

Meeting Agenda

April 11, 2013 4:30pm

1. Call to Order

The meeting was called to order at 5:43pm.

2. Roll Call & Establishment of Quorum

Chairperson Aoyagi, Vice-Chairperson Carter and Commissioner Lee were present and a quorum was established.

3. Public Comments (15 minute limit)

No public comments were made.

4. Approval & Adoption of Agenda

Vice-Chairperson Carter inquired on why the current agenda did not include any items regarding provisional training or professional development, which was discussed at the previous meeting. Chairperson Aoyagi stated that she chose to place it on a future agenda as a major topic of discussion rather than on the current agenda as a minor item. Vice-Chairperson Carter requested the topic to be added to the May 2nd Meeting Agenda.

Agenda was approved and adopted without change.

Approved: 3-0

5. Approval of Minutes

The minutes were approved and adopted without change.

Approved: 3-0

6. Consent Items

Ratification of Eligibility Lists

a) Senior Personnel Assistant

Approved: 3-0

b) Food Service Assistant

Secretary Perez requested the Commission to extend Raymond Jacobs eligibility on the Food Service Assistant eligibility list due to extenuating circumstances. Mr. Jacobs was on a previous eligibility list for Food Service Assistant and was assigned as a limited term employee in that position. During his appointment, his eligibility expired. When the Mr. Jacobs reached the top three ranks, the site requested that Mr. Jacobs be hired in that position. As he is no longer on the eligibility list, he could not be recommended for hire. By extending his expiration date, he would have regained his status as an eligible candidate. Vice-Chairperson Carter expressed concern if approving this item was within the rules of the Merit System. President Phillips recommended that if the Commission approved updating the eligibility list and extending Mr. Jacobs' eligibility, the Union would request that Mr. Jacobs' start date as a probationary employee be retroactive to his first date in the assignment.. Assistant Superintendent Ruiz recommended limiting possible conflicts that may arise from retroactively modifying eligibility lists, and recommended that Mr. Jacobs re-apply as the District is continuously recruiting for the position of Food Service Assistant.

Chairperson Aoyagi motioned to have the eligibility list modified to extend Mr. Jacobs' eligibility date.

Rejected: 2-1

c) Interpreter for the Deaf

Approved: 3-0

7. Discussion Items

a) Personnel Commission Budget

Chairperson Aoyagi stated that the Personnel Commission budget needs to be submitted to the District by the end of May. Secretary Perez responded to President Phillips' inquiry on why the Personnel Commission had expenses for a certificated employee by stating a retired administrator was hired by the Commission for a required investigation. In response to President Phillips' inquiry on the negative balance shown on the Financial Summary Report, Chairperson Aoyagi stated additional information regarding the 2012/2013 budget will be required before work on budget for 2013/2014 fiscal year can begin. In response to Vice-Chairperson Carter's inquiry on the funding of NeoGov, Secretary Perez stated that the District will be paying for 50% of the yearly membership fee and 100% of the one-time setup fee. The Personnel Commission will pay for the other 50% of the NeoGov yearly membership fee. Assistant Superintendent Ruiz recommended that the District pay for a portion of Secretary Perez's salary, due to his ongoing work for both the District and Personnel Commission. Chairperson Aoyagi responded that the Commission would prefer to continue paying Secretary Perez's full salary, but suggested that a Memorandum of Understanding (MOU) between the District and the Commission could be considered to ensure that Secretary Perez will continue to provide services to the District as he has been doing. Vice-Chairperson Carter requested that Secretary Perez research the previous years' budgets and confirm the amounts that were allocated to the Director of Classified position and why it seems there is a discrepancy between previous years' allocation compared with the current year.

8. Conference Items

These items were presented for discussion and action, and may have been reviewed at a previous meeting.

a) Approve contract with NeoGov

In response to President Phillips' inquiry regarding candidates submitting paper applications, Secretary Perez stated that paper applications will still be accepted for both internal and external candidates, and such applications will be scanned and entered into NeoGov for proper tracking of each candidate.

Chairperson Aoyagi motioned to approve the contract with NeoGov, contingent upon funding being provided, either by the District or through reallocation of Commission funds.

