

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

Unadopted Minutes of the
Personnel Commission Meeting on
September 10, 2019

MEMBERS Glen Hampton
PRESENT: Donald LeMay
 Teri Minoux

STAFF Alaina Reede
PRESENT: William Meni
 Shirley Indegno

OTHERS PRESENT: Bill Faust, Nicole Leffler, Dave Lowe, Sharon DeSalme, Carol Herrera, Melana Taylor, Luisa Stafford, Danica Reed, Gilberto Barrios, Jamie Phillips, Shari Fernandez, Marcela Ramos, DeWayne Cossey, Tanya Herrera, Marie Hovelh, Mary Trompeter-Ermis

CALL TO ORDER:

The meeting was called to order at 3:34 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON AUGUST 20, 2019:

*M/S Mr. LeMay / Mr. Hampton 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>
Boland, Jennifer	628-452	Special Education Assistant IV – SH/PH	Hannalei	3
Esomonu, Jenise	621-718	Senior Health Services Technician	California Ave	2

The motion was unanimously approved.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

FOR RATIFICATION:

0043-19	Child Nutrition Services Assistant I	Open
0044-19	Campus Assistant II	Continuous
0045-19	Transportation Assistant	Continuous
0046-19	School Age Child Care Activity Assistant	Continuous
0047-19	Instructional Assistant I – After School Program	Continuous

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

0048-19	Special Education Assistant IV - SH/PH	Continuous
0049-19	Instructional Assistant Behavioral Intervention	Continuous
0050-19	Instructional Assistant II – LH/CH/RSP	Continuous
0051-19	Noon Duty Assistant	Continuous
0052-19	Bus Driver	Continuous
0053-19	School Age Child Care Leader	Open
0054-19	Child Nutrition Service Assistant I	Open
0055-19	District Interpreter/Translator	Open
0056-19	Fiscal Services Technician	Open
0057-19	Bus Driver	Continuous
0058-19	Adult Education Testing Technician	Open
0059-19	Pool Specialist	Open
0060-19	Instructional Assistant I – After School Program	Continuous
0061-19	School Age Child Care Activity Assistant	Continuous
0062-19	Instructional Assistant II – LH/CH/RSP	Continuous
0063-19	Instructional Assistant Behavioral Intervention	Continuous
0064-19	Special Education Assistant IV - SH/PH	Continuous
0065-19	Maintenance and Grounds Manager	Open
0066-19	Career Center Technician	Open
0067-19	Bus Driver	Continuous
0068-19	Instructional Assistant I – After School Program	Continuous
0069-19	School Age Child Care Activity Assistant	Continuous
0070-19	Instructional Assistant II – LH/CH/RSP	Continuous
0071-19	Instructional Assistant Behavioral Intervention	Continuous
0072-19	Special Education Assistant IV - SH/PH	Continuous
0073-19	Grounds Maintenance Worker	Open
0074-19	Senior Health Services Technician	Continuous

The motion was unanimously approved.

CLASSIFICATION STUDY – FIRST READING OF CLASSIFICATION DESCRIPTIONS

The classification study is currently focused on the Child Nutrition Services Job Families. The proposed drafts have been reviewed and are supported by the incumbents, supervisors of the positions, Cabinet, and CSEA.

CHILD NUTRITION SERVICES JOB FAMILY CLASSIFICATIONS:

- Central Kitchen Coordinator
- Child Nutrition Lead I
- Child Nutrition Lead II
- Child Nutrition Lead III
- Child Nutrition Operations Supervisor
- Child Nutrition Services Assistant I
- Child Nutrition Services Assistant II
- Director of Child Nutrition Services
- Nutrition Education and Training Supervisor

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

Ms. Reede presented the first reading of the classification descriptions in the Child Nutrition Services job family. She stated she was grateful for the feedback she received for these job descriptions. Mr. Hampton referenced the draft of the Director of Child Nutrition Services and stated that he felt the word “and” before serve be deleted in the purpose statement. Ms. Reede reviewed the draft and agreed with Mr. Hampton. The draft brought for second reading at the next meeting would be revised.

