

Personnel Commission Meeting Minutes

January 9, 2014 4:30PM

1. Call to Order

The meeting was called to order at 4:30pm.

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 comments were made.

4. Approval & Adoption of Agenda

Approved, 3-0

Chairperson Aoyagi – Aye
Vice-Chairperson Carter – Aye
Commissioner Lee - Aye

5. Selection of Personnel Commission Chairperson and Vice-Chairperson

Chairperson Aoyagi nominated Timothy Carter as Chairperson.

Approved, 3-0

Chairperson Aoyagi – Aye
Vice-Chairperson Carter – Aye
Commissioner Lee - Aye

Chairperson Carter nominated Ann Aoyagi as Vice-Chairperson.

Approved, 3-0

Chairperson Carter – Aye
Vice-Chairperson Aoyagi – Aye
Commissioner Lee - Aye

6. Approval of Minutes

a) Approve Meeting Minutes for the following dates:

- i. December 17, 2013
- ii. December 19, 2013

The December 5, 2013 meeting minutes will be included with the February agenda.

Approved, 3-0

Chairperson Carter – Aye
Vice-Chairperson Aoyagi – Aye
Commissioner Lee – Aye

7. Discussion Items

The Commission discussed the criteria for evaluating the Director, Classified Employees.

8. Consent Items

Ratification of Eligibility Lists

- a. Instructional Assistant, Early Childhood Education
- b. Instructional Technician
- c. Program Assistant
- d. Senior Records Clerk
- e. Sous Chef

Approved, 3-0

Chairperson Carter – Aye

Vice-Chairperson Aoyagi – Aye

Commissioner Lee - Aye

9. Information Items

Examinations administered in the month of December, 2013

Classification-

Administrative Assistant

Instructional Assistant

Instructional Technician

Maintenance Engineer

Program Assistant

Program Coordinator

Senior Records Clerk

Sous Chef

New Hires/New Assignments processed in the month of December, 2013

<u>Name-</u>	<u>Employment Type-</u>	<u>Classification-</u>
Tamisha Crawford	New Hire	Food Service Assistant
Tracey Maligalig	New Hire	Instructional Technician
Miguel Garcia	New Hire	Grounds Gardener
Nathaniel Hill	New Hire	Grounds Gardener
Jennifer Stewart	New Hire	Library Media Tech, Middle
Stephanie Craig	New Hire	Instructional Specialist, Dance
Alexis Robles	New Hire	Instructional Assistant, Special Ed, Attendant
Lisa Ramsey	New Hire	Food Service Satellite Operator

10. Reports

a) Union

Paula Phillips, President, BCCE, commented that as of December 9, 2013, there were 42 positions on the vacancy list that she received from Secretary Perez. President Phillips commented that there has not been much progress in getting these positions filled. President Phillips also commented that BCCE feels the testing process is questionable and that the tests have not been properly validated. President Phillips commented that neither the Classification Committee nor BCCE has met with the consultants regarding the classification and compensation study in several months yet the study is still progressing. President Phillips commented that the Personnel Commission should schedule a meeting with the consultants to understand the process more clearly.

b) Commissioners Reports

Vice-Chairperson Aoyagi commented that each commissioner’s name and disposition should be recorded during commission voting.

c) Personnel Director

I. Classification and Compensation Study

Secretary Perez commented that Ewing has begun the compensation study and met with cabinet on Tuesday, January 7, 2014 to outline the different options for implementing the study. Secretary Perez commented that once the compensation study has been completed, employees may be found to be: under-market, for employees who are being paid under market value; at-market, for employees being paid at a comparable rate to the current market; or over-market for employees who are being paid above the comparable market rate. Secretary Perez stated that with employees found to be at over-market salaries, the district can either a) ignore the salary recommendation and continue to pay the higher rate or, b) grandfather the employees at the higher salary with their salary frozen until the market rate is comparable; all future hires would be paid at the market salary, or c) negotiate to bring the employees’ salary down to market value.

Vice-Chairperson Aoyagi requested a copy of the hierarchal list of suggested new classifications.

II. Update on NEOGOV

Secretary Perez stated that NEOGOV implementation is still on-going.

11. Public Comments (15 minute limit)

No comments were made.

12. Next Meeting

A special meeting on January 16, 2014 at 4:30pm and the next regular meeting on February 13, 2013 at 4:30pm

13. Adjournment

Meeting adjourned at 5:13pm

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Timothy Carter
Chairperson, Personnel Commission

Date