

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

**10331 Stanford Avenue
Garden Grove, CA**

MINUTES

of the Meeting of
March 4, 2015

CALL TO ORDER

Commissioner Tortolano called the meeting of March 4, 2015 to order at 5:00 p.m. Commissioner Franks led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

Ms. Marilyn Tortolano
Mr. Jim Franks

STAFF MEMBERS PRESENT

Ms. Suzy Seymour
Mr. Pat Collison
Ms. Jenni Smith
Ms. Maribel Cantoran

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Tortolano to approve the minutes of the February 11, 2015 Personnel Commission meeting. The motion passed 2-0.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda.

Employee Glenn Wantz apologized for the behavior of the maintenance personnel at last month's personnel commission meeting. Mr. Wantz thanked Ms. Smith for adding Personnel Commission meeting dates on the district's upcoming events and calendar webpage. Mr. Wantz thanked Commissioner Tortolano for pointing out when his voice level gets too high. Mr. Wantz also commented on the inconsistency of recruitments being run as open versus promotional. Mr. Wantz requested that the Director of Maintenance recruitment be made open to the public. He believes possible applicants for this position have very little knowledge of the maintenance department and are not open to suggestions from fellow maintenance workers.

Employee Keith Forsythe apologized for his inappropriate behavior and language at last month's meeting. Director Seymour stated Mr. Forsythe apologized to her and Assistant Superintendent Armitage the morning after last month's meeting, which they appreciated.

Employee Jana McIver inquired as to the status of a report outlining how many employees have been hired externally versus those promoted for maintenance and trades positions. Ms. McIver requested that this report specifically focus on supervisory and management positions. Director Seymour stated the creation of this report is in process and she will present her findings at next week's contract maintenance meeting with CSEA representatives. She is compiling this report using seniority data and then by extracting the specific maintenance positions in question.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 02/17/15
- Classified Personnel Report – 03/03/15

APPROVAL OF CLASSIFICATION ACTIONS

6.1 Classification Description Revisions – School Accounting Technician

Director Seymour stated School Accounting Technician was the last classification in the fiscal series for review since a salary re-allocation would be likely. Staff is recommending revisions to the classification description.

It was moved by Commissioner Franks, seconded by Commissioner Tortolano to approve the proposed revisions to the School Accounting Technician classification description, effective March 4, 2015. The motion passed 2-0.

6.2 Salary Survey Results – Fiscal Series

Salary Reallocation – School Accounting Technician

Upon review of the internal salary alignment, staff recommends the salary range for the School Accounting Technician classification be allocated to salary range 29. This salary re-allocation is based on a review of the internal alignment within the Fiscal Series. Based on a review of our benchmark classifications compared with the external salary survey data, staff concludes that the other classifications in the fiscal series are properly classified.

It was moved by Commissioner Franks, seconded by Commissioner Tortolano to re-allocate the School Accounting Technician classification from a salary range 26 to a salary range 29, effective March 5, 2015. The motion passed 2-0.

6.3 New Classification – Pest Control Technician

Director Seymour stated the study of Mr. Dominick's position was initiated by his concerns related to the increasing pest control duties he has been assigned. Mr. Dominick inquired about a job classification study to determine whether hazard pay was warranted. The District has determined that the pest control needs are ongoing. Therefore, staff concludes a new classification is warranted. Mr. Dominick has been performing the pest control duties even though they were not officially assigned to any one position.

Staff has met with Mr. Dominick and CSEA to discuss the potential reclassification into the new position and proposed salary range 35. Director Seymour explained that Personnel Commission Rules allow an employee who has been performing the duties of the reclassified position for at least two years to be reclassified with the position. Mr. Dominick's reclassification into the new Pest Control Technician position will create a vacancy for a Grounds Equipment Operator II without the need for an applicator license.

Employee Keith Forsythe asked if the now vacant Grounds Equipment Operator II would be an open or promotional recruitment. Director Seymour and staff will be looking at the last Grounds Equipment Operator II eligibility list to determine whether there are enough qualified and interested internal candidates to conduct a promotional recruitment.

It was moved by Commissioner Franks, seconded by Commissioner Tortolano to approve the new classification and proposed classification description for Pest Control Technician at salary range 35, effective March 4, 2015. The motion passed 2-0.

6.4 Reclassification – Grounds Equipment Operator II (Incumbent/Pest Control)

It was moved by Commissioner Franks, seconded by Commissioner Tortolano to approve the reclassification of Frank Dominick from Grounds Equipment Operator II to Pest Control Technician at salary range 35, effective March 5, 2015. The motion passed 2-0.

ORDERING OF EXAMINATIONS

7.1 Secretary III

Promotional

It was moved by Commissioner Franks, seconded by Commissioner Tortolano to approve the ordering of the examination as listed above and the ratification of the resulting eligibility list. The motion passed 2-0.

RATIFICATION OF ELIGIBILITY LISTS

8.1 School Community Liaison Worker - Spanish

Open

It was moved by Commissioner Franks, seconded by Commissioner Tortolano to ratify the eligibility list as listed above. The motion passed 2-0.

ADMINISTRATION AND POLICY

9.1 Director's Report

Director Seymour reported that the Board of Education decided to solicit applications for Personnel Commissioner and advertised on the district's webpage. Interested individuals have until March 5, 2015 to submit their application. The Board of Education will name their intended appointee at the March 17, 2015 board meeting and the official confirmation will occur at the April 21, 2015 board meeting.

Director Seymour provided an update on Mr. Dave Lizzarago's request to study his Auto Parts Clerk position. An initial meeting with Mr. Lizzarago and CSEA has taken place. Personnel Analyst Smith will be meeting with Mr. Lizzarago to begin a detailed job study of the possible accretion of duties in his Auto Parts Clerk position. The Machinist recruitment is still on hold. Mr. Lizzarago has been kept informed of the process.

Staff will be studying the School Community Liaison Worker classification. It has come to the attention of staff that some liaison workers may be performing duties outside of their job description. Staff will be sending a questionnaire to the incumbents in the coming months. There are currently about one hundred School Community Liaison Workers working for the district.

OTHER BUSINESS

10.1 Commissioners

Commissioner Franks commented on this meeting's attendance. He thanked everyone for wanting to become more informed and involved in personnel functions.

10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be Wednesday, April 1, 2015 at 5:00 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:25 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: M. Cantoran