

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

**10331 Stanford Avenue
Garden Grove, CA**

MINUTES

of the Meeting of
July 3, 2013

CALL TO ORDER

Commissioner Donovan called the meeting of July 3, 2013 to order at 5:00 p.m. Commissioner Franks led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

Ms. Diane Donovan
Mr. Jim Franks
Ms. Marilyn Tortolano

STAFF MEMBERS PRESENT

Mr. Pat Collison
Ms. Suzy Seymour
Ms. Jenni Smith
Ms. Linda Williams

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Tortolano, and carried to approve the minutes of the June 3, 2013 Personnel Commission meeting.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda. There were no comments from the audience.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 06/18/13

APPROVAL OF CLASSIFICATION ACTIONS

6.1 Classification Description Revision – Fiscal Services Coordinator

Director Seymour stated that personnel staff studied the Fiscal Services Coordinator job description for the vacant single-position classification as well as the entrance requirements of the other job classifications in the fiscal series. The main recommended revisions to the job description focus on the Education and Experience section. Staff concluded that an incumbent in this position should possess a college degree due to the amount of assimilating, analyzing and interpreting of data required for this position. Suggested revisions clarify that the experience requirement should be in the area of governmental accounting, because the current wording, “financial record keeping”, is too broad and could attract candidates with experience unrelated to this classification.

It was moved by Commissioner Franks, seconded by Commissioner Tortolano, and unanimously carried to approve the classification description revision of Fiscal Services Coordinator, effective July 3, 2013.

6.2 Classification Description Revision & Salary Reallocation – Network Systems Supervisor

6.3 New Position - Network Systems Supervisor

Director Seymour summarized the expanding workload of the Network Systems area of the Information Systems Department and the need to create a new supervisory position. The person in the proposed new position will supervise a subset of the areas currently handled by the Assistant Director, Network Systems. Areas of supervision include help desk, computer repair (Apple & PC) and audio/visual functions. Staff recommends the position be classified as a Network Systems Supervisor. The recommended changes to the education section of the existing class description specify that the bachelor’s degree needs to be in the field of information technology. The other recommended changes are to the essential duties and knowledge & abilities sections, and specify the operating functions that the incumbent will be supervising. Personnel staff is recommending lowering the salary range from 57 to 52 on the supervisory salary schedule due to the reduced responsibility and scope of the classification.

It was moved by Commissioner Franks, seconded by Commissioner Tortolano, and unanimously carried to approve the classification description revision of Network Systems Supervisor and the reallocation to salary range 52 of the supervisory salary schedule, and further moved that the new position be classified as a Network Systems Supervisor, effective July 3, 2013.

ORDERING OF EXAMINATIONS

7.1	Administrative Secretary	Promotional
7.2	Campus Safety Assistant	Open
7.3	Custodian	Open

Director Seymour mentioned that the recruitment for Administrative Secretary will fill an upcoming vacancy in Secondary Education when the incumbent, Ms. Diane Jung, retires in October.

It was moved by Commissioner Tortolano, seconded by Commissioner Franks, and unanimously carried to approve the ordering of the examinations as listed above and the ratification of the resulting eligibility lists.

RATIFICATION OF ELIGIBILITY LISTS

8.1	Breakfast Worker	Open
8.2	Intensive Behavioral Instruction Assistant	Open
8.3	Pool Maintenance Worker	Open
8.4	School Community Liaison Worker – Vietnamese speaking	Open

It was moved by Commissioner Tortolano, seconded by Commissioner Franks, and unanimously carried to ratify the eligibility lists as listed above.

ADMINISTRATION AND POLICY

9.1 2013-2014 Proposed Personnel Commission Budget – Public Hearing, Second Reading and Adoption

Commissioner Donovan opened the public hearing for the proposed 2013-14 personnel commission budget. The public hearing was closed after receiving no comments.

Director Seymour mentioned that the salary area of the budget would change after the business office finishes their work on the 2% salary restoration and adds monies for the new position in personnel, but for the most part everything else will remain the same. Director Seymour will provide the budget revisions to the Commissioners, after the final adjustments are made, if they wish to have that information.

It was moved by Commissioner Donovan, seconded by Commissioner Franks and carried to adopt the proposed 2013-14 budget.

9.2 Director's Report

Director Seymour reported that Ms. Smith is very busy with recruitments. Personnel staff is planning to open a couple of recruitment bulletins next week, including one for the Associate Personnel Analyst.

Ms. Gabriela Mafi moved into the Superintendent's office last week and Ms. Kelli McAmis, former Director of 7-12 Instruction, moved into the Secondary Education office and will replace Ms. Gabriela Mafi as Assistant Superintendent. Ms. Laura Schwalm is volunteering her time during the month of July to assist Superintendent Mafi during the transition. Commissioner Donovan mentioned that she will contact Ms. Schwalm to thank her for her services on behalf of the Commissioners.

OTHER BUSINESS

10.1 Commissioners

The Commissioners had no news to report.

10.2 Next Personnel Commission Meeting

The next scheduled regular meeting of the Personnel Commission is Wednesday, August 7, 2013 at 5:00 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:15 p.m.

Accepted by: Diane Donovan, Chairperson

Minutes Recorded by: Linda Williams