

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

Unadopted Minutes of the
Personnel Commission Meeting on
August 18, 2020

MEMBERS Donald LeMay
PRESENT: Teri Minoux
 Luisa Stafford

STAFF Alaina Reede
PRESENT: William Meni
 Bryanna Evans

OTHERS PRESENT: Barbara Goya, Benjamin Williams, Laura Zirino, Marcela Ramos, Marie HovelIn, Mary Trompeter-Ermis

CALL TO ORDER:

The meeting was called to order at 3:36 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON JULY 14, 2020:

*M/S Ms. Minoux / Ms. Stafford moved to approve the minutes as presented.

The motion was unanimously approved.

NEW CLASSIFICATION AND PROPOSED SALARY PLACEMENT: CONTRACT SPECIALIST:

Ms. Reede introduced the proposed classification description for a new classification of Contract Specialist. The District has a need for a position responsible for assisting the Assistant Superintendent of Business Services and the District in the administration of the contract procurement process, including organizing, preparing, reviewing, and maintaining contracts, quotes and proposals for services, and other related documentation, ensuring contracts comply with federal, state, and local codes, regulations, laws, and policies, and to monitor assigned associated projects and activities. The report includes the proposed salary placement for Contract Specialist. Ms. Reede explained that she had performed a compensation survey of other school districts in the San Diego, Orange, San Bernardino, and Los Angeles counties, both in districts with similar and dissimilar demographics compared to Vista Unified School District. Ms. Reede was unable to find a significant number of districts with a similar position – in many cases, the duties performed by this classification are combined with other functions such as Buyer or Accountant. However, the District must establish positions based on the needs of the District and the work that is needed to be performed. Ms. Reede reviewed the skills, knowledge, abilities, traits, consequence of error, and complexity of duties, along with the education and experience requirements for this classification and internal alignment with other existing classifications, and is recommending salary placement for the classification of Contract Specialist at Range 52 on the Classified Bargaining Unit Salary Schedule based on this analysis.

Discussion:

Ms. Stafford asked for an explanation of salary ranges. Ms. Reede stated that each classification, or job description, is placed on the salary schedule and is assigned a salary range based on the skills, knowledge, abilities, traits, consequence of error, and complexity of duties, along with the education and experience requirements of the classification. For a classification that doesn't require a lot of education or experience, that classification would generally be on a lower salary range on the salary schedule. If the classification requires more education and experience, specialized skills or knowledge, or a high level of complexity and/or consequence of error, that classification would be typically placed on a higher salary range on the salary schedule.

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

When the skills, knowledge, abilities, traits, consequence of error, and complexity of duties and the education and experience requirements of the proposed classification of Contract Specialist are compared with those classifications already on salary range 52, the factors are found to be similar in nature.

Ms. Stafford asked where she could view all ranges for classified positions. Ms. Reede stated that she would provide this information to Ms. Stafford. Ms. Minoux asked who was previously doing this work. Ms. Reede stated that the former Assistant Superintendent of Business Services had a purchasing background and took a larger role in the contract and monitoring process. Mr. LeMay agreed that the number of contracts is substantial.

*M/S Ms. Minoux / Ms. Stafford moved to approve the Contract Specialist classification description as presented and the placement of the Contract Specialist classification on salary range 52 of the classified bargaining unit salary schedule.

The motion was unanimously approved.

RECLASSIFICATION RECOMMENDATION – BARBARA GOYA:

Ms. Reede presented the recommendation for reclassification for Barbara Goya. Ms. Goya is assigned to Business Services as a Staff Secretary II and has been in this position approximately three years. Ms. Goya reported that her duties and responsibilities have always related specifically to the review, development, and maintenance of contracts and related documentation based on a standardized process. Ms. Goya reported that the volume of her work increased to include additional contracts after the passing of Bond Measure LL, but that she was already performing work solely related to contracts prior to the bond passage.

Ms. Reede explained that the purpose of the reclassification process is to fix things that have been done wrong. Upon review of this position and duties, the duties should be performed by a Contract Specialist. Ms. Goya has performed these duties over at least two years and therefore fits the criteria for reclassification under section 45285 of the California Education Code and sections 3.3.1.2 and 3.3.6 of the Vista Unified School District Personnel Commission Rules and Regulations.

Ms. Reede recommends that Barbara Goya be reclassified to the classification of Contract Specialist and be placed on the appropriate step on salary range 52, effective September 1, 2020.

Discussion:

Ms. Minoux wanted clarification regarding why this position was filled as a Staff Secretary II instead of a more appropriate classification. Ms. Reede agreed that this position should never have been filled as a Staff Secretary II and stated that this process is to fix that error. Ms. Stafford asked if there was anyone else in the District that does this work and Ms. Reede explained that there is not.

Mr. LeMay clarified that this employee works under the Assistant Superintendent but also works directly with other departments. Ms. Reede explained that while the employee's supervisor is the Assistant Superintendent of Business Services, different types of contracts are initiated by different departments, may go through different departments for the approval process, and that any contract that comes to the District requires an approval process that ends with Business Services.

Ms. Minoux asked if Ms. Goya has learned the duties as she went along or did she have any history. Ms. Reede explained that while she might have past experience with this type of work, she did have to learn functions that are

specialized to school districts. Ms. Reede reiterated that the purpose of the reclassification process is to appropriately classify and pay employees.

Mr. LeMay asked if the Assistant Superintendent of Business Services would still review all contracts and documents prepared by the incumbent. Ms. Reede stated that it is ultimately the administrator's responsibility to make sure that everything is correct, but the preparation of contracts and the collection of documentation would be completed by the Contract Specialist. Mr. LeMay stated that the increase of responsibility justifies the reclassification.

