

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

Unadopted Minutes of the  
Personnel Commission Meeting on  
November 12, 2019

MEMBERS      Glen Hampton  
PRESENT:      Donald LeMay  
                 Teri Minoux

STAFF         Alaina Reede  
PRESENT:      William Meni  
                 Bryanna Evans

OTHERS PRESENT: Debbie Morton, Bill Faust, Suzi Omori, Denice May, Sharon DeSalme, Hilda Reynoso, Danica Reed, Luisa Stafford, Mary Trompeter-Ermis, Marie Hovel, Catherine Turner, Jamie Phillips, Penny Capra, Patricia Carter

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 REGULAR MEETING ON OCTOBER 15, 2019:

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

The motion was unanimously approved.

ADVANCED STEP PLACEMENT:

\*M/S Dr. Hampton / Mr. LeMay 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>
Faraimo, Eleasalo	632-676	Career Center Technician	Mission Vista HS	3
Hill, Rhonda	611-061	Bus Driver	Transportation	3

Dr. Hampton questioned the recommendation for salary placement of Rhonda Hill, Bus Driver, at step three as she only has two years of experience. Dr. Hampton stated that a similar level of experience would not be approved in past considerations, and unless the position is extremely hard to fill, typically a new hire is given one step for education over and above the requirements of the position and one step for several years of related experience over and above the requirements of the position. Dr. Hampton concluded that two years of experience does not seem like enough.

Ms. Reede explained that it has been very difficult to recruit and retain Bus Drivers. Ms. Reede stated that we continuously recruit for this classification, and even offer free classes in hopes of recruiting Bus Drivers without experience, but they have their choice of where to work. Ms. Minoux asked if the difficulty in filling this classification has anything to do with not having the fleet we used to and not as many full time positions. Ms. Reede replied that some of the runs are not even in our district and that most of the assignments are six hours or greater. Ms. Reede explained that part of the issues is the expense an applicant has to expend for their license and other requirements before the applicant can work as a Bus Driver Trainee.

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

Dr. Hampton asked that language regarding the step placement due to difficult recruitments be added from here on out so that the public understands why a higher step is being recommended.  
The motion was unanimously approved.

ELIGIBILITY LISTS:

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

FOR CERTIFICATION:

FOR RATIFICATION:

0104-19	Instructional Assistant I – After School Program	Continuous
0105-19	Instructional Assistant II – ELD/BB	Open
0106-19	Grounds Maintenance Worker	Open
0107-19	Instructional Assistant II – LH/CH/RSP	Continuous
0108-19	Instructional Assistant Behavioral Intervention	Continuous
0109-19	Special Education Assistant IV - SH/PH	Continuous
0110-19	District Interpreter/Translator	Open
0111-19	Nutrition Education/training Supervisor	Open
0112-19	Instructional Assistant I – After School Program	Continuous
0113-19	School Age Child Care Activity Assistant	Continuous
0114-19	Bus Driver	Continuous

The motion was unanimously approved.

CLASSIFICATION STUDY – FIRST READING OF CLASSIFICATION DESCRIPTIONS

The classification study is currently focused on the Secretarial Job Families. The proposed drafts have been reviewed and are supported by the incumbents, supervisors of the positions, Cabinet, and CSEA.

SECRETARIAL JOB FAMILY:

School (Administrative) Secretary-Secondary  
School Support Secretary I

Ms. Reede recommended that the title of School Secretary-Secondary be changed to School Administrative Secretary-Secondary to clarify the role that the incumbents serve as the administrator's secretary at the school site. Ms. Reede explained that she worked closely with the School Support Secretary I incumbents and classification study steering committee members to compose the first draft of the School Support Secretary I classification description. Ms. Reynoso thanked Ms. Reede for collaborating with the incumbents.

Ms. Omori explained that the job she is currently doing should be retitled as a counseling secretary because what she does daily is very different than the duties described in the draft classification description. She is very concerned and stated that it would be a disservice to hire someone for her position using that description as so much is done differently at the high school level. Ms. Reede stated that she had spoken with Ms. Omori regarding her concerns and felt that the language in the description covered the duties that her position performs.

