

# Personnel Commission Meeting Minutes

November 7, 2013 4:00PM

## **1. Call to Order**

The meeting was called to order at 4:02pm.

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

Chairperson Aoyagi and Vice-Chairperson Carter are present and a quorum was established. Commissioner Lee arrived during the Closed Session.

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

No public comments were made.

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

Approved, 2-0

## **5. Closed Session – Personnel Matters, Government Code § 54957**

The Commission went into closed session to discuss the performance evaluation of the Director, Classified Personnel.

## **6. Report from Closed Session – 4:50pm**

Chairperson Aoyagi commented that the Commission needed to discuss 3 sections of the evaluation with the Director, Classified Personnel in a closed session meeting.

## **7. Public Hearing: Classification Study Appeals**

Secretary Perez commented that he spoke with Ms. Annette Johnson-Banks and that she is still ill and would like to reschedule her appeal hearing in December. No other employees presented appeals.

## **8. Approval of Minutes**

Approval of amended minutes from September 12, 2013

Personnel Coordinator Anthony Langford commented that in section 6, Conference Items, Assistant Superintendent Delia Ruiz was incorrectly identified as “Deputy Superintendent”.

Approved, 3-0

Approval of minutes from October 3, 2013

Approved, 3-0

## **9. Conference Items**

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

- a) Approval of Advanced Salary Placement of candidate on Vehicle & Equipment Mechanic eligibility list.

Approved: 3-0

- b) Approve request for reclassification of a BCCE unit member to a classification not previously held.

Approved: 3-0

- c) Approved Limited Term School Service Assistant (bilingual Spanish) at Longfellow Middle School

Approved: 3-0

- d) Determine hearing date for employees that did not submit a PIQ

The Commission selected December 17, 2013 and December 19, 2013 for the additional classification study appeals hearing dates.

## **10. Consent Items**

Ratification of Eligibility List

- a) Instructional Specialist, Dance

Approved: 3-0

**11. Information Items**

Examinations Administered in the Month of October:

- Manager, General Services (Theater)
- Educational Occupational Therapist
- Instructional Specialist, Dance
- Food Service Assistant
- Library Media Tech, Middle
- Instructional Assistant
- Instructional Technician
- Clerical Assistant II

New Hires Processed in the month of October:

- Sherry Hudson, New Hire, Food Service Assistant
- Raymond Jacobs, New Hire, Food Service Assistant
- Joseph Olison, New Hire, Food Service Assistant
- Thomas Spivey, New Hire, Food Service Satellite Operator
- Jezra Thompson, New Hire, Program Supervisor, CNN
- Martin Galvin, New Hire, Instructional Technician
- Erin Arinez, New Hire, Senior Personnel Assistant
- Shirley Foster, New Hire, Food Service Assistant
- Jocelyn Sandiego, New Hire, Food Service Assistant
- Dolorofino Phalvimean, New Hire, Food Service Satellite Operator

**12. Reports**

- a) Union

Tim Donnelly, BCCE Representative, commented that the BCCE has requested to know why Cooking and Gardening Instructional Technicians are being required to test for the After School Program Instructional Technician positions. Assistant Superintendent Delia Ruiz stated that the District reviewed the work-scope and abilities required for both the Instructional Technician Cooking and Gardening and After School Program positions and due to their specialized nature, each position is unique.

- b) Commissioners Reports

No Commissioner Reports were presented.

- c) Personnel Director

- I. Classification and Compensation Study

Secretary Perez commented that the Commission should be deciding on resolutions to the appeals hearings in January, 2014. Commissioner Lee requested to include the Director, Classified Personnel closed session meeting with one of the December appeals hearings.

- II. Update on Neogov

No addition information was provided.

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

No public comments were made.

**14. Next Meeting**

December 5, 2013 at 4:30pm

**15. Adjournment**

Meeting adjourned at 5:33pm

Respectfully Submitted,

\_\_\_\_\_  
Randy Perez  
Secretary to the Personnel Commission

\_\_\_\_\_  
Date

Approved,

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

\_\_\_\_\_  
Date