

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

Unadopted Minutes of the
Personnel Commission Meeting on
July 14, 2015

MEMBERS Don Le May
PRESENT: Glen Hampton
 Teri Minoux

STAFF BethAnn Arko, Director
PRESENT: Bill Meni

OTHERS
PRESENT: Elaine Alexandres, Marie Hoveln, Alicia Evilsizer

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 June 9, 2015:

*M/S Mr. Hampton / Ms. Minoux 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:

- Raquel Camunez – Custodian, Step 3
- Jacqueline Diem - Instructional Assistant-Behavioral Intervention, Step 2
- Susan Evans- School Secretary-Elementary, Step 2
- Maria Garcia - Special Education Asst. IV-SH/PH, Step 2
- Christina Johns- Instructional Assistant I – After School Program, Step 2
- Elizabet Navarro - Staff Secretary I, Step 2
- Elinore Strong - School Age Child Care Leader, Step 2

The motions were unanimously approved.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

0011-15	Instructional Assistant – Behavioral Intervention	Continuous
0012-15	Special Education Assistant IV – SH/PH	Continuous
0013-15	School Age Child Care Activity Assistant	Continuous

FOR RATIFICATION:

0001-15	Special Education Assistant IV – SH/PH	Continuous
0002-15	Instructional Assistant – Behavioral Intervention	Continuous
0003-15	Instructional Assistant I – After School Program	Continuous
0004-15	Campus Assistant II	Continuous
0005-15	School Age Child Care Leader	Open
0006-15	Instructional Assistant – Behavioral Intervention	Continuous
0007-15	Special Ed Asst IV SH/PH	Continuous
0008-15	Registrar	Open
0009-15	Instructional Assistant I – After School Program	Continuous
0010-15	School Age Child Care Leader	Open

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

DISCUSSION: Ms. Minoux requested clarification of the difference between the eligibility list for Certification and Ratification. Mr. Meni responded by stating that a Ratification eligibility list contains applicants who have been seen by the hiring authorities. The Certification eligibility list has candidates that have not had a final interview.

The motion was unanimously approved.

CLASSIFICATION REVISION: HUMAN RESOURCES ASSISTANT:

Ms. Arko reported that the department, at one time, had a Human Resources Assistant but that the position was eliminated several years ago with budget cuts. Recently, with the approved budget, the position has been approved to be reinstated. The job description has changed slightly to update the current working responsibilities of the department.

*M/S Mr. Hampton / Ms. Minoux moved to approve the classification revision for the Human Resources Assistant. The motion was unanimously approved.

CLASSIFICATION REVISION: DIRECTOR FACILITIES: MAINTENANCE AND OPERATIONS:

Ms. Arko noted that the Board approved the reinstatement of the Director Facilities, Maintenance and Operations position. Staff and District personnel have collaborated to update the job description to reflect the current needs of the District.

*M/S Mr. Hampton / Ms. Minoux moved to approve the classification revision for the Director Facilities, Maintenance and Operations. The motion was unanimously approved.

NEW CLASSIFICATION: STAFF DATA TECHNICIAN:

Mr. Meni provided the background about the proposed description for Staff Data Technician. It was brought to the attention of staff that 2 people were doing the same duties but had 2 different classifications. Mr. Meni conducted an analysis of the impacted staff members. Collaborative discussions were held, both in group and one-to-one settings, observations were conducted, both scheduled and spontaneous events, to view the employees' work responsibilities along with an analysis of other classifications in the District performing similar duties. A new classification was created via collaboration with the department, incumbents, and CSEA.

*M/S Mr. Hampton / Ms. Minoux moved to approve the new classification for the Staff Data Technician.

DISCUSSION:

Mr. Hampton and Ms. Arko requested a slight change to the job description by changing the wording of "type" to "create" and add the word "privileged" after the word confidential regarding materials being viewed.

The motion was unanimously approved.

RECLASSIFICATION STAFF SECRETARY I AND SCHOOL SUPPORT SECRETARY II TO STAFF DATA TECHNICIAN:

Ms. Arko stated that two (2) employees are currently completing the same work at two (2) separate pay ranges. Recommendation that the two (2) impacted employees move to the new classification of Staff Data Technician effective July 15, 2015. CSEA will need to vote on this at their next meeting scheduled for August. Once approved, the employees will be retroactive to new position and pay range as of July 15, 2015.

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

RECRUITMENT REPORT:

Mr. Meni reported that the promotion of staff members has created several openings and recruitments to fill those vacancies. A reach out to the Coastal and Inland Career Centers are seeing more activity with applicants indicating they are seeing our job posting at those centers. A slowing is occurring but applicants are still continuing to apply from Cal State San Marcos based on e-mails of applications being viewed.

BOARD REGISTER:

Information Only

CSEA UPDATE:

Ms. Hoveln reported that three (3) members will be brought to the annual convention in Las Vegas happening next week. Ms. Hoveln noted she was disappointed by the fact there is no custodial recruitment occurring even after an issue of short substitute custodial staffing was brought before the Board. Ms. Arko commented that substitute custodial recruitment is currently being conducted and it was an oversight by not listing that recruitment on the monthly Recruitment Report.

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

DISTRICT UPDATE:

Ms. Alexandres stated that certificated recruitment continues and positions are filling in. New mandatory training on child abuse for all employees will be conducted during the first six (6) weeks of staff returning from summer. The new sick leave law went into effect on July 1st and the District is managing how to prepare when a substitute is needed when a substitute calls in sick.

DIRECTOR'S REPORT:

Ms. Arko stated that Mr. Rick Labib-Wood, retired Personnel Director of San Dieguito, is the recipient of the Duayne Epele Award, previously given to Mr. Glen Hampton. Administrative transfers to employees have been distributed. Impacted employees were sent letters following phone calls to inform them of their new assignments. The job classification study is still continuing.

ITEMS FROM THE FLOOR:

None

ITEMS FROM THE COMMISSION:

Mr. Hampton reported that he participated at the state board meeting for CSPCA and the meeting focused around why some districts have voted out the Merit System. Discussions were held how to bolster the Merit System rather than being eliminated. Also noted was the Northern California conference is still planned but the location has now changed. The hotel previously hosting the conference has been sold and a new destination needs to be arranged.

Ms. Minoux stated she is looking forward to the CSEA conference next week in Las Vegas and that she is now the VP for the SDCPCA (San Diego California Personnel Commission Association).

CLOSED SESSION:

No Closed Session

THE NEXT P.C. MEETING:

The next regular Personnel Commission meeting will be on Tuesday, August 11, 2015, at 3:30 p.m., in the ASC Boardroom.

ADJOURNMENT:

The meeting was adjourned at 4:05 p.m.