Ms. Reede reiterated that the description was reviews by the incumbents and supervisors and the feedback she received was that it was accurate. Ms. Reede expressed that perhaps what is being assigned to that position needs to

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

be reviewed. Ms. Omori stated that she is not sure if her counterparts have been in their positions long enough to understand the full scope of the job. Ms. Reynoso questioned if keyboarding and data entry can be added under the list of items under knowledge. Ms. May replied that it is more than just data entry and the data being entered is so critical. Ms. Reede explained that accuracy is a requirement listed in the description and the requirement to perform data entry could be added to the draft.

Mr. LeMay asked if there was an overlap in the duties for School Support Secretary I positions with School Site Data Coordinator positions. Ms. Reede stated that they work together as all staff in an office do and that some school sites with a School Support Secretary I, such as the elementary sites, do not have a School Site Data Coordinator. In this instance, the employees in those classifications work closely together because of Ms. Omori's particular assignment. Mr. LeMay replied that data entry is becoming the bread and butter of office positions and that it's important to pull all data together. Ms. Minoux explained that this is why we have the first reading of classification descriptions.

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

Ms. Reede presented the proposed draft classification descriptions for the Accounting, Child Nutrition Services, Information Systems, and Secretarial job families. The Accounting, Information Systems, and Secretarial job family descriptions were brought to the Personnel Commission at the regular meeting of October 15, 2019 and the Child Nutrition Services job family descriptions were brought to the Personnel Commission at the regular meeting on September 10, 2019. The proposed drafts have been reviewed with and are supported by the incumbents, supervisors, Cabinet, and CSEA. Any changes made to the drafts since the September 10, 2019 and October 15, 2019 meetings are annotated on the drafts.

#### ACCOUNTING JOB FAMILY:

Accountant  
Accounting Assistant  
Attendance Accounting Specialist  
School Finance Technician

#### CHILD NUTRITION SERVICES JOB FAMILY

Child Nutrition Lead I  
Child Nutrition Lead II  
Child Nutrition Lead III

#### INFORMATION SYSTEMS JOB FAMILY:

School Site Data Coordinator

#### SECRETARIAL JOB FAMILY:

Administrative Secretary  
School (Administrative) Secretary – Elementary  
School Support Secretary II  
Staff Secretary I  
Staff Secretary II

Ms. Reede stated that at the September 10, 2019 Personnel Commission meeting, there was a discussion regarding differentiating the three CNS Lead classifications. After completing a study with Jamie Phillips, the Director of Child Nutrition Services, which included a survey of staffing models from other school districts, it was determined that the current staffing model is appropriate. The drafts are annotated as elementary, middle, and high school as appropriate. All incumbents and supervisors of incumbents in these classifications were notified.

Ms. Reede stated that at the October 15, 2019 Personnel Commission meeting, there were discussions regarding the drafts for the School Site Data Coordinator, Administrative Secretary I, School Secretary-Elementary, School Support Secretary II, and Staff Secretary II. Ms. Reede stated that she worked with incumbents and supervisors and changes have been notated on the drafts since the first reading.

Mr. LeMay asked if high school level students are able to go off campus at lunch time. Ms. Turner responded that it depends on a variety of factors such as class level and GPA for a lunch pass. Ms. Reede stated she appreciated all feedback given on each draft description and changes that are made are notated.

Ms. Turner provided history on the School Site Data Coordinator job classification. Ms. Turner stated that the last time a classification study was completed approximately fourteen years ago, the classification of School Site Data Coordinator was not part of a job family. It was then added to the Information Technology job family, but in the meantime, all the other classifications in that job family were given bumps in salary ranges. Ms. Turner informed the Commission that School Site Data Coordinator, as a member of the Information Technology family, should have been granted a bump in salary range as well. Mr. LeMay asked whether the draft classification description and current job family were correct. Ms. Turner stated that they were, but that should have resulted in a bump in pay as well. Ms. Minoux replied that perhaps the study had already started before the classification was added to the job family and it was missed. Ms. Reede commented that changes to job family and salary are a Board decision and are negotiable. Mr. LeMay added that the data entry field is in the precipice of major changes in the next five years and encouraged the district to be attentive to the changes and their impact.