Mr. LeMay asked why the job descriptions for Child Nutrition Leads I, II, and III are virtually identical. Ms. Reede stated that all three classifications perform the same duties, but there are differences in volume and complexity of duties at the different school levels. Ms. Reede stated that she would like to recommend that the determination for which level of these classifications for staffing purposes should be the meals served per labor hour and some consideration for the number of employees in the kitchen where the employee would be the lead. Mr. LeMay would like more clarification between the three Lead job descriptions and would like the differences between the volume reflected. Ms. Reede agreed and stated she would work with the Director, Mr. Phillips, to clarify.

Mr. LeMay asked why the Director of Child Nutrition Services is considered the supervisor for all Child Nutrition Assistants. Ms. Reede responded that although Child Nutrition Assistants take work direction from the CNS Leads, they are not supervised or evaluated by the Leads.

CLASSIFICATION STUDY – SECOND READING/ APPROVAL OF CLASSIFICATION DESCRIPTIONS

Ms. Reede presented the proposed draft classification descriptions for the Accounting and Information Systems job families. These drafts were brought for first reading at the Personnel Commission meeting on August 20, 2019. At that meeting, there was a question from the Personnel Commission regarding the level of math required for the Information Support Specialist description. Ms. Reede worked with the incumbents, supervisor, and steering committee to determine the appropriate level and the draft now specifies the level of math that is required. Other than that, no changes were made to the following drafts:

INFORMATION SYSTEMS JOB FAMILY CLASSIFICATIONS:

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

ACCOUNTING JOB FAMILY:

Executive Director of Fiscal Services
Fiscal Services Technician

Mr. LeMay asked about the Information Systems Support Specialist, Ms. Perkins who raised some issues regarding the draft at the previous meeting. Ms. Reede said that she spoke with Ms. Perkins regarding her concerns and provided her with the paperwork to request reclassification. Mr. LeMay said he just wanted to make sure that her concerns were followed up.

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

The motion was unanimously approved.

NEW CLASSIFICATION AND PROPOSED SALARY PLACEMENT: DIRECTOR OF RISK MANAGEMENT AND SAFETY

Ms. Reede was asked to create a new classification to oversee and direct risk management programs including worker's compensation claims, establishing a worker's compensation return to work program, monitoring emergency operations, developing an emergency safety plan, and managing the district's property and liability insurance plan, amongst other duties. The District previously had an incumbent in a classification of Safety and Environmental Manager. When the incumbent retired, that position was not filled. This proposed classification encompasses some of those duties and includes other responsibilities such as developing and implementing a district-wide safety plan and a return to work program. Studies show that return to work programs bring employees back to work sooner. It saves the district money overall with regards to worker's compensation. Ms. Reede worked with the Assistant Superintendent of Business Services as well as the Assistant Superintendent of Human Relations, to develop this draft. Ms. Reede conducted a salary survey of over 40 school districts in California of similar size to Vista. Ms. Reede recommended that the Director of Risk Management and Safety be placed at Range 24 of the Classified Management salary schedule.

Mr. LeMay expressed surprise that this position has not existed previously. Ms. Reede informed him that we had a position that encompassed some of these duties, but some of the programs that this position oversees will need to be developed.

*M/S Mr. Hampton / Mr. LeMay moved to approve the New Classification and Proposed Salary Placement of the Director of Risk Management and Safety.

The motion was unanimously approved.

RECLASSIFICATION RECOMMENDATION – TANYA HERRERA

Ms. Reede presented her report regarding the reclassification request of Tanya Herrera. Ms. Herrera has been employed by the Vista Unified School District as an Instructional Media Training and Support Specialist for approximately 13 years. Ms. Reede informed the Commission that Ms. Herrera's original classification was originally established to manage the District's Instructional Media Center and to support the Library Media Technicians. The District no longer has an Instructional Media Center and her duties have evolved over time to manage a variety of information systems and training users on those information systems. Ms. Reede recommended that Tanya Herrera be reclassified as an Information Systems Support Specialist, effective October 1, 2019.

