

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting Minutes

3:30 P.M., June 13, 2017
710 Encinitas Blvd., Encinitas, CA 92024
District Office Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:34 p.m. by TERRY KING, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner King.

Members in Attendance

John Baird

Terry King

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Matthew Colwell

Francisco Flores

Sheila Graciano

Alex Guerrero

Octavio Hernandez

Debbie Johnson

Margy Lara

April Llamas

Agustin Lopez

Dan Love

Carlos Magana

Jose Sanchez

Adrienne St. George

Julian Telesnikov

3. APPROVAL OF AGENDA FOR THE JUNE 13, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the agenda for the June 13, 2017, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE MAY 9, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the minutes for the May 9, 2017, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for ACCOUNTING TECHNICIAN, SR-42, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously

B. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for SKILLED MAINTENANCE WORKER, SR-49, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously

C. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for CUSTODIAN FLOATER, SR-33, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

A. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 5/23/17 (continuous filing).

Passed unanimously

B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SpEd (Non Severe), SR-34, Open/Promotional-Dual Certification, eligibility from 5/16/17.

Passed unanimously

C. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for ADMINISTRATIVE SECRETARY-MS, SR-38, Open/Promotional, eligibility from 5/11/17.

Passed unanimously

D. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for HR WORKERS' COMPENSATION, BENEFITS & HRIS SPECIALIST, SR-52, Open/Promotional-Dual Certification, eligibility from 5/16/17

Passed unanimously

E. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional, eligibility from 5/24/17.

Passed unanimously

A discussion occurred during the approval of this eligibility list where it was clarified that the District will use the following practice when certifying from an eligibility list in which fewer than three ranks exist:

- *The hiring manager may decide to interview the eligibles certified in the hopes that a selection can be made*
- *After conducting interviews, if the hiring manager did not identify an eligible in which to select, a subsequent recruitment will occur, new applicants will be screened, tested and placed on a subsequent eligibility list*
- *The hiring manager will be certified ranks from the subsequent list of eligibles such that a total of three ranks will have been certified overall (e.g. if two ranks had been certified from the initial recruitment, only rank one will be certified from the subsequent recruitment). The hiring manager will interview candidates newly certified and may elect to reinterview previously interviewed candidates (e.g. if too much time has passed such that the hiring manager cannot recall enough details of those interviews).*
- *After a selection is made from the original and new eligibles, the two eligibility lists will be merged and candidates will be ranked by total overall score.*
- *Candidates who were part of the original test group will be notified if their rank has been adjusted given the merging of the lists.*

F. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve an Eligibility List for CHIEF FACILITIES OFFICER, MR-8, Open/Promotional-Dual Certification, eligibility from 5/11/17.

Passed unanimously

7. CLASSIFICATION REVIEWS

A. Learning Commons Technician II

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish a new classification of Learning Commons Technician II as proposed.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to recommend to the governing board allocation of the classification of Learning Commons Technician II to Range 42 of the Classified Salary Schedule.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to retitle the existing classification of Learning Commons Technician to Learning Commons Technician I.

All passed unanimously

A revision was made to the job description in the Essential Function area. The word “furniture” was added to the type of warranties in which an incumbent may perform follow up tasks.

B. Grounds and Custodial Supervisor

Revise the job description for Grounds and Custodial Supervisor as proposed.

JOHN BAIRD made a motion, seconded by PATRICIA SPIRIT, to amend this motion in favor of tabling the item.

Passed unanimously

Recommend to the governing board reallocation of the classification of Grounds and Custodial Supervisor to Range 9 of the Supervisory Employees Salary Schedule.

No motion made

Summary of discussion: Director Dixon gave an overview of the Grounds and Custodial assignment including the history of how the assignment originated and the rationale for its current allocation. Concerns were expressed by the commission as to how the District allowed an individual to accrue this level of additional duties over the three year period of 2006 to 2009 and that care should be given to ensure this does not happen in the future. Director Dixon explained that for the current study, no comparison assignments were identified so alternative information was considered in making the recommendation including: comparison to Maintenance Supervisor, additional tasks assigned, and breadth of assignment. Several speakers expressed concerns regarding the assignment/recommendation. Carmen Blum stated that she hopes the District will look into reorganization of the department to allow for stand-alone grounds and custodial supervisors and that the District is not staffing appropriately for members. Carlos Magana stated that the current position is not effective and the District should go back to having two positions. Jose Sanchez spoke on behalf of members' concerns regarding the dual role and that the District should go back to the previous model, which is what other districts use, and employ both a grounds and a custodial supervisor. Director Dixon spoke to these concerns as well as concerns expressed by the commission and explained that the District is entitled to assign work in the manner it sees most appropriate given all the factors it must consider but that she would share the concerns that were expressed. Commissioner King stated that in light of Director Dan Love's comments, the District believes the dual role is doable and, therefore, consideration needs to be given to the salary allocation since Mr. Lopez is performing the work. Commissioner Baird did not see sufficient rationale for reallocation given the data presented and suggested Director Dixon expand the search for comparable positions and bring the item back for reconsideration at a later meeting.

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. REINSTATEMENT OF EMPLOYEES TO FORMER CLASSIFICATION

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Susan Dixon announced that Pat Spirit completed the Merit Academy classes this month.

The Personnel Commissioners' packets included for review and discussion:

A. Vacancy Report

B. Personnel List Report

10. CORRESPONDENCE

Susan Dixon received the ACSA Membership invitation.

11. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

A. California School Employees Association – Matt Colwell commented that he and Director Dixon visited sites to provide fresh-squeezed orange juice and donuts to employees during Classified School Employee Week May 21-25. Matt commended Director Dixon on the support provided to District and Statewide EOY, Bridget Sabin, allowing her to attend the Awards Ceremony in Sacramento.

B. San Dieguito Union High School District - None

C. Public – None

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Thursday, July 20, 2017, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT

The Personnel Commission meeting adjourned at 5:24 p.m.