



0024-19	School Age Child Care Activity Assistant	Continuous
0025-19	Bus Driver	Continuous
0026-19	District Interpreter/Translator	Open
0027-19	Payroll Analyst	Open
0028-19	Senior Payroll Technician	Open
0029-19	School Support Secretary I	Open
0030-19	Director of Construction	Open
0031-19	Campus Assistant II	Continuous
0032-19	Campus Assistant I	Open
0033-19	Instructional Assistant I – After School Program	Continuous
0034-19	School Age Child Care Activity Assistant	Continuous
0035-19	Data Entry Clerk	Open
0036-19	Printing Technician	Open
0037-19	Child Nutrition Services Assistant II	Open
0038-19	Child Nutrition Services Assistant I	Continuous
0039-19	Maintenance Technician	Open
0040-19	Executive Director Facility, Maintenance and Operations	Open
0041-19	Carpenter	Open
0042-19	Executive Director Fiscal Services	Open

The motion was unanimously approved.

CLASSIFICATION STUDY – FIRST READING OF CLASSIFICATION DESCRIPTIONS

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

INFORMATION SYSTEMS JOB FAMILY CLASSIFICATIONS

- Director of Information Systems (Technology)
- Information Systems Support Specialist
- Senior Systems Analyst/Programmer (Database Administrator)

ACCOUNTING JOB FAMILY CLASSIFICATIONS

- Executive Director of Fiscal Services
- Fiscal Services Technician

Ms. Reede stated that she is recommending the title change from Director of Information Systems to Director of Information Technology. This change clarifies the role of the Director over technology services for the District. Ms. Reede is also recommending the title change of Senior Systems Analyst/Programmer to Database Administrator. Ms. Reede stated that this is a standard industry title both in private industry and in school districts throughout California, and better reflects the type of work being performed.

Ms. Reede stated 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. No major changes other than the title changes are being recommended to these descriptions.

Due to retirements, employees on leave, and data reporting timelines, Ms. Reede was asked to provide more time for incumbents and supervisors to review the drafts of the following classification descriptions in the Accounting job family:

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

Accountant; Accounting Assistant; Attendance Accounting Specialist; Budget Analyst; and School Finance Technician. Ms. Reede stated that she would include these descriptions as part of the Secretary job family in September.

Ms. Reede stated that these draft descriptions are being brought to the Commission for first reading at this time. These descriptions will be brought back for second reading in September.

Mr. LeMay asked about clarification of performing "advanced math" on the draft for Information Systems Support Specialist under knowledge required. Ms. Reede stated she would review the draft with the incumbents and supervisors and would provide more information at the next meeting.

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

Ms. Reede stated that the proposed draft classification descriptions for the Transportation job family were brought to the Personnel Commission at the regular meeting on June 11, 2019 for first reading, and the draft descriptions for the Information Systems job family were brought to the Personnel Commission at the regular meeting on July 9, 2019 for first reading. The proposed drafts have been reviewed with and are supported by the incumbents, supervisors, Cabinet, and CSEA. Ms. Reede stated that no changes were made to any of the drafts since first reading.

#### INFORMATION SYSTEMS JOB FAMILY CLASSIFICATIONS:

Network Analyst  
Service Desk Technician  
Systems Support Technician

#### 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

\*M/S Mr. Hampton / Mr. LeMay moved to approve the Information Systems and Transportation classification descriptions as presented.

The motion was unanimously approved.

#### RECRUITMENT REPORT:

Mr. Meni stated 83 classified employees accepted the early retirement incentive. From recruitments beginning July 1 to present, 110 new employees have been hired with 94 candidates in the hiring process, equaling over 200 new hires. Mr. Meni commended staff on their diligent efforts during a very busy time. There are currently 75 openings, 28 of which are in the After School Program (ASES and AM/PM). Mr. Meni will repost job announcements at the local colleges to capture new applicants to assist in filling these voids.

#### CSEA REPORT:

Mr. Faust reported that it had been a busy summer and that he had attended several new hire orientation sessions and the CSEA Annual Conference. Mr. Faust stated that the CSEA Chapter meeting would be held on August 28, 2019, which would include a vote to ratify the changes to the CSEA Contract.

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

#### DISTRICT REPORT:

Ms. Fernandez reported that the District had recently notified employees of the annual mandated trainings which were expanded to include a one-hour sexual harassment training prevention course for all employees as mandated by state law. Ms. Fernandez also shared information about upcoming wellness workshops that would be available to all employees.

#### DIRECTOR'S REPORT:

Ms. Reede reiterated Mr. Meni's report about the staff's work volume during the summer, recognizing their hard work and dedication. Ms. Reede reported that the Fiscal Services Department was impacted with retirements, a resignation and a leave of absence of key employees, as well as experiencing staffing replacement delays. Fiscal Services requested our assistance so the HR department staff have helped with payroll data entry and Digital Schools processing in the interim. Ms. Reede announced that a new Executive Director of Fiscal Services had been made an offer. Ms. Reede reported that Classified HR staff are back at our District office location after the new carpet and furniture installation, and invited the Commissioners to visit.

Ms. Reede asked if the Commissioners wanted to attend the CSPCA Annual Conference in San Francisco in February 2020. Ms. Minoux stated that she would be attending as the CSPCA President and her travel and registration arrangements would be made by CSPCA. It was determined that the Director and the new Personnel Commissioner would attend the conference. Ms. Reede stated that she would bring an item to approve conference attendance at a later meeting.

#### ITEMS FROM THE FLOOR:

Ms. Hovel stated that she was representing CSEA's state merit committee and reported that the North Orange County Community College District employees voted against introducing the merit system to their District. Ms. Hovel stated that the committee continued to discuss the merit system with Tustin USD, Barstow USD, and South Orange County Community College District, among others.

Dr. Lowe introduced himself as a candidate for the upcoming vacant seat on the Personnel Commission. Dr. Lowe congratulated the Commission on conducting a classification study and suggested that the Commission be mindful of the scope of authority on descriptions and asked if there had been any discussion about costs associated with the classification study. Ms. Minoux explained the Commission's role in the classification study and stated that the District and CSEA would negotiate compensation following the completion of the study.

Ms. Perkins introduced herself as an Information Systems Support Specialist with the District. Ms. Perkins was concerned that the draft classification description for Information Systems Support Specialist did not accurately reflect the work she performed and felt that her position had evolved over time. Ms. Reede explained the process for reclassification and stated that she would send Ms. Perkins information about requesting a reclassification study on her position.

Mr. Barrios introduced himself as a candidate for the upcoming vacant seat on the Personnel Commission. Mr. Barrios spoke about the constant evolution of state and federal laws regarding employment and the requirements of Districts.

#### ITEMS FROM THE COMMISSION:

Ms. Minoux discussed her attendance at the CSEA Annual Conference and stated that they had a wonderful keynote speaker.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, September 10, 2019, at 3:30 p.m. at the District Office Emergency Operations Center (EOC).

CLOSED SESSION

\*M/S Mr. Hampton / Mr. LeMay moved to adjourn to closed session to discuss a Petition for Reconsideration (Disqualification) at 4:19 p.m.

OPEN SESSION:

Commission reconvened from closed session at 4:45 p.m. Ms. Minoux announced that the Commission had conducted an investigation into the candidate's petition for reconsideration and upheld the Director's decision to disqualify the candidate.

ADJOURNMENT:

The meeting was adjourned at 4:47 p.m.