Approved: 3-0

9. Information Items

a) Examinations administered in the month of March

Interpreter for the Deaf

Instructional Assistant, Early Childhood Education

Instructional Assistant, Special Ed Attendant

School Bus Driver

Sr Personnel Assistant

School Safety Officer

Instructional Assistant

Transportation Dispatcher

Maintenance Engineer (HVAC)

b) New hires processed in the month of March

Anthony Langford, Personnel Coordinator

Lauren Alves, Instructional Technician

Serah Blackstone-Fredericks, Instructional Technician

Jameila Owens, Instructional Specialist, Special Ed Attendant

Renata Ramento, Clerical Assistant I

Arhonda Caldwell, Clerical Specialist

10. Reports

a) Union

President Phillips commented that the union is concerned that some aspects of the classification and compensation study are not within the original agreed upon project plan, including: District administrators were not meeting with individual employees regarding any comments they may have made on the PIQ and that administrators were using templates provided by the District to complete the administrative section of the Personnel Information Questionnaire (PIQ), rather than providing individual, independent comments. President Phillips also commented that the use of the District-provided templates has caused a bias in the results of the study. Secretary Perez responded that the administrators were not required to meet with each employee, that the administrator only needed to notify the employee if comments were made on the supervisor review section of the PIQ. Secretary Perez also stated that the templates, which were created for approximately 8 widely-used classifications, were only to be used as a reference aide and they were created by subject-matter experts (SMEs) in each classification.

In response to a request by President Phillips, Secretary Perez stated that copies of all of the templates will be emailed to the union.

President Phillips stated that the union has been notified that District is intending to lay off employees within the cooking and gardening programs. President Phillips also stated that several union members have been contacted by administrators asking them if they would like to transfer into other classification position, which the union considers to be direct dealing with employees – an unfair labor practice violation. Assistant Superintendent Ruiz commented that the District has been in contact with the union regarding this matter. She also stated that administrators, if asked directly by an employee, could state that District is in discussion about potential future layoffs; and if the employees wished, they could apply for transfers now rather than wait for the District's final decision.

b) Commissioners' Reports

Vice-Chairperson Carter stated that he has received feedback that some employees were unaware that they could request to view the comments their supervisor made on the Personnel Information Questionnaire (PIQ). Vice-Chairperson Carter requested that Secretary Perez communicate to the employees that they have the right to request that information. Secretary Perez commented that if an administrator made any comments, that the administrator would notify the employee directly. Vice-Chairperson Carter requested that Secretary Perez also keep a digital copy of the PIQs for the Personnel Commission.

c) Personnel Director

i. Classification and Compensation Study

Secretary Perez commented that Classification and Compensation Committee has upcoming meetings in April and June. Once the consultant receives the completed PIQ forms, they will begin scheduling the employee interviews, which are projected to occur in April.

ii. Update on School Safety Officer examination

In response to President Phillips' concern that the incorrect job description was used in the recruitment of School Safety Officers (SSO), Secretary Perez researched the two job descriptions and found that the difference was negligible. Secretary Perez stated that the only significant difference between the two descriptions was that the new description included an additional requirement of "completion of training course developed by the bureau of security and investigative services in accordance Senate Bill 1626 as provided by the District." Secretary Perez confirmed with Dr. Susan Craig, Director of Student Services, that

the training would be provided by the District to the School Safety Officers after hire. Furthermore, Secretary Perez reviewed the screening process and discovered that all of the guidelines and procedures used were valid, regardless of which job description was utilized. Secretary Perez also contacted CODESP regarding the testing materials used, and CODESP confirmed that the similarities between the two job descriptions allowed for the use of the same testing materials. Finally, Secretary Perez met with Dr. Craig to regarding the exam, and after review, he determined that the test was valid.

iii. Classified Recognition and District Retirement Events

Secretary Perez reported that the classified recognition event has been scheduled for May 21, 2013 from 4pm to 6pm, at King Dining Commons and the District retirement event has been scheduled for June 6, 2013 from 4pm to 6pm, at King Dining Commons.

11. Public Comments (15 minute limit)

No public comments were made.

12. Next Meeting

Chairperson Aoyagi requested an additional Rules and Regulations meeting in May .

The next general meeting will occur on Thursday, May 2, 2013, at 5:30pm at the Technology Lab (Room 126)

A special budget meeting will occur on May 23, 2013, at 4pm at the conference room at Oregon Street

13. Adjournment

Meeting adjourned at 8:25pm.

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Ann Aoyagi
Chairperson, Personnel Commission

Date