

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

Unadopted Minutes of the  
Personnel Commission Meeting on  
May 21, 2019

MEMBERS        Glen Hampton  
PRESENT:        Donald LeMay  
                    Teri Minoux

STAFF            Alaina Reede  
PRESENT:        William Meni  
                    Shirley Indegno

OTHERS PRESENT: Marie Hovel, Rachel D'Ambrosio, Mary Trompeter-Ermis, Nicole Leffler, Dr. Linda Kimble, Elisa Jimenez, Laura Zirino

CALL TO ORDER:

The meeting was called to order at 3:32 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON APRIL 9, 2019:

\*M/S Mr. Hampton / Mr. LeMay moved to approve the minutes.

The motion was unanimously approved.

REVISED CLASSIFICATION DESCRIPTION: DATA ENTRY CLERK

Ms. Reede stated that the current classification description for Data Entry Clerk was last updated prior to 2011 and is a single incumbent classification. The current incumbent is promoting and staff was asked to update the description in order to recruit with an accurate description. The draft has been reviewed with and is supported by Donna Caperton, Assistant Superintendent of Business Services, Jamie Phillips, Director of Child Nutrition Services, the incumbent, Cabinet, and CSEA. The proposed changes accurately describe the duties that are being performed by the incumbent and add the requirement for this position to have a Food Handler's Certificate and six hours of professional development to adhere with the new USDA legal requirements. Ms. Minoux asked why the title was not changed to "Data Entry for Child Nutrition". Ms. Reede explained that an adjusted title was not requested by the incumbent nor the supervisors. This classification is included in the Information Technology job family, and is a single incumbent classification. Ms. Minoux asked if this description was negotiated with CSEA. Ms. Reede explained that she had provided the draft classification description to CSEA leadership prior to presenting the draft at the Personnel Commission meeting, as has been her practice with all revisions to classification descriptions. Ms. Reede stated that she follows the Personnel Commission rules, and the Personnel Commission is the authority to approve classification descriptions. Ms. Minoux stated she felt that this revision should go through CSEA's 610 process and be approved by the CSEA membership first.

\*M/S Mr. Hampton / Mr. LeMay moved for approval of the revised Data Entry Clerk classification description as submitted.

The motion was approved 2-1, with Ms. Minoux opposed.

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

## CLASSIFICATION STUDY: SECOND READING/APPROVAL OF CLASSIFICATION DESCRIPTIONS

### Library/Media Job Family

Library Media Technician II-Elementary  
Library Media Technician II-MS/HS

### Printing/Purchasing/Warehouse Job Family

Offset Equipment Operator (Printing Technician)  
Purchasing Technician  
Storekeeper  
Warehouse Supervisor  
Warehouse Worker/Delivery Driver

Ms. Reede stated that the drafts of the classification descriptions in the Library/Media and Printing/Purchasing/Warehouse job families were brought to the Personnel Commission for first reading at the meeting on April 9, 2019. During that meeting, the "reports to" information on the descriptions for Purchasing Technician, Storekeeper, Warehouse Supervisor, and Warehouse Worker/Delivery Driver were discussed. Based on that discussion, the drafts were revised to state that the position would report to "an assigned administrator" to allow for flexibility depending on which department the position was assigned. No changes were made to the Library/Media job family classification descriptions since the meeting on April 9, 2019. The draft classification descriptions were reviewed extensively by the incumbents, supervisors, Cabinet, and CSEA. Ms. Reede stated that she had not received any further feedback on these drafts. The incumbents and supervisors were invited to come to the Personnel Commission meeting. Ms. Minoux asked what would happen if an employee had an objection with the revised classification description. Ms. Reede stated that any employee was welcome to contact her if they had a concern about their classification description. All of the incumbents in these classifications have been given at least three months to provide feedback and input and are invited to attend the Personnel Commission meetings to speak to the drafts as well. All of the incumbents and supervisors have been supportive and helpful during this process.

\*M/S Mr. Hampton / Mr. LeMay moved for approval of the revised Library/Media and Printing/Purchasing/Warehouse job family classification descriptions as stated above as submitted.

The motion was unanimously approved.

## CLASSIFICATION STUDY: FIRST READING OF CLASSIFICATION DESCRIPTIONS

### Clerical Job Family

Office Assistant  
Receptionist

### Grounds Job Family

Equipment Operator  
Grounds Equipment Specialist  
Grounds Maintenance Worker  
Irrigation Technician (Irrigation Specialist)  
Lead Grounds Maintenance Worker

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

Maintenance/Operations Job Family

Carpenter  
Custodian  
Electrician  
Facilities Coordinator (Facilities Project Coordinator)  
HVAC & R Mechanic  
Lead Carpenter  
Lead Concrete Maintenance Worker  
Lead Electrician  
Lead Painter  
Locksmith  
Maintenance Technician  
Painter  
Plant Lead I  
Plant Lead II  
Plant Lead III  
Plumber  
Pool Specialist  
Welder

Ms. Reede presented the drafts of the classification descriptions in the Clerical, Grounds, and Maintenance job families for first reading. The drafts have been reviewed with and are supported by the incumbents, the supervisors of incumbents in these classifications, Cabinet, and CSEA. The drafts of the classification descriptions have been revised to reflect the work being performed by incumbents, and the minimum qualifications for these classifications have remained the same.