*M/S Ms. Minoux / Ms. Stafford moved to approve the Reclassification Recommendation for Barbara Goya to Contract Specialist.

The motion was unanimously approved.

RECLASSIFICATION RECOMMENDATION – BENJAMIN WILLIAMS:

Ms. Reede presented the recommendation for reclassification for Benjamin Williams. Mr. Williams has been a Maintenance Technician with the district for approximately four years. The Maintenance Technician classification requires incumbents to assist the specialized trades and to know a little bit about how to support each of them. Typically, employees in this classification are assigned to assist trades based on their knowledge and experience. Mr. Williams came to the District with an Electrician background and was assigned to assist with the trades in that area, including to support the Fire and Safety Systems Technician. This classification is responsible for maintaining the fire, safety, and alarm systems, intercoms, and the bell systems. Over time, Mr. Williams was assigned more functions that aligned with the Fire and Safety Systems classification due to the volume of work required. Mr. Williams also worked out of class in this classification when the incumbent was out on a leave. The time that Mr. Williams worked out of class for the absent employee was not considered as a part of this reclassification, as Mr. Williams was appropriately compensated during those times. However, Mr. Williams has continued to be assigned work in this capacity even when the incumbent is working due to the volume of work that needs to be done.

Ms. Reede recommends that Benjamin Williams be reclassified to the classification of Fire and Safety Systems Technician and be placed on the appropriate step on salary range 59, effective September 1, 2020.

Discussion:

Ms. Minoux asked whether the Maintenance Technician position would open if Mr. Williams is reclassified to the Fire and Safety Systems Technician classification. Ms. Reede explained that typically when someone is reclassified, it is because the employee is doing work outside the job description, and therefore, the former position is not typically filled. Mr. LeMay commented that this is a very important classification.

*M/S Ms. Stafford / Ms. Minoux moved to approve the Reclassification Recommendation for Benjamin Williams to Fire and Safety Systems Technician.

The motion was unanimously approved.

ELIGIBILITY LISTS:

No discussion.

*M/S Ms. Minoux / Ms. Stafford moved to approve the Eligibility Lists as presented.

The motion was unanimously approved.

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

RECRUITMENT REPORT:

Mr. Meni explained that staff have reenergized efforts to recruit at all local colleges and universities. The District is looking at selective positions to fill even without students on campus, and staff is preparing to be ready to fill positions when students return to in-person learning.

BOARD REGISTER:

Informational only.

CSEA REPORT:

Ms. Trompeter-Ermis thanked Ms. Reede for her work on the reclassifications and appreciated working with everyone to get this done. Ms. Trompeter-Ermis wanted to update the Commissioners about negotiating with the District to be more flexible with duties during this time in order to meet the needs of the District, within reasonable boundaries. Ms. Trompeter-Ermis gave an example of Campus Assistants, Noon Duties, and Instructional Assistants, who normally wouldn't need to keep students socially distant, check temperatures, or wipe down and disinfect desks, but who may be asked to perform this type of work.

Ms. Stafford asked if there are guidelines to follow. Ms. Reede explained that training and guidelines are going to be provided for the new temporary duties. Ms. Trompeter-Ermis stated that it is really hard to predict what the needs are, and things can change. It is going to take a tremendous amount of flexibility.

DISTRICT REPORT/DIRECTOR'S REPORT:

Ms. Reede reported for the District. Ms. Reede stated that there are many meetings trying to determine what's best for students, families, and employees and what we need to do and how we can prepare for it. Ms. Reede explained that the District is working with CSEA about employees returning to work. Ms. Reede stated that she was working with employees and sites to support employees who have health concerns and child care issues. Ms. Reede stated that we may have to ask our employees to step into a role that may look different than what they were asked to do this time last year. Ms. Reede stated that all of the uncertainty is very draining on people, and reminded her staff to give grace to others as well as to themselves.

Ms. Reede stated that students will start September 8, 2020 with virtual learning for the first six weeks, at which point, the Board will determine next steps. Ms. Reede stated that she was working with certificated staff to look at ways that our classified staff can help with instruction.

Ms. Reede stated that we had received a number of resignations, which is typical to this time of the year.

Ms. Reede stated that her goal is to make staff feel supported and to help address fears of those returning to work. Ms. Reede commended the Maintenance and Custodial staff who have worked tirelessly this summer to maintain the safety at sites. She also commended the Child Nutrition Services team for serving food all spring and summer to the youth in our community.

Ms. Reede added that there are many new administrators and changes to administrative staff this year. Ms. Stafford requested a list of administrators.

Ms. Reede explained that there will be a three day professional development for all employees on August 31, 2020 through September 2, 2020. There will be safety training for all staff, as well as targeted training based on specific jobs, to ensure that employees are prepared and safe. Ms. Stafford asked if this is something a Commissioner may attend. Ms. Reede stated that she would send them information regarding the training available.

Ms. Minoux asked about the change of school year calendar. Ms. Reede explained that the original start date was supposed to be August 19, 2020, but it was pushed back to September 8, 2020 in order to be more prepared for virtual learning.

Mr. LeMay commended Ms. Reede's report and stated that his ongoing concern is the substitute pool and the resignations coming in. He stated that the District is doing everything within their ability to anticipate and respond to any issues, but that things will always change and it is important to be flexible.

ITEMS FROM THE FLOOR:

None

ITEMS FROM THE COMMISSION:

Mr. LeMay recognizes the huge undertaking by virtually every level of employee in the District and wanted to convey that employees are in his thoughts all the time. Mr. LeMay also stated that the more he hears, the more he knows we are going to get through this.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, September 15, 2020, at 3:30 p.m. and will be a teleconference meeting on Zoom.

ADJOURNMENT:

The meeting was adjourned at 4:50 p.m.