

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

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

MEMBERS Glen Hampton
PRESENT: Donald LeMay
 Teri Minoux

STAFF Alaina Reede
PRESENT: William Meni
 Bryanna Evans

OTHERS PRESENT: Bill Faust, Danica Reed

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 JUNE 11, 2019:

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

The motion was unanimously approved.

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>
Moen, Jessica	629-965	Staff Secretary I	ELC	3
Santoro, Angela	629-786	Instructional Assistant II-LH/CH/RSP	Casita Center	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:

0001-19	Instructional Assistant I – After School Program	Continuous
0002-19	School Age Child Care Activity Assistant	Continuous
0003-19	Instructional Assistant II – LH/CH/RSP	Continuous
0004-19	Instructional Assistant Behavioral Intervention	Continuous
0005-19	Special Education Assistant IV - SH/PH	Continuous
0006-19	Purchasing Manager	Open

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

0007-19	Operations Supervisor	Open
0008-19	Accountant	Open
0009-19	School Site Data Coordinator	Open
0010-19	Attendance/Records Assistant	Open
0011-19	School Age Child Care Leader	Open
0012-19	Accounting Assistant	Open
0013-19	Child Nutrition Services Lead III	Open
0014-19	Child Nutrition Services Lead II	Open
0015-19	Special Education Assistant IV - SH/PH	Continuous
0016-19	Instructional Assistant II – LH/CH/RSP	Continuous
0017-19	Instructional Assistant Behavioral Intervention	Continuous
0018-19	Custodian	Open
0019-19	Instructional Assistant II – LH/CH/RSP	Continuous
0020-19	Special Education Assistant IV - SH/PH	Continuous
0021-19	Instructional Assistant Behavioral Intervention	Continuous
0022-19	Lead Grounds Maintenance Worker	Promotional

The motion was unanimously approved.

CLASSIFICATION STUDY – FIRST READING OF CLASSIFICATION DESCRIPTIONS

The classification study is currently focused on the Information Systems job family. The proposed drafts have been reviewed and are supported by the incumbents, supervisors of the positions, Cabinet, and CSEA. Ms. Reede stated that technology classifications change frequently. Ms. Reede explained that the draft classification descriptions were revised to encompass the duties already being performed by the incumbents. The minimum qualifications of the classifications remain the same, and no major changes are being recommended to these descriptions. Ms. Reede stated that due to data reporting timelines, she was asked to provide more time to the incumbents and supervisors to review the draft classification descriptions for Director of Information Systems, Information Systems Support Specialist, and Senior Systems Analyst/Programmer. Ms. Reede explained that she would bring those classification descriptions to the August meeting for first reading.

INFORMATION SYSTEMS JOB FAMILY CLASSIFICATIONS

Network Analyst
Service Desk Technician
Systems Support Technician

Ms. Reede stated that these draft descriptions are being brought to the Commission for first reading at this time. The Network Analyst, Service Desk Technician, Systems Support Technician as well as the Transportation job descriptions will be brought back for second reading in August when the staff in that department returns from summer recess. Ms. Reede anticipates that the rest of the Information Systems and the Accounting descriptions will be presented for first reading in August.

Mr. LeMay asked about using a more generic term for types of software such as Microsoft Office Suite, Google, and Apple, since the changes in technology are so frequent. Ms. Reede explained that this was discussed with incumbents and supervisors and it was decided that the Microsoft Office Suite, Google, and Apple are so pervasive in our district that an incumbent needs to have knowledge and experience using those particular programs. Other programs such as

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PeopleSoft and AERIES are listed as "pertinent software" and aren't mentioned specifically by name because they are more likely to change than Microsoft Office Suite, Google, and Apple.

RECRUITMENT REPORT:

Mr. Meni stated that the department completed twenty-two recruitments since the last meeting. The department is also busy filling positions due to retirements and promotions, most of which are key positions that need to be filled immediately.

CSEA REPORT:

None.

DISTRICT REPORT:

Ms. Reede announced that Rachel D'Ambrosio was promoted to Assistant Superintendent of Human Relations and the District is not replacing her previous position of Director or the Coordinator of BTSA/Induction. Instead, Shari Fernandez, Director of Human Relations will be taking over her duties as well as the BTSA induction duties to support the new teachers. The Human Relations offices are currently going through construction to make the space ADA compliant.

DIRECTOR'S REPORT:

Ms. Reede stated that the Classified Human Relations department is currently located at the Vista Innovation Center and that Certificated HR is located at the EOC while construction is ongoing. Ms. Reede explained that the timeline for completing the construction on the office was three to four weeks but it looks like they may be ahead of schedule.

Ms. Reede reported that Donna Caperton, Assistant Superintendent of Business Services, retired and that her replacement is Ami Shackelford. Brock Smith, Executive Director of Facilities, Maintenance, and Operations and Lourdes Hernandez, Executive Director of Fiscal Services resigned and the positions are currently in the recruitment process to be filled. There were also key members of Payroll that retired and as such our department has offered to help while the Fiscal Services department is short staffed. We are maintaining our recruitments and other responsibilities and have taken on PeopleSoft data entry to support Payroll.

Ms. Reede explained that the District website was updated and as such some links were not working, including the link posted on the advertisement for the Personnel Commissioner. Ms. Reede reported that every replacement vacancy first needs to be approved by Cabinet before it is filled and any new positions need to be approved by the Board. This impacts the hiring process as the Board typically meets once per month.

ITEMS FROM THE FLOOR:

None.

ITEMS FROM THE COMMISSION:

The upcoming Personnel Commission meeting in October was changed from the October 8, 2019 to October 15, 2019, at 3:30 pm.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, August 13, 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 4:13 p.m.

OPEN SESSION:

Commission reconvened from closed session at 4:38 p.m. No action was taken.

ADJOURNMENT:

The meeting was adjourned at 4:39 p.m.