

Personnel Commission Special Meeting Minutes

October 30, 2013 5:15PM

1. Call to Order

The meeting was called to order at 5:18pm.

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)

Paula Phillips, President, BCCE, commented that the California Federation of Teachers, specifically Council of Classified Employees division, has embarked on a partnership with other affiliated organizations all of whom represent classified para-educators within the state of California. The goal is to address the challenges and opportunities to restore classified positions to support education.

4. Approval & Adoption of Agenda

Approved, 3-0

5. Conference Items

A public hearing will be conducted to hear appeals by employees regarding the results of the classification study. The following is the list of the employees who appealed their classification:

- i) George Duncan, General Maintenance Worker
- ii) Pamela Goo, Supervisor, Risk Management, Workers Compensation and Benefits
- iii) LaTanja Chambers (represented *in absentia* by President Phillips), Administrative Assistant
- iv) Geraldine Morgan, Administrative Coordinator
- v) David Kirwin, Lead Tradesworker
- vi) Mildred Scherr, Clerical Specialist

6. Information Item

Secretary Perez stated that there was a change on the List of Classes by Family document. Listed under Risk Management and Benefits, the classification "Employee Benefits Technician" should be listed as "Employee Benefits Specialist".

7. Public Comments (15 minute limit)

President Phillips thanked the Personnel Commission and Mr. Ewing for dedicating time to listen to BCCE members during these appeal hearings. President Phillips requested that Mr. Ewing continue to be a part of the appeals process going forward.

President Phillips read a statement from Ms. Marsha Montgomery, School Safety Officer regarding the classification study: "After reading over the published School Safety Officer job description, the description does not accurately describe what a School Safety Office does. I should like to appeal the job description; there is a conflict between the School Safety Officer and the security position." President Phillips stated that Ms. Montgomery submitted this statement to Secretary Perez on October 16, 2013. President Phillips stated Ms. Montgomery submitted her appeal form via inter-district mail in the prior school year, but it was not delivered to the Human Resources department, resulting in missing the September 10th deadline to submit an appeal.

President Phillips expressed concern that student assistants are performing the work of a BCCE classified employee, and that such work be assigned to classified employees.

President Phillips stated that she will be forwarding a list of concerns that the BCCE has related to the duties and tasks on many of the job descriptions to the Commission.

In response to President Phillips inquiry about the recruitment for a new Board-appointed Commissioner, Chairperson Aoyagi stated that the Board is still recruiting for the position.

8. Next Meeting

The next regular meeting is scheduled for November 7, 2013 at 4:30pm

9. Adjournment

Meeting adjourned at 7:43pm

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Approved,

Ann Aoyagi
Personnel Commission Chairperson

Date