

FOR RATIFICATION:

0096-16	Child Nutrition Lead III	Promotional
0097-16	Instructional Assistant I – After School Program	Continuous
0098-16	Accounting Assistant	Open
0099-19	Purchasing Technician	Open
0100-16	Special Education Assistant IV - SH/PH	Continuous
0101-16	Instructional Assistant – Behavioral Intervention	Continuous
0102-16	Instructional Assistant II LH/CH/RSP	Continuous

The motion was unanimously approved.

SECOND READING/APPROVAL OF REVISIONS TO PERSONNEL COMMISSION RULES 11.2 and 17.2 – VOLUNTARY DEMOTIONS:

Mr. Hampton asked if there needed to be any discussion. Ms. Jankly stated that no changes were made from the first reading on December 13, 2016 and remained exactly as presented in December.

*M/S Ms. Minoux/Mr. Hampton moved to approve the revisions to Personnel Commission Rules 11.2 and 17.2 – Voluntary Demotions.

The motion was unanimously approved.

FIRST READING OF REVISION TO PERSONNEL COMMISSION RULE 17.2 – ADVANCE STEP PLACEMENT:

Ms. Jankly reported that the recent complaint to the Personnel Commission demonstrated that the Classified Human Resources Department can do a better job of educating new employees regarding advance step placement. This revision would place some responsibility on the employee to provide information regarding their education and experience that is relevant and over and above the requirements of their position. Currently, the rule is the Director ultimately makes the decision of what advance step a new employee would start at based on the information that the employee provides on their application and attachments to their application. Ms. Jankly stated she doesn't expect that to change; however when new employees are hired they would be given a form to fill out and provide proof of education and experience for advance step placement. The form is currently being worked on and will allow the department permission to contact previous employers for verification of employment.

Ms. Jankly reported that the new rule will be brought back to the next meeting for the second reading.

Mr. Hampton stated that if there are any concerns or discussion it can be given to Ms. Jankly before or at the next meeting.

RECRUITMENT REPORT:

Mr. Meni reported that there were seven new Eligibility Lists prior to the holiday break. Since returning from break, the office is preparing for several continuous recruitment interviews. Mr. Meni stated that he continues efforts to recruit at the local Community Colleges and other community programs. He reposted the continuously open jobs so the community knows we're hiring. Mr. Meni indicated he will be assisting at Carlsbad Unified School District as a panel member on interviews. He stated that it is interesting to see how other districts conduct recruitments.

Mr. Meni reported that there has been some difficulty recruiting for the Executive Director of Fiscal Services position. He stated that it could be the time of year and he will extend the recruitment. Mr. Meni indicated that he has seen an increase in applications for other positions and believes that the community outreach is helping in that regard.

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

Mr. Hampton asked if there had been any more applications for the Executive Director of Fiscal Services. Mr. Meni explained that there were interviews conducted in November but only two ranks were on the eligibility list and the hiring authority would like to see the third rank.

BOARD REGISTER:
Information Item only.

CSEA REPORT:

Ms. Hoveltn stated that Hilda Reynoso was elected CSEA Treasurer. CSEA is very excited to welcome her. Ms. Hoveltn also stated that the new eboard was elected and will be installed. CSEA is currently working on planning the events for the year. Ms. Hoveltn mentioned that she was glad to see the Substitute Custodian job posting as continuous. Ms. Hoveltn appreciated that Classified Human Resources took note of the need for substitute custodians.

Ms. Hoveltn informed the Commission that there has been a big response to the retirement incentive.

Mr. Hampton welcomed Ms. Reynoso.

DISTRICT REPORT:

Dr. Ruggles stated that the Classified Professional Development (PD) Day is Friday, January 13, 2017. He commented that he is very excited as this is his first experience with the PD Day. He also stated that he would like to thank Layla Rosales for her hard work, as well as Alicia Evilsizer, Marie Hoveltn, and CSEA. He mentioned that CSEA will be providing lunch and that there are great presenters scheduled.

DIRECTOR'S REPORT:

Ms. Jankly, along with Ms. Hoveltn, will be putting on a Merit System workshop at the Classified Professional Development Day. Ms. Minoux will also be presenting about retirement.

The Board Meeting on January 19, 2017 will include an HR presentation regarding the Personnel Commission Annual Report, Blueprint Strategy 5, and Recruitment and Retention.

Ms. Jankly mentioned that the CSPCA Conference is at the end of the month and she sent the link to view and select courses to the Commissioners. She reported there is difficulty recruiting for the Executive Director of Fiscal Services and agreed with Mr. Meni that the time of year presents a difficulty in recruiting. Ms. Jankly completed a compensation survey for the position and stated that we are not too far off from the median. Ms. Jankly stated that a flyer is being put together and sent out to hopefully garner some more interest. The posting has also been emailed, tweeted, and posted on Edjoin.

Ms. Jankly reported that Erin English will be offering training for Instructional Assistants to include preparing lesson plans and training to help in the classroom. This training will have self-registration and the individuals who attend would need to complete a certain amount of hours.

Ms. Jankly stated that 107 eligibility lists have been established so far this year. Mr. Meni added that is the retirement incentive passes that number will only get higher.

ITEMS FROM THE FLOOR:
None.

ITEMS FROM THE COMMISSION:

Ms. Minoux mentioned that there are two dates in conflict on the meetings calendar: March 14th and May 16th. Ms. Jankly stated that she can set up alternative dates and can bring them up at the next meeting when all Commissioners are there to approve.

CLOSED SESSION:

None.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting is scheduled for Tuesday, February 14, 2017, at 3:30 p.m. in the ASC Board Room.

ADJOURNMENT:

The meeting was adjourned at 3:53 p.m.