanimously approved.

ADVANCED STEP PLACEMENT:

\*M/S Mr. Le May/ Mr. Hampton 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>
Arch, Brenda	543-435	Instructional Asst.-Behavioral Intervention	VIDA	3
Bryant, Shelby	628-710	Special Education Assistant IV-SH/PH	Breeze Hill	2
Faust, Paige	623-024	Bus Driver	Transportation	3
Granquist, Jill	628-709	Senior Health Services Technician	California Avenue	3
Haynes, Alicia	627-613	Instructional Asst.-Behavioral Intervention	Roosevelt MS	2
Neill, Monica	524-687	Instructional Asst. I-After School Program	RMMS	3
Thomas, Taylor	628-333	Campus Assistant I	Vista Magnet MS	3

The motion was unanimously approved.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

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

**FOR RATIFICATION:**

0123-18	Instructional Assistant-Behavioral Intervention	Continuous
0124-18	Special Education Assistant IV-SH/PH	Continuous
0125-18	Bus Driver Trainer	Open
0126-18	Instructional Assistant I – After School Program	Continuous
0127-18	Child Development Assistant II	Open
0128-18	Instructional Assistant II-LH/CH/RSP	Continuous
0129-18	Instructional Assistant-Behavioral Intervention	Continuous
0130-18	Special Education Assistant IV-SH/PH	Continuous
0131-18	Campus Assistant I	Open
0132-18	Transportation Scheduler/Dispatcher	Promotional

The motion was unanimously approved.

**FIRST READING OF THE 2019-2020 PERSONNEL COMMISSION BUDGET**

Ms. Reede is required to bring the first reading of the 2019-2020 Personnel Commission budget in April each year. Ms. Reede met with Donna Caperton, Assistant Superintendent of Business Services and Lourdes Hernandez, Executive Director of Fiscal Services regarding the proposed budget. The slight increase is due to increased cost of employees' salaries and benefits from step increases, raises, and increased benefits cost. Ms. Reede stated that the one-time amount in last year's budget to support the classification study were no longer included in the budget. Each department has been asked to reduce their budgets by 30 percent. As done in previous years, Ms. Reede does not reduce the budget by this amount but rebates 30 percent back to the District when the budget is approved so she is in alignment with other departments. The 30 percent of the Commission's discretionary budget represents about \$9,000.

Ms. Minoux asked about the classification study money in last year's budget. Ms. Reede clarified that the money was for the purpose of paying a consultant to assist with the classification study. Very little of that money was spent and since it was one-time money, it is not included in the proposed 2019-20 budget. Ms. Minoux asked why there are two line items under employee health and welfare benefits 3401 and 3402. Ms. Reede responded that one is for the CalSTRS commissioner and the other is for the CalPERS commissioners.

Ms. Reede explained that this is for first reading only and if there are no comments, changes, or concerns, she will bring the budget back for public hearing and adoption at the next regular Personnel Commission meeting on May 21, 2019.

**REVISED CLASSIFICATION DESCRIPTION: CHILD NUTRITION SERVICES OPERATIONS ASSISTANT**

Ms. Reede stated that there are a number of classifications on this agenda and the revised description for Child Nutrition Services Operations Assistant is the first. This classification was included as part of the classification study but due to the impending resignation of the single incumbent, Ms. Reede determined that it was important to get feedback now from the single incumbent and recruit with an updated job description. There are no significant changes based on the duties reviewed with the Director of Child Nutrition Services and the single incumbent. However, there were minor changes due to changes in the United States Department of Agriculture (USDA) law. These changes include adding the requirement of a Food Manager Safety Certification and the requirement to complete a minimum of six hours of Professional Development annually related to school nutrition as determined by the USDA. Based on conversations with the Director and the incumbent, these duties are in line with what the employee is currently performing, and the draft description was reviewed with and is supported by the supervisor, incumbent, Cabinet, and CSEA.

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

\*M/S Mr. Hampton / Mr. LeMay moved for approval of the revised Child Nutrition Services Operations Assistant classification description as submitted.

The motion was unanimously approved.

REVISED CLASSIFICATION DESCRIPTION: PAYROLL TECHNICIAN

Ms. Reede reported that there are no current Payroll Technician incumbents. The current description was revised prior to 2011. This draft was reviewed with and is supported by the Assistant Superintendent of Business Services, Executive Director of Fiscal Services, Cabinet, and CSEA. Previously, the Fiscal Services office moved to a staffing model where Fiscal Services Technicians were hired to staff positions, which is more of a general classification. This allowed for more flexibility in assigning tasks supporting accounts payable, accounts receivable, and/or payroll functions. Discussions with Ms. Hernandez indicate that she would like to return to positions with dedicated payroll duties because payroll has changed significantly with the onboarding of PeopleSoft and Digital Schools. Therefore, we are revising the Payroll Technician classification description and it is paid at the same level as the Fiscal Services Technician. Ms. Elisa Jimenez asked about the level of the Payroll Technician position and Ms. Reede stated it is the District's entry level payroll position. It does require that the applicant have some payroll experience and this would be the first step into a position in payroll at Vista USD.