Ms. Reede is recommending a change in title from Irrigation Technician to Irrigation Specialist because this position really is a specialist in irrigation and other trades provide support to the incumbent in this classification. This classification is on the same salary range as the Grounds Equipment Specialist and this title change would make it align with the other specialist level position in the same job family with the same level of responsibility and consequence of error. Mr. LeMay felt that the title of technician and specialist were synonymous. Ms. Reede explained that the title of Technician is more of an entry level position compared to the Specialist title. This title change was recommended by the incumbent. Mr. LeMay said that it implies an internal hierarchical relationship.

Ms. Reede said that she is recommending the title of Facilities Coordinator be changed to Facilities Project Coordinator. This was at the suggestion of an incumbent to clarify that employees in this classification are coordinating facilities projects, rather than coordinating the Facilities department as a whole.

Ms. Reede added the requirement to the HVAC & R Mechanic description that some positions in this classification, specifically the position assigned to the Child Nutrition Services Department, are required to obtain a Food Handler's certificate as well as six hours of professional development annually in order to align with the USDA legal requirement. The certification and professional development hours would not be required by HVAC & R Mechanics that are not funded by Child Nutrition Services.

The current Plumber classification description contains a requirement for a Backflow Assembly Prevention Testing Certification. This certification is no longer required for that position and hasn't been for some time, so that requirement has been removed from the draft classification description for Plumber.

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Ms. Minoux asked who supervises Custodian positions. Ms. Reede stated that a Custodian could report to a Principal or another administrator depending on where the Custodian works. Ms. Minoux was concerned that Custodians would feel like they need to report to Plant Leads. Ms. Reede stated that she could clarify on the classification description that Custodians support the Plant Lead, and/or Supervisor, as well as other site and district staff.

**SECOND READING AND PUBLIC HEARING OF THE 2019-2020 PERSONNEL COMMISSION BUDGET**

The first reading of the proposed 2019-20 Personnel Commission budget was reviewed at the April 9, 2019 Personnel Commission meeting. In accordance with Education Code 45253 and Personnel Commission Rule Section 2.5, the attached budget is submitted for approval.

The proposed 2019-20 budget is presented for public hearing. If approved, the budget will be forwarded to the San Diego County Office of Education for final adoption. Mr. LeMay asked why there were two budget lines regarding Workers Compensation under Employee Benefits. Ms. Reede informed him that under the category of employee benefits, anything ending in one pertains to Certificated, and anything ending in two pertains to Classified. Ms. Minoux asked if the Operating Expenses line item for Dues and Memberships are for CSPCA. Ms. Reede said that the Operating Expenses allocation does include CSPCA dues and also included the expenses for CODESP.

The public hearing on the second reading of the 2019-2020 Personnel Commission Budget was opened. There were no comments.

\*M/S Mr. Hampton / Mr. LeMay moved for approval of the 2019-2020 Personnel Commission Budget as submitted.

The motion was unanimously approved.

**ADVANCED STEP PLACEMENT:**

\*M/S Mr. Le May/ Mr. Hampton moved to approve the following advanced step placements:

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Dept/Site</u>	<u>Requested Step</u>
Byrd, Diane	538-704	Instructional Assistant II – LH/CH/RSP	RBVHS	3
Merritt, Rickey	626-634	Instructional Assistant – Behavioral Intervention	Beaumont	3

The motion was unanimously approved.

**ELIGIBILITY LISTS:**

\*M/S Mr. Hampton / Mr. LeMay moved to approve the following Eligibility Lists:

**FOR CERTIFICATION:**

**FOR RATIFICATION:**

0133-18	Instructional Assistant I After School Program	Continuous
0134-18	School Age Child Care Activity Assistant	Continuous
0135-18	Instructional Assistant Behavioral Intervention	Continuous
0136-18	Instructional Assistant II – LH/CH/RSP	Continuous
0137-18	Special Education Assistant IV – SH/PH	Continuous
0138-18	Transportation Assistant	Continuous