Ms. DeSalme stated that the Staff Secretary II draft description "reports to" information was not changed to assigned administrator. Ms. Reede thanked Ms. DeSalme for catching the error and suggested that the draft could be revised. Ms. Capra suggested that the "reports to" information on the draft be changed to Director or assigned administrator, since it seemed that her position would then be responsible to report to any administrator. Danica Reed stated that the District and Board have a history of changing the titles of Administrators and making the suggested change could cause a secretary to be pigeon holed with no place to go. Ms. DeSalme added that she has been involuntarily reclassified because of specific language in a description.

Ms. Capra stated that she would like to remove the function that starts with "perform related duties as assigned". Ms. Capra expressed her concern that this was too broad. Ms. Capra shared an instance in her department where a full-time position was not filled after the incumbent retired. Ms. Capra stated that because of the decision not to fill the position, she is performing the work of her full time position as well as other duties as assigned which someone used to do as a full time position. Ms. Reede stated that this is an issue of volume of work and should be addressed by a supervisor. Ms. Capra added that she supports her administrator as well as three departments, and is now doing another person's job. She explained that another full time position is now her other duties as assigned. Ms. Reede reiterated that the work is not outside the description, but that volume of work cannot be addressed in a description. Ms. Minoux added that the classification of Records Technician still exists. Ms. Reed stated the description used to say "duties as assigned" and "related" was added which was an important distinction. Mr. LeMay stated that there is no way for an employer to anticipate every aspect of the job and a description is set out to imply key components with standard technology.

The motion was unanimously approved. The classification description of Staff Secretary II was approved with corrections. All other drafts were approved as presented.

RECRUITMENT REPORT:

Mr. Meni stated that the number of recruitments has slowed, which is common near the holidays. Mr. Meni stated that the department is still struggling to recruit Instructional Assistant I-After School Program applicants.

BOARD REGISTER

Information Only.

CSEA REPORT:

Mr. Faust mentioned the budget reductions conversations taking place at Board meetings. Mr. Faust stated that CSEA officer elections are taking place at the next union meeting. Mr. Faust presented a Certification of Appreciation for Dr. Hampton from CSEA.

Ms. Trompeter-Ermis stated that the Board eliminated School Resource Officers (SROs), who are police officers not employed directly by the District, which she believes greatly affects the Campus Assistants. Ms. Trompeter-Ermis stated that if the Board's decision to eliminate the SROs, that action will change the descriptions for Campus Assistants dramatically.

DISTRICT REPORT:

None.

DIRECTOR'S REPORT:

Ms. Reede presented at the Digital Schools conference in Monterey. She explained that there will be changes coming to the system that make it more user friendly. Ms. Reede explained that with the holidays, there are a lot of absences and a number of people going out on maternity leave. There are budget reductions that may affect classified staff and Ms. Reede will be meeting with those employees.

Ms. Reede thanked Dr. Hampton for everything and wished him well in his retirement.

ITEMS FROM THE FLOOR:

None.

ITEMS FROM THE COMMISSION:

Dr. Hampton expressed his gratitude and stated that he feels very confident passing the baton to the new joint Commissioner, Luisa Stafford. Dr. Hampton stated that Ms. Stafford will be working with some very good people. Ms. Minoux stated that Dr. Hampton will be greatly missed.

Mr. LeMay explained that Dr. Hampton was there at the beginning of the Merit System coming to Vista Unified and that he was unique in so many ways with his legal background and institutional memory.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, December 10, 2019 at 3:30 p.m. at the District Office Board Room.

ADJOURNMENT:

The meeting was adjourned at 4:52 p.m.