

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

Unadopted Minutes of the
Personnel Commission Meeting on
December 10, 2019

MEMBERS Donald LeMay
PRESENT: Teri Minoux
 Luisa Stafford

STAFF William Meni
PRESENT: Ellen Luckow

OTHERS PRESENT: Bill Faust, Sharon DeSalme, Mary Trompeter-Ermis, Nicole Leffler, Shari Fernandez, Jamie Phillips, Ma Teresa Diaz

CALL TO ORDER:

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

OATH OF OFFICE FOR LUISA STAFFORD, JOINT PERSONNEL COMMISSIONER:

Mrs. Minoux administered the Oath of Office for joint appointed Personnel Commissioner, Luisa Stafford, for a three-year term starting December 1, 2019 through December 30, 2022.

ORGANIZATIONAL ELECTION OF COMMISSION OFFICERS FOR 2020:

At its first regularly scheduled meeting in December of each year, the Personnel Commission elects one of its members to serve as Chairperson and another to serve as Vice-Chairperson for a period of one (1) year. The Director, Classified Human Resources shall serve as Secretary to the Personnel Commission.

*M/S Ms. Minoux / Ms. Stafford made the motion to nominate Mr. LeMay as Chairperson for 2020.

The motion was approved, with Mr. LeMay abstaining.

*M/S Mr. LeMay / Ms. Stafford made the motion to nominate Mrs. Minoux for Vice-Chairperson for 2020.

The motion was approved, with Mrs. Minoux abstaining.

APPROVAL OF THE PROPOSED MEETING DATES FOR 2020:

*M/S Mrs. Minoux / Ms. Stafford moved to approve the 2020 Personnel Commission meeting dates as presented.

The motion was unanimously approved.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON NOVEMBER 12, 2019:

*M/S Mrs. Minoux / Ms. Stafford moved to approve the minutes as presented.

The motion was unanimously approved.

ADVANCED STEP PLACEMENT:

*M/S Mrs. Minoux / Ms. Stafford moved to approve the following advanced step placements:

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

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Dept/Site</u>	<u>Requested Step</u>
Arias, Osvaldo	608-277	Plant Lead I	VMMS	2
Casas, Emmanuel	539-695	Special Education Assistant-SH/PH	Madison MS	2
Cruz, Samantha	633-141	Instructional Assistant II-LH/CH/RSP	VMMS	2
Gonzalez, Jose	632-226	Custodian	Bobier	2
Harmon, Adrean	633-806	Bus Driver	Transportation	3
Mora, Maribel	603-496	Community Liaison	Mission Vista HS	2
Stinson, Leona	524-070	Library Media Technician II-Elem.	THE Leadership	3
Vargas, Stephanie	633-807	Bus Driver	Transportation	3

The motion was unanimously approved.

ELIGIBILITY LISTS:

*M/S Mrs. Minoux / Ms. Stafford moved to approve the following Eligibility Lists:

FOR CERTIFICATION:

FOR RATIFICATION:

0115-19	District Interpreter/Translator	Continuous
0116-19	Instructional Assistant–Behavioral Intervention	Continuous
0117-19	Campus Assistant II	Continuous
0118-19	District Interpreter/Translator	Continuous
0119-19	Attendance Worker	Open
0120-19	Instructional Assistant I—After School Program	Continuous
0121-19	Instructional Assistant I—After School Program	Continuous
0122-19	School Age Child Care Leader	Open
0123-19	Director of Risk Management and Safety	Open
0124-19	Instructional Assistant–Behavioral Intervention	Continuous
0121-19	Instructional Assistant I—After School Program	Continuous
0122-19	School Age Child Care Leader	Open
0123-19	Director of Risk Management and Safety	Open
0124-19	Instructional Assistant–Behavioral Intervention	Continuous
0125-19	Instructional Assistant II—LH/CH/RSP	Continuous
0126-19	Electrician	Open
0127-19	School Site Data Coordinator	Open
0128-19	Noon Duty Assistant	Open
0129-19	Bus Driver	Continuous
0130-19	District Interpreter/Translator	Continuous

The motion was unanimously approved.

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CLASSIFICATION STUDY – SECOND 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

Mr. Meni announced this item as a second reading and recommendation for approval. At the November 12, 2019 Personnel Commission meeting when Ms. Reede presented these draft descriptions for first reading, the recommended title change of School Secretary-Secondary to School Administrative Secretary-Secondary to clarify the role that the incumbents serve as the administrator's secretary at the school site was agreed. Following the discussion with incumbents and Personnel Commissioners at the November 12, 2019 Personnel Commission meeting, "data entry techniques" was added to the knowledge section on the draft description for School Support Secretary I. This is the only modification from Ms. Reede's presentation last month.

Mrs. Minoux asked for further definition of data entry techniques. Mr. Meni explained this phrase replaces keyboarding that was changed due to accommodate new technologies using voice recording or other types of data entry versus key strokes, a more broad description keeping the job description accurate without having to revise in the near future.

*M/S Mrs. Minoux / Mr. LeMay moved to approve the Secretarial Job Family Classification Descriptions as presented.

