

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

Unadopted Minutes of the
Personnel Commission Meeting on
October 13, 2015

MEMBERS Don Le May
PRESENT: Glen Hampton
Teri Minoux

STAFF Bill Meni
PRESENT: Bryanna Putignani

OTHERS

PRESENT: Elaine Alexandres, DeWayne Cossey, Catherine Turner, and Alicia Evilsizar.

CALL TO ORDER:

The meeting was called to order at 3:30 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE MEETING ON September 8, 2015:

*M/S Mr. Hampton / Ms. Minoux moved to approve the minutes. The motion was unanimously approved.

APPROVAL OF THE UNADOPTED MINUTES OF THE MEETING ON September 17, 2015:

*M/S Ms. Minoux / Mr. Hampton moved to approve the minutes. The motion was unanimously approved.

ADVANCE STEP PLACEMENT:

*M/S Mr. Hampton / Ms. Minoux for the following advance step placements:

- Agundez, Carlos - Instructional Assistant-Behavioral Intervention – Step 3
- Boring, Vivian - Community Liaison Aide - Step 3
- Brucia, Dawn - Instructional Assistant-Behavioral Intervention - Step 3
- Clement, Emily - Instructional Assistant-Behavioral Intervention - Step 2
- Drones, Shirley - Instructional Assistant-Behavioral Intervention – Step 3
- Falk, Andrew - Special Education Asst IV-SH/PH - Step 2
- Guerrero, Sarai - Instructional Assistant I – After School Program - Step 2
- Higgs, Ana - Senior Health Services Technician - Step 3
- Holguin, Kimberly - Community Liaison Aide - Step 2
- Knapp, Nate - School Age Child Care Leader - Step 2
- Marilao, Victorio - Custodian - Step 3
- Martinez, Arturo - Grounds Maintenance Worker - Step 2
- Mills, Robin - Instructional Assistant-Behavioral Intervention - Step 3
- Murray, Sharon - School Age Child Care Activity Assistant - Step 2
- Nall, Dahlyn - Instructional Assistant-Behavioral Intervention - 3
- Raasch, Lindsay - Special Education Asst IV-SH/PH - Step 2
- Ramirez, Nancy - Community Liaison Aide - Step 3
- Roberts, Kacey - School Age Child Care Activity Assistant - Step 2
- Stafford, Victoria - Bus Driver - Step 2
- Starkweather, Jessica - Instructional Assistant-Behavioral Intervention - Step 3
- Varela, Elaine - Staff Secretary I – Step 3

The motions were unanimously approved.

ELIGIBILITY LISTS:

*M/S Mr. Hampton / Ms. Minoux for the Eligibility Lists.

FOR CERTIFICATION:

0050-15	Facilities Coordinator	Open
0051-15	Transportation Assistant	Continuous

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

0052-15	Instructional Assistant - Behavioral Intervention	Continuous
0053-15	Special Education Assistant IV SH/PH	Continuous
0054-15	Instructional Assistant II LH/CH	Continuous

FOR RATIFICATION:

0036-15	Instructional Assistant I – After School Program	Continuous
0037-15	Systems Support Technician	Open
0038-15	Human Relations Assistant	Open
0039-15	School Age Child Care Activity Assistant	Continuous
0040-15	Service Desk Technician	Open
0041-15	Instructional Assistant - Behavioral Intervention	Continuous
0042-15	Special Education Assistant IV SH/PH	Continuous
0043-15	Instructional Assistant II LH/CH	Continuous
0044-15	Instructional Assistant I – After School Program	Continuous
0045-15	Special Education Assistant IV SH/PH	Continuous
0046-15	Instructional Assistant - Behavioral Intervention	Continuous
0047-15	Instructional Assistant II LH/CH	Continuous
0048-15	Child Nutrition Services Assistant I	Continuous
0049-15	Child Nutrition Services Assistant II	Promotional

The motion was unanimously approved.

REVISION TO CLASSIFICATION: PARAPROFESSIONAL-WORKABILITY:

Mr. Meni supplied background information pertaining to the revised classification of Paraprofessional- Workability. Before Ms. BethAnn Arko left her position with the District, staff collaborated with incumbents, the supervisor, Mr. Chris Altona and CSEA. Staff has recommended the Personnel Commission approve the classification revision effective October 14, 2015.

DISCUSSION:

Mr. Hampton stated there to be one exception: strikeout “and other” for redundancy on the third essential function. Mr. Le May suggested that the word “assessment” be plural in the second essential function. Mr. Le May also noted the generic title of Paraprofessional-Workability was very broad and inquired why the title be changed. Mr. Meni stated he would contact Ms. Arko for the rationale behind the change in the classification title. Ms. Minoux stated the classification of Workability behind the word Paraprofessional defines the position. Mr. Le May requested the title classification, being Instructional Assistant IV-Workability, remain as it was for the time being.

M/S Mr. Hampton / Ms. Minoux moved to approve the classification revision for Paraprofessional-Workability. The motion was approved with Mr. Le May and Mr. Hampton in favor and Ms. Minoux against.

NEW CLASSIFICATION: TELECOMMUNICATIO S SPECIALIST:

Mr. Meni supplied background information pertaining to the new classification of Telecommunication Specialist. Before Ms. Arko left her position with the District, Ms. Arko met with Mr. DeWayne Cossey, the Director of Information Technology, to define the duties for the suggested new classified position of Telecommunications Specialist. The new classification is a higher level and more responsible in nature than the current classification of Telecommunication Technician. Mr. Cossey explained that each school site had required physical equipment and cables, but the devices being used currently are internet driven. He reported that this new position is needed to fulfill the new requirements of this technology.

