

# Personnel Commission Meeting Minutes

May 1, 2014 4:30PM

## **1. Call to Order**

The meeting was called to order at 4:33pm.

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

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

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

Francisco Martinez, Student Assignment Manager, commented that in a previous compensation study, that his position was recommended to be a senior management position. Mr. Martinez believes that his position should be in-line with the other management positions at range 78, rather than 73.

Paula Phillips, President, BCCE, commented that today is "The Day of the Worker" and that the BCCE will be at multiple rallies supporting a cost-of-living increase.

Carol Niehus, School Secretary I, commented that the job that she and other secretaries do is extremely varied, and should not be reduced into a single classification.

Bernadette Cormier, Transportation Manager, commented that the Transportation Operations Supervisor should be more in-line with other range 73 supervisors, due to the scope of duties and required training.

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

Approved, 3-0

## **5. Appeal from Rejection**

The Commission heard the appeal of an applicant who was screened out of an exam for Sous Chef.

Denied, 3-0

## **6. Consent Items**

Ratification of Eligibility Lists

- a) Instructional Technician
- b) General Maintenance Worker
- c) Grounds Gardener
- d) Instructional Assistant, Early Childhood Education
- e) Instructional Assistant, Special Education, Attendant
- f) School Bus Driver
- g) Custodian II

Approved as amended, 3-0

## **7. Conference Items**

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

- a) Compensation Report – Salary Range Recommendations

The Commissioners discussed the salary range recommendations and requested additional information from Secretary Perez on some specific classifications. Chairperson Carter and Vice-Chairperson Aoyagi had concerns about classes that are being collapsed into a single classification.

Commissioner Lee commented that in future studies, more information should be gathered about the positions being analyzed, including levels of responsibility and required trainings and certificates.

Chairperson Carter motioned to table the discussion until next regular meeting.

Approved, 3-0

- b) Minimum Pass Score for Examinations and Awarding of Seniority Points

Commissioner Lee requested to table this item until the next meeting.

Approved, 3-0

**8. Old Business**

These items are carried over from the previous Personnel Commission meeting. Action may be taken on any of these items.

- a) Promotional & Open Eligibility List

Secretary Perez commented that he contacted the Commission’s attorney and had it confirmed that the Commission has been utilizing promotional and open eligibility lists correctly.

Chairperson Carter requested that all future eligibility lists identify current employees, including those on open lists, as “internal”.

Approved, 3-0

**9. Information Items**

Examinations administered in the month of April, 2014

Classification-

Budget Analyst

Custodian II

Instructional Assistant, Early Childhood Education

Instructional Assistant, Special Education, Attendant

Library Media Technician, Secondary

Maintenance Technician

School Bus Driver

Transportation Dispatcher

New Hires/New Assignments processed in the month of April, 2014

<u>Name</u>	<u>Type</u>	<u>Classification</u>	<u>Location</u>
Rodney McNab	New Hire	School Safety Officer	BHS
Marcellus Thomas	New Hire	Custodian I	BHS
Damond Tims	New Hire	Custodian I	BHS
Carla Jones	New Hire	IA, ECE	Franklin
Priscilla Munoz	New Hire	Student Assignment Specialist	Admission’s Office
Valerie Pope	New Hire	Manager, General Services	BHS

**10. Discussion Item: Proposed Personnel Commission Budget for Fiscal Year 2014-2015**

The Commission discussed the 2014-2015 proposed budget. Secretary Perez commented that the only major change in the budget from the previous year is an increase in Salary and Benefits, due to commission staff salary step increases.

The Commission selected May 8, 2014 at 4:30 for the public hearing to approved the proposed Personnel Commission Budget.

**11. Reports**

a) Union Report

President Phillips, requested that the Commission follow its own merit rules and apply hiring practices consistently and fairly for both internal and external candidates. President Phillips commented that the Compensation Study has management positions receiving 2-21% increases, while collapsing multiple BCCE classifications into one. President Phillips commented that the District removed comparable districts when calculating management’s compensation. President Phillips commented that the BCCE was left out of the process during the Classification and Compensation Study.

b) Commissioners Reports

In response to Commissioner Lee, Anthony Langford, Personnel Coordinator commented that hard copies of all job postings are sent to each department and each school site, as well as electronic copies to all management and classified employees.

c) Personnel Director

I. Classification and Compensation Study

No additional information was given.

II. Update on NEOGOV

Secretary Perez commented that implementation of NEOGOV is still ongoing.

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

Delia Ruiz, Assistant Superintendent, recommended that the Personnel Commission and the Board should meet with the consultant to answer any additional questions regarding the compensation study data.

**13. Next Meeting**

Per the request for Vice-Chairperson Aoyagi, the next regular meeting will on June 12, 2014 at 4:30pm.

**14. Adjournment**

Meeting adjourned at 6:28pm

Respectfully Submitted,

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

\_\_\_\_\_  
Date

Approved,

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

\_\_\_\_\_  
Date