

# Personnel Commission Meeting Minutes

July 11, 2013 4:30pm

## **1. Call to Order**

The meeting was called to order at 4:34pm.

## **2. Roll Call & Establishment of Quorum**

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

## **3. Closed Session – Beginning at 4:30pm**

### **Public Employee Discipline; California Government Code § 54957 (2 matters)**

Closed session began at 4:35pm

## **4. Report from Closed Session**

Regular session resumed at 5:04pm

The Personnel Commission voted to have a hearing officer hear the appeal for one employee and to hold a hearing for another employee.

## **5. Public Comments (15 minute limit)**

Paula Phillips, President, BCCE, commented that the union has concerns regarding the Memorandum of Understand (MOU) that the District and the Director of Classified employees agreed to at the last commission meeting. President Phillips stated that allowing the Classified Personnel Director to be involved in drafting contract language and disciplinary matters would prevent the Classified Personnel Director from being a neutral party. Vice-Chairperson Carter requested that President Phillips highlight specific differences and present them at the next Commission Meeting. Review of the MOU will be placed as a conference item for the August 1<sup>st</sup> Commission Meeting.

## **6. Approval & Adoption of Agenda**

Approved: 3-0

## **7. Approval of Minutes**

In response to a question from President Phillips, Secretary Perez stated that the Personnel Commission budget has been submitted to the County, but they have not yet approved it.

Approved: 3-0

## **8. Consent Items**

Ratification of Eligibility List

- a) Library Media Technician, Elementary
- b) Food Service Assistant
- c) Transportation Dispatcher

President Phillips requested clarification on the performance examination panel for the Transportation Dispatcher. The Personnel Coordinator stated that the candidates were given multiple tasks related to the dispatcher role. During the examination, there were two panelists who independently scored the candidates performance, and an observer from the Human Resources department. Once the scores were completed, they were collected and entered by the Human Resources department.

Approved: 3-0

## **9. Old Business**

The Commission reviewed the following old business items:

Provisional and limited-term opportunities for BCCE members.

Vice-Chairperson Carter requested that the Director of Classified Employees create a more defined, systematic method for allowing BCCE members to sit in provisional and limited-term promotional positions. President Phillips commented that the Personnel Commission is not ratifying limited-term positions, as per Merit Rule 60.300.1b. President Phillips also commented that, in previous years, limited-term positions were posted so that all members had the opportunity to apply for them. Chairperson Aoyagi asked that this item be placed on the next agenda for continued discussion and that Personnel Commissioners suggest possible solutions for creating the requested system.

## **10. Information Items**

Examinations Administered in the Month of July:

Transportation Dispatcher

Food Service Assistant

Vehicle & Equipment Mechanic

Library Media Technician, Elementary

Maintenance Engineer, HVAC

Instructional Specialist, Art

Workers Compensation Specialist

New Hires/New Assignments Processed in the month of July:

Richard Andrea, Accounting Technician

Tonja Warren, Food Service Satellite Operator

Erendida Sanchez, Transportation Dispatcher

## **11. Reports**

### **a) Union**

President Phillips stated that the Classification Study is moving forward, but the small font size used in a recent newsletter was a concern. President Phillips requested that Director Perez use an appropriate font size in future communications to make it easier to read.

### **b) Commissioners Reports**

No commissioner's reports were presented.

### **c) Personnel Director**

#### **i. Classification and Compensation Study**

Secretary Perez stated that most of the 12-month job descriptions were received and distributed to the employees. Employees have until July 19<sup>th</sup> to return the feedback forms, except for those employees who received their job description later. The next classification committee meeting is scheduled for August 7. Secretary Perez commented that July 24 and August 7 have been preliminarily scheduled for Merit Commission appeals hearings. In response to President Phillips, Secretary Perez commented that an additional appeals hearing could be scheduled in September to better accommodate the 10- and 11-month employees.

#### **ii. Update on NEOGOV Online Recruitment System**

Secretary Perez commented that the implementation of NEOGOV is going according to schedule and that the Personnel Coordinator is working with NEOGOV in creating the database and completing the initial setup training.

## **12. Conference Items**

The Personnel Commission will determine a hearing date in September for appeals related to the Classification and Compensation Study. This item was moved to the August 1, 2013 agenda as a conference item.

**13. Public Comments (15 minute limit)**

President Phillips stated that the union and the district are working together to hold informational meetings for the California Nutrition Network staff that was recently laid-off.

**14. Next Meeting**

August 1, 2013 at 4:30pm.

**15. Adjournment**

Meeting adjourned at 6:52pm.

Respectfully Submitted:

\_\_\_\_\_  
Randy Perez  
Secretary, Personnel Commission

\_\_\_\_\_  
Date

Approved:

\_\_\_\_\_  
Ann Aoyagi  
Chairperson, Personnel Commission

\_\_\_\_\_  
Date