\*M/S Mr. Hampton / Mr. LeMay moved for approval of the revised Payroll Technician classification description as submitted.

The motion was unanimously approved.

REVISED CLASSIFICATION DESCRIPTION: SENIOR PAYROLL TECHNICIAN

Ms. Reede stated that there are two incumbents in the Senior Payroll Technician classification and both are retiring at the end of this school year. The classification description for Senior Payroll Technician was last updated prior to 2011. The draft was reviewed with and is supported by the incumbents, Assistant Superintendent of Business Services, Executive Director of Fiscal Services, Cabinet, and CSEA. This draft reflects the position's actual job duties and responsibilities and incorporates the changes with using different payroll systems and processes; ultimately, the work is similar but done differently. This classification description was also part of the classification study, but it is being revised now to gather information from the long-time incumbents and to be able to recruit with a description that accurately reflects the work being performed.

\*M/S Mr. Hampton / Mr. LeMay moved for approval of the revised Senior Payroll Technician classification description as submitted.

The motion was unanimously approved.

REVISED CLASSIFICATION DESCRIPTION: OPERATIONS SUPERVISOR

Ms. Reede reported that the classification description for Operations Supervisor was last updated prior to 2011 and that last incumbent retired in June 2017. This position manages the custodial staff functions and will provide support with training, creating routes, and evaluating staff. The person will work a flexible schedule supporting staff working evenings. There were duties added to this classification to include overseeing the District's alarm code system including issuing and deactivating alarm codes as well as reviewing security camera footage as needed. The classification description was reviewed with and is supported by the Assistant Superintendent of Business Services, Executive Director of Facilities, Maintenance, and Operations, and Cabinet.

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Ms. Hovel questioned the task of maintaining the alarm code system added to this position when it is the responsibility of an Electrician, stating a concern of a management position taking away work from a classified position. Ms. Reede clarified that the Electrician is maintaining the alarm system equipment while this position assigns codes and ensures code security.

\*M/S Mr. Hampton / Mr. LeMay moved for approval of the revised Operations Supervisor classification description as submitted.

The motion was approved 2-1, with Ms. Minoux opposed.

#### NEW CLASSIFICATION DESCRIPTION: PAYROLL ANALYST

Ms. Reede stated this is a new classification adding a third tier to the Payroll job family. This classification will be a part of the bargaining unit. The creation of this classification was requested by the Executive Director of Fiscal Services to support the Director and coordinate payroll functions and oversee the position control system. The proposed classification description was reviewed with and is supported by Assistant Superintendent of Business Services, Executive Director of Fiscal Services, CSEA and Cabinet.

Ms. Reed asked if this position is overseeing the Payroll Technician and Senior Payroll Technician. Ms. Reede clarified the Payroll Analyst provides training and work direction overseeing payroll functions while the Executive Director of Fiscal Services is the supervisor and evaluator. Ms. Capra recognized a discrepancy of two pay ranges 58 on the draft and range 60 on the accompanying information about the proposed classification. Ms. Reede clarified that the correct range is Range 60 on the classified bargaining unit salary schedule.

\*M/S Mr. Hampton / Mr. LeMay moved for approval of the new Payroll Analyst classification description as amended and the salary recommendation of Range 60 on the classified bargaining unit salary schedule.

The motion was unanimously approved.

#### NEW CLASSIFICATION DESCRIPTION: PURCHASING MANAGER

Ms. Reede stated that Purchasing Manager would be a new classification in lieu of the Director of Purchasing. The Director of Purchasing incumbent is retiring, and the scope of the role has narrowed, since the responsibilities of supervising the warehouse and printing departments have moved to other departments and contracts are now managed in the Business Services office. The proposed classification description was reviewed with and is supported by Assistant Superintendent of Business Services, Executive Director of Fiscal Services, CSEA and Cabinet. The salary recommendation of Range 20 on the Classified Management salary schedule for Purchasing Manager aligns with the classification of Maintenance and Grounds Manager and is similar in scope and level of responsibility.

\*M/S Mr. LeMay / Mr. Hampton moved for approval of the new Purchasing Manager classification description and the salary recommendation of Range 20 on the classified management salary schedule.

