

Personnel Commission Meeting Minutes

January 15, 2015 - 4:30 pm

1. Call to Order

The meeting was called to order at 4:38pm

2. Roll Call & Establishment of Quorum

Chairperson Aoyagi, and Vice-Chairperson Ortiz were present and a quorum was established.

3. Public Comments (15 minute limit)

No public comment was made.

4. Approval & Adoption of Agenda

Approved 2-0

5. Approval of Meeting Minutes

a) Meeting Minutes for November 6, 2014 p. 3 – 5

Chairperson Aoyagi requested that on the November 6, 2014 Meeting Minutes, the following should be changed: Page 4, Discussion Item a) should read "the Commission agreed to hold special meetings to discuss and act on the Classification and Compensation Study."

Approved, 2-0

b) Meeting Minutes for November 17, 2014 p. 6 – 8

Chairperson Aoyagi requested that on the November 17, 2014 Meeting Minutes the following should be changed: Page 6, Conference Items should reflect "Vice Chairperson-Aoyagi requested pulling the following positions for further discussion: School Bus Driver, Admissions Manager, Telecommunications Specialist, and Transportation Dispatcher."

Approved as amended, 2-0

c) Meeting Minutes for November 18, 2014 p. 9 – 10

Approved, 2-0

6. Consent Items

Ratification of Eligibility Lists

a) Custodian I p. 11

b) Instructional Assistant, Special Education - Attendant p. 12

c) Purchasing Agent p. 13

d) Workers Compensation Specialist p. 14

e) Food Service Assistant p. 15

Approved, 2-0

7. Nomination and Appointment of Personnel Commission Chairperson and Vice-Chairperson

A motion was made to nominate Ann Aoyagi as Chairperson of the Personnel Commission for the 2015 calendar year.

Approved, 2-0

A motion was made to nominate Dr. Reynaldo Ortiz as Vice-Chairperson of the Personnel Commission for the 2015 calendar year.

Approved, 2-0

8. Action Item – Approval of Personnel Commission Meeting Dates for 2015 p. 16

Approved, 2-0

9. Reports

a) Union

Paula Phillips, BCCE President commented that applicants should be allowed to appeal their test results. Ms. Phillips commented that she has received reports that the test questions are not valid. She requested that the Personnel Commission look into the examinations. She also commented that new job descriptions are being used to recruit, and because they have not been approved, it is illegal to use the new proposed job descriptions. She would like to bring it to the Personnel Commission as a discussion item. Secretary Perez responded that this only occurred for the Risk Management Supervisor position because of the critical nature of the position. The salary for the Risk Management Supervisor will increase significantly as a result of the compensation study.

b) Commissioners Reports

c) Personnel Director

I. Classification and Compensation Study

Secretary Perez commented that the Classification and Compensation Study will be going to Board on January 28, 2015 for approval.

II. New Hires and Examinations administered in the month of November & December

10. Public Comments (15 minute limit)

Paula Phillips, BCCE President, commented that she wanted to challenge the validity of the Excel portion of the Personnel Coordinator exam that she recently took. Ms. Phillips commented that she would like to appeal the test question to the Personnel Commission.

Cariol Niehus, School Secretary I, commented that the School Secretary exam she took most recently was different than the one she took in the past because it was on a computer in a newer Word version, and that she was unable to contest her score because she received them during summer break.

11. Next Meeting

February 5, 2015 at 4:30pm

12. Adjournment

Meeting adjourned at 5:05pm

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Approved,

Ann Aoyagi
Chairperson, Personnel Commission

Date