The motion was unanimously approved.

RECLASSIFICATION RECOMMENDATION – MA TERESA DIAZ:

Mr. Meni reported that Ma Teresa Diaz and CSEA requested a job study for Ma Teresa Diaz's position as Child Nutrition Services Assistant II in August when she was promoted from Child Nutrition Services Assistant I because her classification description does not accurately reflect the duties being performed. Job audits were conducted in September and October 2019 to review the essential functions of the position. Upon completion of the job audits, staff summarized understanding of Ms. Diaz's job duties and confirmed with her and her supervisor, Jamie Phillips, Director of Child Nutrition Services, that the classification of Data Entry Clerk more accurately reflects the duties of her position.

Ms. Diaz described the core function of her position as clerical in nature, including processing free and reduced meal applications, performing data entry, preparing and mailing communication to parents regarding free and reduced meal application status and overdue balances. Ms. Diaz's duties also include assisting parents in person and over the phone with questions regarding the CNS program, particularly regarding free and reduced meal applications. Ms. Diaz assists with maintaining inventory of nonperishable items, performs filing and processes mail, and assists other CNS office and accounting staff with clerical functions. On occasion, Ms. Diaz performs the functions of a Child Nutrition Services Assistant by working in the kitchen as needed.

Mr. Meni requested that based upon the findings of the study that Ms. Diaz's position be reclassified as Data Entry Clerk. This recommendation is supported by her supervisor and CSEA. If approved, Ms. Diaz's reclassification would become effective January 1, 2020.

Mrs. Minoux asked if the Data Entry Clerk classification was paid at a higher range than Child Nutrition Services Assistant II. Mr. Meni answered that the classification is placed at four ranges higher. Mrs. Minoux asked if this position was part of the original classification study. Mr. Meni reported that Child Nutrition Services Assistant II classification was part of the original study, but that she was brought into the CNS office because of her skill set. Mr. Phillips explained

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that Ms. Diaz was brought into the CNS office during peak times to assist with applications for about five years. Because she was so successful assisting parents in the office, she was asked to continue to work on a daily basis. Mr. Phillips reported that this classification matched her job duties and that there would not be any fiscal impact to the District's General Fund because the increased salary is funded by CNS.

*M/S Mrs. Minoux / Mr. LeMay moved to accept the reclassification of Ma Teresa Diaz's position from Child Nutrition Services Assistant II to Data Entry Clerk effective January 1, 2020.

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni stated that three new Bus Drivers have been hired. Mr. Meni continued that staff are registering for several college job fairs in the spring and hope to recruit for Instructional Assistant positions. Job postings will be closed for winter break and reposted in January allowing new notification of current vacancies.

BOARD REGISTER

Information Only.

CSEA REPORT:

Mr. Faust announced that the last CSEA chapter meeting for 2019 is scheduled for December 11, 2019, which will include three 610 processes and a chapter secretary election. Mr. Faust will send out an email Thursday morning reporting the results and information regarding the new CSEA executive board.

DISTRICT REPORT:

Ms. Fernandez reported that a First Aid/CPR training is scheduled for Thursday, December 12, 2019, for employees whose certifications. In January, the District will be offering two First Aid/CPR trainings because the training will not be offered on Classified Professional Development day on January 31, 2020. The Superintendent has required that all employees, classified and certificated, receive active shooter training for three hours in the morning at their site or department. Ms. Fernandez stated that classified employee training in the afternoon will be department led to meet the needs of the site or department. Ms. Fernandez is gathering information about the various training being offered. Every month the Human Relations Department distributes a newsletter highlighting events at schools and departments, as well as spotlighting a classified and certificated employee. For December, the classified employee being highlighted is Helen Lindner, Library Media Technician II-Elementary at Maryland Elementary.

DIRECTOR'S REPORT:

Mr. Meni invited the Commissioners to attend the Classified Professional Development day. Mrs. Reede continues work on the classification study and will bring descriptions from the Instructional Support job family to the February 4, 2020 Personnel Commission meeting for first reading. Mr. Meni reported that the San Diego County Office of Education offered a grant for classified employees who are working toward becoming teachers. Seven classified employees from Vista USD have applied for the grant. Ms. Reede has spoken to impacted groups from the Board's proposed position cuts, Community Liaison and Teen Parent Program. The official notification will occur after the Board takes action, but Ms. Reede wanted to prepare employees as much as possible in advance.

Ms. Stafford asked about the number of Community Liaison positions. Mr. Meni informed her that there are currently one at every site, although a couple of the positions are shared between sites. Mr. Meni stated that the Board has proposed to eliminate six positions and may have other positions changed from one to two sites.

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ITEMS FROM THE FLOOR:

None.

ITEMS FROM THE COMMISSION:

Mrs. Minoux and Mr. LeMay welcomed Ms. Stafford as the new Personnel Commissioner. Mr. LeMay recommended that Ms. Stafford take the opportunity to attend the annual CSPCA conference and other available training.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, February 4, 2020, at 3:30 p.m. in the District Office Board Room.

ADJOURNMENT:

The meeting was adjourned at 3:58 p.m.