The motion was unanimously approved.

#### CLASSIFICATION STUDY: FIRST READING OF CLASSIFICATION DESCRIPTIONS:

Ms. Reede presented the first reading of the proposed revised classification descriptions in the classification study focusing on the Library/Media and Printing/Purchasing/Warehouse job families. All of the proposed revised classification descriptions were reviewed with and are supported by the incumbents, supervisors, Cabinet, and CSEA.

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The Library/Media and Printing/Purchasing/Warehouse job families have eight classifications included in the study, as follows:

Library/Media Job Family

Library Media Technician II-Elementary

Library Media Technician II-MS/HS

Instructional Media Training and Support Specialist (not included)

Printing/Purchasing/Warehouse Job Family

Offset Equipment Operator (Printing Technician)

Purchasing Technician

Storekeeper

Warehouse Supervisor

Warehouse Worker/Delivery Driver

Ms. Reede worked with the Library Media Technicians in creating an accurate classification description encompassing current job duties. The current descriptions for these classifications were revised prior to 2011 and the minimum qualifications remain the same. Upon review of the duties being performed by the single incumbent in the Instructional Media Training and Support Specialist classification, it was determined that the duties and responsibilities of the position have changed significantly from the current classification description. It is recommended that a separate reclassification study be performed on this position to determine next steps. This recommendation is supported by both the incumbent and supervisor. Therefore, a proposed classification description for Instructional Media Training and Support Specialist is not included for review at this time.

Ms. Reede worked with the incumbents and their supervisors in the Printing/Purchasing/Warehouse job family to provide draft descriptions for the above classifications. Due to USDA requirements, the classifications of Storekeeper, Warehouse Supervisor and Warehouse Worker/Delivery Driver have been changed to require Food Handler Certification and a minimal number of professional development hours annually. The Child Nutrition Services Department provides the training and certification. Ms. Reede recommended changing the title of Offset Equipment Operator to Printing Technician because new technology has replaced offset equipment. The Printing Technician title is more representative of the duties being performed and is supported by the incumbents and supervisor.

Ms. Reede stated she would bring back the proposed revised classification descriptions for a second reading at the regular meeting of the Personnel Commission on May 21, 2019 if there were no objections, and planned to bring the first drafts of the classification descriptions in the Grounds, Maintenance, and Clerical job families.

Mr. Hampton asked about the Purchasing Technician reporting to the Director of Purchasing and that position will be discontinued. Ms. Reede said that now that Purchasing Manager is approved, she will change the draft for Purchasing Technician and include the changed language for the second reading. Mr. Hampton asked about the "reports to" for the Storekeeper. Ms. Reede stated that the supervisor would be dependent on which department pays for the position. Mr. Hampton preferred that the "reports to" be changed to "assigned administrator" for Storekeeper, Warehouse Supervisor, and Warehouse Worker/Delivery Driver. Ms. Reede agreed and will bring the revised drafts to the Personnel Commission meeting on May 21, 2019.

Mr. LeMay commented on the clarity and complexity of the job descriptions. Ms. Reede stated that she could not have done the task without the support of incumbents, employees and the steering committee, who were all very helpful in providing feedback and answering Ms. Reede's questions about the duties and responsibilities. Mr. LeMay said that

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when you look at the old descriptions, there is no comparison and the new drafts provided helpful information for potential candidates.

#### RECRUITMENT REPORT:

Mr. Meni reported that the department has seventeen active recruitments for positions beginning the next school year. The department is currently recruiting for positions starting in the new school year. With the newly approved classification descriptions, the department will have ten more recruitments opening soon. Mr. Meni also stated that staff will be attending job fairs in the coming weeks at Cal State San Marcos, Mira Costa, and Palomar. With the Commission's approval, he would like to recruit for the Library Media Technician II-Elementary and Printing Technician positions using the revised draft classifications descriptions rather than wait another month for final approval. Ms. Reede stated that there is a past practice of using proposed revised classification descriptions while recruiting with a notation on the job announcement that the classification description is pending Personnel Commission approval.

Ms. Minoux expressed concern that while the Commission has approved the classification descriptions, they must be brought before the CSEA membership for ratification and a problem could occur if the membership does not approve a classification description. Ms. Reede stated the Commission approves classification descriptions and CSEA can demand to bargain with the District if there is a specific concern. Mr. LeMay said the primary purpose is to provide accurate information to potential employees. Ms. Reede clarified that if the department recruited with an old classification description, the duties would not be representative of what the job entailed.

