

# Personnel Commission Special Meeting Minutes

March 4, 2014 4:30PM

## **1. Call to Order**

The meeting was called to order at 4:30pm

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

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

## **3. Swearing in of a Personnel Commissioner**

Beatriz Leyva-Culter administered the oath of allegiance to Dan Lee.

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

Paula Phillips, President, BCCE, commented that Ewing, the consultant for the classification and compensation study, has presented information regarding the compensation study to Secretary Perez and that information has been shared with the District, but not the union.

Marsha Montgomery, School Safety Officer, commented that several aspects of the School Safety Officer job description are not accurate and should be corrected before approving the classification. President Phillips commented that School Safety Officers do not enforce laws, only school policies, nor do they detain or apprehend suspects. President Phillips also stated that issues over uniforms will be negotiated by BCCE.

Johnny Billups, School Bus Driver, commented that the Scheduler/Router classification does not include specific language that requires the candidate to drive a school bus. President Phillips commented that some of the responsibilities listed for the Scheduler/Router are management responsibilities.

## **5. Action Item: Concluding the Classification Appeal Hearings**

The Personnel Commission finalized the following classification appeals:

- a) Rodney Lewis, Custodian II  
Accepting the consultant's recommendation of Custodian II  
Approved: 3-0
  
- b) Tiffany Williams, Clerical Assistant III  
Accepting the consultant's recommendation of Clerical Assistant III  
Opposed: 2-1  
Carter – Nay  
Aoyagi – Nay  
Lee – Aye

Motion to change classification to School Administrative Assistant I  
Approved: 2-1  
Carter – Aye  
Aoyagi – Aye  
Lee – Nay

- c) Maura Blanco and Maria Romo, Secretary  
Accepting the consultant's recommendation of School Administrative Assistant – Childhood Development  
Approved: 3-0
  
- d) Bernadette Cormier, Transportation Manager  
Accepting the consultant's recommendation of Transportation Manager  
Approved: 3-0
  
- e) Soon Hwang, Senior Budget Analyst, Confidential  
Accepting the consultant's recommendation of Budget Analysis II, Confidential  
Approved: 3-0
  
- f) George Duncan, General Maintenance Worker  
No action was required. Employees concerns were identified and corrected in updated job description.  
Other concerns were noted to be outside of the Personnel Commission's purview.
  
- g) Pamela Goo, Supervisor, Risk Management, Workers Compensation, Benefits  
Accepting the consultant's recommendation of Supervisor, Risk Management, Workers Compensation, Benefits  
Opposed: 3-0  
  
Motion to change classification to Manager, Risk Management, Workers Compensation, Benefits  
Approved: 3-0
  
- h) Latanja Chambers, Administrative Assistant  
Accepting the consultant's recommendation of Human Resources Technician  
Approved: 3-0
  
- i) Geraldine Morgan, Administrative Coordinator, Confidential  
Accepting the consultant's recommendation of Executive Assistant II, Confidential  
Approved: 3-0
  
- j) David Kirwin, Lead Tradesworker  
Accepting the consultant's recommendation of Lead Maintenance Engineer  
Approved: 3-0
  
- k) Mildred Scherr, Clerical Specialist  
Accepting the consultant's recommendation of School Administrative Assistant I  
Approved: 3-0
  
- l) Timothy Mull, Driver Trainer / Field Supervisor  
Accepting the consultant's recommendation of Transportation Operations Supervisor  
Approved: 3-0
  
- m) Annette Johnson-Banks, Transportation Router  
Accepting the consultant's recommendation of Transportation Scheduler / Router  
Approved: 3-0

n) Marsha Montgomery, School Safety Officer

Per the request of the Personnel Commission, Secretary Perez will verify the licensing requirements of the School Safety Officer.

Accepting the consultant’s recommendation of School Safety Officer title, but have further review of the job description.

Approved: 3-0

**6. Public Comments (15 minutes)**

In response to President Phillips’ inquiry, Chairperson Carter commented that actions taken by the Commission this evening were to approve the titles and job descriptions of the appealed classifications.

Mark Griffin, School Safety Officer, inquired about the uniform requirements for the School Safety Officer. Chairperson Carter stated that the School Safety Officer job description is still under review.

In response to Latanja Chambers, Administrative Assistant, Chairperson Carter stated that President Phillips had presented Ms. Chambers’ appeal on her behalf.

Soon Hwang, Senior Budget Analyst, asked how her position was compared with other districts. Ms. Hwang stated that her position is unique and no other district has a comparable position. Per the request of Vice-Chairperson Aoyagi, Secretary Perez will verify whether or not the consultants recommended Ms. Hwang be reclassified as Budget Analyst III, Confidential.

Marsha Montgomery, School Safety Officer, displayed the current uniform and logo that the School Safety Officers are required to wear. Ms. Montgomery stated that the size and color of the logo make the School Safety Officers targets.

**7. Adjournment**

The meeting adjourned at 6:12pm

Respectfully Submitted,

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Randy Perez  
Secretary to the Personnel Commission

\_\_\_\_\_  
Date

Approved,

\_\_\_\_\_  
Timothy Carter  
Personnel Commission Chairperson

\_\_\_\_\_  
Date