*M/S Mr. Hampton / Mr. LeMay moved to approve the Reclassification of Tanya Herrera from Instructional Media Training and Support Specialist to Information Systems Support Specialist, effective October 1, 2019.

The motion was unanimously approved.

ANNOUNCEMENT OF INTENDED PERSONNEL COMMISSIONER'S APPOINTEE

Ms. Minoux announced in accordance with Personnel Commission rule 2.1.2.3, Luisa Stafford is the intended appointee of the Personnel Commission. A public hearing will be held at the next Personnel Commission meeting on October 15, 2019, at 3:30 pm in the District Office Emergency Operations Center, to allow for the public to express their views on the Personnel Commission's intended appointee.

Mr. LeMay thanked everyone who applied for this position. The Personnel Commission serves the community as a whole and is critical. Ms. Minoux stated that all of the candidates were highly qualified and it was a difficult decision.

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

*M/S Ms. Minoux / Mr. LeMay moved to approve the announcement of Luisa Stafford as the intended appointee to the Personnel Commission.

The motion was approved 2-0, with Mr. Hampton abstaining.

RECRUITMENT REPORT:

Mr. Meni stated that staff has been very busy with recruitments this month. Mr. Meni stated that he renewed the postings of open positions at the local community colleges and universities.

BOARD REGISTER

Information Only

CSEA REPORT:

Mr. Faust reported that CSEA and the District have negotiated a new three year agreement that will go before the Board on Thursday for approval. Mr. Faust said that some labor issues have come up, but he has had his labor experts working on it. It has been "so far, so good".

DISTRICT REPORT:

Ms. Fernandez reported that this month is the first CPR/First Aid class offered by the District this year. Ms. Fernandez is beginning to work on Classified Professional Development, but is waiting to see if Cabinet will be having Professional Development at the sites or if it will be held in a central location as in previous years. AED Training is also being offered to staff. All of the schools have AED machines, and she wants to make sure employees are trained on how to use them.

DIRECTOR'S REPORT:

Ms. Reede stated that her department has been busy filling positions vacated by the retirement incentive, promotions, and regular resignations. She would like to commend her staff on their work. Staff have already completed seventy eight recruitments since July. With regards to attendance at the CSPCA conference in February, Ms. Minoux will attend on behalf of CSPCA, and she would like the newest Personnel Commissioner to attend as well.

Ms. Reede discussed the District's budget issues and how that has impacted attending conferences. There is money allotted in the Personnel Commission budget for conference attendance, but she would like direction from the Commission if they would like her to attend with the new Commissioner. Mr. LeMay stated that the Commission is at a critical point in time with Mr. Hampton stepping down as he has so much knowledge and experience. Mr. LeMay would like both Ms. Reede and the new Commissioner to attend. Mr. LeMay and Mr. Hampton are not going to the conference and Ms. Minoux's expenses are being paid for by CSPCA. Mr. LeMay expressed that it is well within reason for the budget to cover Ms. Reede and the new Commissioner to attend the CSPCA Conference.

Ms. Minoux agreed with Mr. LeMay. Ms. Minoux stated that the new Commissioner will need to have access to training and conferences. Due to the Brown Act, there are restrictions with conversations between Commissioners, but there isn't a restriction on the Director communicating with the new Commissioner. Ms. Minoux understands that the District has a budget freeze, but the Personnel Commission budget is separate from the District.

Mr. Hampton agreed with what was said. Mr. Hampton stated that the CSPCA conference is a great way to get to know other Directors and Commissioners as they are a great resource for information.

Ms. Reede is continuing with the Classification study. She is working on the Secretarial job family as well as the remainder of the classifications in the Accounting and Information Systems job families.

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

ITEMS FROM THE FLOOR:

None

ITEMS FROM THE COMMISSION:

None

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, October 15, 2019 at 3:30 p.m. at the District Office Emergency Operations Center (EOC).

ADJOURNMENT:

The meeting was adjourned at 4:24 p.m.