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0139-18	Child Nutrition Operations Supervisor	Open
0140-18	Assistant Superintendent, Business Services	Open
0141-18	School Secretary - Elementary	Open
0142-18	Instructional Assistant Behavioral Intervention	Continuous
0143-18	Instructional Assistant II – LH/CH/RSP	Continuous
0144-18	School Age Child Activity Assistant	Continuous
0145-18	Instructional Assistant I – After School Program	Continuous
0146-18	Plant Lead II	Promotional
0147-18	Plant Lead III	Promotional
0148-18	Instructional Assistant II – LH/CH/RSP	Continuous
0149-18	Instructional Assistant Behavioral Intervention	Continuous
0150-18	Health/Attendance Technician	Open
0151-18	Senior Health Services Technician	Continuous
0152-18	Plant Lead I	Open
0153-18	Instructional Assistant I – After School Program	Continuous
0154-18	Bilingual Testing Assistant	Open
0155-18	Instructional Assistant I – After School Program	Continuous
0156-18	Lead Bus Driver	Promotional
0157-18	Special Education Assistant IV - SH/PH	Continuous
0158-18	Instructional Assistant II – LH/CH/RSP	Continuous
0159-18	Instructional Assistant Behavioral Intervention	Continuous

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni stated that Cabinet had given approval to fill thirty five classifications due to resignations and retirements. Staff was administering examinations for three to four classifications each day. Staff attended three job fairs in April at the local community colleges and universities. The job postings at the local community colleges and universities expire on May 31, 2019 and Mr. Meni will renew those for the summer session students. Several of the positions were filled with current employees that are being promoted, so staff will recruit to fill the positions that were vacated by these employees. Mr. Meni believes that by the fall there should be a good handle on the vacant positions. Ms. Minoux asked if Bus Drivers are still needed. Mr. Meni replied that the District just completed another session of classes for Bus Drivers. He has also made contact with some Bus Drivers from other school districts that are interested in working for VUSD. Ms. Minoux asked if the training is being handled by Adult Education. Mr. Meni stated that we had a Bus Driver who was recently promoted to Bus Driver Trainer and is currently in Sacramento being certified in order to replace the current incumbent who is retiring.

BOARD REGISTER:

Information only.

CSEA REPORT:

Mary Trompeter-Ermis stated that she appreciates how the District has been meeting with the Steering Committee and employees and listening to suggestions regarding the classification study. Ms. Trompeter-Ermis stated that CSEA could have negotiated the suggested title changes being recommended, such as Irrigation Technician to Irrigation Specialist and from Facilities Coordinator to Facilities Project Coordinator, but they elected not to. Ms. Trompeter-Ermis stated that CSEA would prefer the Personnel Commission to be advocates for the Merit System and leave any

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collective bargaining issues to be settled between CSEA and the District. She said that CSEA has a good relationship with the District, and would appreciate it if the Commissioners would leave negotiations to the negotiations team.

#### DISTRICT REPORT:

Dr. Kimble thanked the Personnel Commissioners as well as all classified employees in honor of Classified School Employee Week. She has encouraged site leaders to "shadow" employees during the school year to better understand their roles within VUSD. Next school year she would like to shadow an employee once a month. She appreciates the opportunity to be able to shadow employees.

#### DIRECTOR'S REPORT:

Ms. Reede recognized Mr. Meni and Ms. Trompeter-Ermis for completing the Merit Academy. She appreciates that a member of CSEA leadership would take the Merit Academy as it gives them a perspective as to the merit system and the processes that the Commission follows. Ms. Reede states that there are a lot of positions that need to be filled and Mr. Meni is doing a great job keeping the team and the timeline organized to fill these positions in a timely manner. Ms. Reede said that the Classification Study continues to stay on the established timeline and her goal for next month is to bring back the draft classification descriptions in the Clerical, Grounds, and Maintenance job families for a second reading and hopefully approval and to bring the first reading of the draft classification descriptions in the Transportation job family. She stated that she does not want to take action on classification descriptions when the incumbents are not working, so she will bring the descriptions in the Transportation job family for first reading at the June 11 meeting, but she will not bring the drafts for a second reading until employees return in the 2019-20 school year. During the summer, Ms. Reede will work on the classification descriptions in the Information Technology, Accounting, and Secretarial job families. Ms. Reede then thanked all classified employees of the Vista Unified School District and acknowledged that without classified staff, the District could not function.

#### ITEMS FROM THE FLOOR:

Ms. Hovel said that she is on the State Merit System Committee. The committee is working to bring the Merit System to Barstow School District, Tustin School District, and the North Orange Community College District.

#### ITEMS FROM THE COMMISSION:

Ms. Minoux congratulated CSEA for the events this week to honor classified employees in the district.

#### THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, June 11, 2019 at 3:30 p.m, at the District Office Board Room.

#### CLOSED SESSION – DIRECTOR EVALUATION:

\*M/S Mr. Hampton / Mr. LeMay moved to adjourn to closed session at 4:20 pm. The motion was unanimously approved.

#### OPEN SESSION:

Commission reconvened from closed session at 5:38 p.m. No action was taken.

#### ADJOURNMENT:

The meeting was adjourned at 5:39 p.m.