Ms. Minoux stated that it is her understanding that CSEA needs to approve the classification descriptions after the Commission's approval. Ms. Minoux was concerned about duties being moved from one position to another. Ms. Reede said that CSEA can demand to bargain a classification description that has been approved by the Commission if they decide something should be bargained. At that point, whatever decision could be voted on by members. Ms. Reede reported that all classification descriptions were reviewed with CSEA, supervisors, and incumbents with concerns and questions addressed before presenting the drafts to the Commission.

Mr. LeMay stated he had no problem proceeding with draft classification descriptions for recruiting. Ms. Reede stated that waiting until after May 21, 2019 for final approval on the Library Media Technician and Printing Technician descriptions would delay recruitments and staff would not be hired in a timely manner. Ms. Capra added how critical it is to have the Printing Technician hired by July 1 because a great volume of printing curriculum work is done in preparation for school year during the summer.

Ms. Minoux stated the Commission approved moving forward using draft classification descriptions for recruiting.

#### BOARD REGISTER:

Information only.

#### CSEA REPORT:

Mr. Faust stated that CSEA just ratified the initial proposal to start negotiations on the CSEA Contract with the District in May. Mr. Faust is waiting on CSEA's approval process for the MOU covering impacts and effects of layoffs and reductions. He also explained that the Bilingual Committee has a meeting scheduled in two weeks to hopefully finalize an agreement. A survey went out to members requesting comments and input. Mr. Faust continues to meet with the Director monthly regarding the classification study.

#### DISTRICT REPORT:

Shari Fernandez informed the Commission that Ms. Reede will be recognizing a classified substitute at the April Board meeting. Ms. Fernandez spoke about the last class in the Wellness Program series, "Recognizing Signs of Depression." This month, the District is providing a workshop on "How to Organize Your Life," on Tuesday, April 30, 2019.

#### DIRECTOR'S REPORT:

Ms. Reede reported she is happy to recognize a classified substitute at the Board meeting and is always appreciative of a substitute's willingness to step in while regular staff are out. Ms. Reede announced the classification study will continue with the second reading of the classification descriptions in the Library/Media and Printing/Purchasing/Warehouse job families at the May 21, 2019 Personnel Commission meeting. She will also bring the classification descriptions in the Clerical, Grounds, Maintenance job families to that meeting for first reading and again for a second reading in June. Ms. Reede stated how great it has been working with the employees and appreciated their helpfulness. She is adhering to the timeline and the steering committee is assisting with keeping her on track. In addition to all of this, if the resolution to reduce staff is approved at Thursday's Board meeting, she and Mr. Faust will meet with affected employees and their supervisors regarding staff reductions. Ms. Reede reiterated Mr. Meni's comments about the high recruiting volume that will keep the department busy through summer. Also, our office is working on ESY staffing. Another large annual task is notifying less than twelve-month employees and substitutes of reasonable assurance of returning after breaks, which includes about 1,150 letters.

#### ITEMS FROM THE FLOOR:

Ms. Hovel announced that on the state level CSEA is talking with Area H, seven districts in Orange County, about the benefits of the merit system from elementary level to college districts, all at various enrollment stages.

Ms. Reed reported that at the last Classification Study Steering Committee meeting, Ms. Reede was very clear about the job vacancies and needing the revised classification descriptions for recruiting purposes so there is no recruiting delay. She understands the benefit, but expressed a frustration because many employees have waited years for review of their classification descriptions and she feels that perhaps these positions should go through the complete process. However, she realizes it would hold up recruitments for key positions. Ms. Reed stated it seems like we are in a priority rush to get these done when all positions have waited so long.

Ms. Capra stated a concern about incorrect information she received from Ms. Reede regarding the layoff process. Ms. Reede stated she made a mistake interpreting the rules and she called both employees to apologize immediately after learning of the error. She apologized to the employees, their supervisors and CSEA via phone and email and no action had been taken because Board action had not yet occurred. Ms. Reede was grateful errors could be fixed without going further. Ms. Reede stated she appreciates Ms. Capra and others who brought the error to her attention and apologized again. Ms. Trompeter-Ermis stated perhaps the error would have been caught earlier if there had been a Chief Union Steward attending meetings as there is no one in the position.

#### ITEMS FROM THE COMMISSION:

Ms. Minoux reported that next week she will accompany George Cole, CSPCA Executive Director, to Tustin for discussion of bringing the merit system to Tustin Unified. Ms. Minoux asked for a closed session at the next Personnel Commission meeting for evaluation of the Director.

#### THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, May 21, 2019 at 3:30 p.m. at T.H.E. Leadership Academy Multipurpose Room, located at 1550 Temple Heights Drive, Oceanside, CA 92056.

#### ADJOURNMENT:

The meeting was adjourned at 4:45 p.m.