DISCUSSION:

Mr. Le May questioned why such a technical position would remove the Associate’s Degree requirement under education and experience with equipment and communications prerequisites from the new job description and added more clerical.

Mr. Cossey explained that systems were focused locally at each site which required physical set-up, systems needed logged onto, systems needed repair of copper lines, but now it is all digital eliminating the need of the advanced education. Approximately two-thousand lines, all virtual, are now being used by the District. Mr. Cossey stated that the job changed from physical repair because it no longer exists. It is now all data caballing and has shifted from deep technical to systems training. Mr. Cossey suggested there is no one to do that except for him.

Mr. LeMay stated that this position will help train.

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

Mr. Cossey reported that the skills to help train, not just do repairs, are required. Mr. Cossey stated that as new people are hired, or positions are changed, someone has to train staff how to use the systems. Mr. Cossey explained that if someone cannot use the system, that can lead to dropped calls which would turn into a Customer Service issue. Mr. Cossey reported that the phone system is now essentially a computer. If something goes wrong the system needs rebooted. The staff member hired will need to log in to the portal and do configurations and maintain databases.

M/S Mr. Hampton / Ms. Minoux moved to approve the new classification Telecommunications Specialist at range 59. The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni stated that he is very pleased with the quality of candidates. Mr. Meni reported there have been fifty-four Eligibility Lists created in three (3) and a half months. Mr. Meni attended a job fair at Cal State San Marcos recently to help the recruitment process. He will be attending upcoming events at the Vista Adult Education Center and Monte Vista Elementary school to promote open opportunities. The heaviest need in staffing remains to be within Special Education. There are thirty job openings. Mr. Meni suggested broadening the job postings from only inland and coastal to county wide. Mr. Meni conveyed that there are almost two-hundred new hires and transfers in Classified in the past three (3) and a half months.

BOARD REGISTER:

Information Only.

CSEA UPDATE:

Ms. Evilsizer reported that President Marie Hovel was unable to attend due to personal matters. Classified staff remain extremely busy in their respective duties.

DISTRICT UPDATE:

Ms. Alexandres stated that the District is adopting a new computer system, MiTi, which is scheduled to run January first. Half of Human Relations staff are attending training every week. Ms. Alexandres reports the training is necessary and it is a real interesting system. Ms. Alexandres also stated that Mr. Frederick Labib-Wood is starting as Interim Director of Classified Human Relations October 14, 2015. Ms. Alexandres reported that they are also working on Professional Development Day, which will be in January.

DIRECTOR'S REPORT:

Mr. Meni stated that both Classified and Certificated staff are taking part in Miti/Peoplesoft training. Mr. Meni explained that this could impact recruitments. Mr. Meni reported that there is one goal: to still serve as best we can. Mr. Meni reported that there are new additions to Classified Human Relations. Bryanna Putignani, our new Human Resources Technician, is working on recruitments for the Special Education Department. Cheng "Jan" Westerlund, our new Human Relations Assistant, has started and will be assisting in the workflow processes. Mr. Meni also reported that Frederick Labib-Wood would be starting as Interim Director on October 14, 2015. He will help with our current needs and meet with Elaine Alexandres and Brett Killeen with District needs.

Mr. Meni stated that the Human Relations Director job posting closes on October 16, 2015. He explained that the next step is for the applicants to be screened by someone with the Escondido School District before being given to our district.

Mr. Meni reported that both Classified and Certificated staff are diligently finding any staff members that has not taken the Mandated Child Abuse Reporting training and have staff complete the training requirement. New hires are being required to complete the training during orientation.

Mr. Meni reported the passing of Chuck Acrie. The service will be held on Saturday, October 24, 2015 at 11:00am at the Oceanside Mortuary.

ITEMS FROM THE FLOOR:

Ms. Catherine Turner reported concern over the new classification title of Staff Data Technician. Ms. Turner stated that the Data Technician position is the same pay range as School Site Data Coordinator. According to Ms. Arko at the time, because the job essential functions and minimum qualifications are very similar the pay range was determined to be comparable. Ms. Turner suggested that fifteen years ago her title used to be Data Technician before it was changed to School Site Data Coordinator with a pay raise. Ms. Turner stated that she feels it is a demotion in title if changed.

Mr. LeMay reported that reclassification is in progress, but nothing has come to the board and thanked Ms. Turner for the information given. Mr. Le May stated that the purpose of reclassifications is under massive review.

ITEMS FROM THE COMMISSION:

Ms. Minoux inquired how the reclassification study was going.

Mr. Meni reported that Ms. Arko gave him detailed notes and he dedicates about twenty percent of time each week to classification. Mr. Meni recommended that not everything goes to commission at once, but will take it up with Mr. Labib-Wood. Mr. Meni stated that he will make sure recruitments are still happening. The hiring authority needs the staff. Mr. Meni reported to be working on it, but not this month.

Mr. Le May stated it is smart to bring it incrementally and that it is only natural that there is some delay. He suggested that after four years this won't slow us down too much.

CLOSED SESSION:

Nothing to report.

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting will be on Tuesday, November 3, 2015, at 3:30 p.m., in the ASC Boardroom.

ADJOURNMENT:

The meeting was adjourned at 4:20 p.m.