

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

Regular Meeting Minutes

3:30 PM, November 10, 2020
Virtual Meeting

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m. by JUSTIN CUNNINGHAM

2. PLEDGE OF ALLEGIANCE

Commissioner Cunningham led the pledge of allegiance.

Personnel Commissioners in Attendance

John Baird
Jeff Charles
Justin Cunningham

Personnel Commission Staff in Attendance

Susan Dixon, Director
Kathy Potter, Human Resources Technician

3. APPROVAL OF THE AGENDA FOR THE November 10, 2020, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the agenda for the November 10, 2020, Personnel Commission Regular Meeting.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

4. APPROVAL OF THE MINUTES FOR THE October 13, 2020, PERSONNEL COMMISSION REGULAR MEETING.

Public Comments-None

It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the minutes for the October 13, 2020, Personnel Commission Regular Meeting.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the commission or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code

§54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of the commission or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of the commission, or the body itself, subject to rules or procedures of the commission, may provide a reference to staff or other resources for factual information, request staff to report back to the commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Public comments shall be limited to three minutes per individual. A total of fifteen minutes shall be allotted per item.

- A. California School Employees Association-April Llamas commended classified staff for “chugging along” and doing a great job despite all that is going on, including the preparations being made to get campuses ready for more students attending in person.
- B. San Dieguito Union High School District-Tina Peterson was not present due to a payroll deadline.
- C. Public-None

ACTION ITEMS-(See Supplements)

6. ELIGIBILITY LISTS TO BE RATIFIED/APPROVED

Public Comments-None

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the Eligibility List for Administrative Assistant II, SR 40, Promotional Only, effective 10/20/20.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the Eligibility List for Instructional Assistant Special Education-Behavior Intervention, SR 36, Open/Promotional, effective 10/26/20.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- C. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to approve the Eligibility List for Nutrition Services Assistant II, SR 27, Open/Promotional-Dual Certification, effective 11/03/20.
John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes
- D. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to approve the Eligibility List for Nutrition Services Assistant Supervisor, SR Supervisory 4, Open/Promotional-Dual Certification, effective 11/04/20.
Commissioner Baird inquired if this position supervises employees. Director Dixon replied that it does supervise the nutrition staff at an assigned school site(s).

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

7. ELIGIBILITY LISTS TO BE ESTABLISHED

Public Comments-None

- A. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for School Bus Driver, SR 38, Open/Promotional-Dual Certification, continuous filing.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- B. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to establish an Eligibility List for Nutrition Services Assistant I, SR 25, Open/Promotional-Dual Certification, continuous filing.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

- C. It was moved by JOHN BAIRD, seconded by JEFF CHARLES, to establish an Eligibility List for Irrigation Specialist, SR 41, Open/Promotional-Dual Certification, for six months.

Commissioner Baird asked about the difference between Grounds Maintenance Worker II and Irrigation Specialist. Director Dixon explained that this classification was established several years ago to pull irrigation tasks from the classification of Plumber/Irrigation Specialist so it is new to the Grounds Department. It's focus is strictly on irrigation whereas the Grounds Maintenance Workers perform tasks related to the care and cleaning of the grounds (e.g. planting, raking). Irrigation Specialist is paid a higher salary than Grounds Maintenance Worker II but lower than Plumber.

John Baird-Aye
Jeff Charles-Aye
Justin Cunningham-Aye
Passed with three Ayes

8. CLASSIFICATION REVISIONS

Public Comments-None

- A. It was moved by JEFF CHARLES, seconded by JOHN BAIRD, to revise the job description for Warehouse Supervisor as proposed.

Commissioner Charles made inquiries about the nature of the assignment including if this has been a supervisory role previously. Director Dixon provided some history of the assignment and an overview of the changes it has experienced over the years. In general, the need of the District at this time is for a position that performs a combination of duties historically performed by the incumbent as well as duties new to the position, particularly since the elimination of a second Senior Buyer position. Given that many of the new duties are consistent with the existing classification of Senior Buyer, Range 44, there is not a recommendation for salary reallocation.

The Director of Purchasing further explained that District administration met with CSEA early on to discuss the best way to move forward with changes to the position and that there was agreement that this was the most viable option. Commissioner Baird asked about the distinguishing characteristics in the job description between Senior Buyer and Purchasing Specialist. Director Dixon replied that those are necessary to document that the Senior Buyer focuses on acquisitions not the broader range of duties of the Purchasing Specialist.

John Baird-Aye

Jeff Charles-Aye

Justin Cunningham-Aye

Passed with three Ayes

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

Public Comments-None

A. Vacancy Report – *Director Dixon highlighted the many classified positions that have been filled in the past month.*

B. Personnel List Report –

C. Other – *Commissioner Cunningham commented on the modification of the agenda format with “Public Comment” under every heading seeming to be redundant.*

Commissioner Baird shared he was elected President of SDCSPCA at their last meeting.

10. CORRESPONDENCE – None.

Public Comments-None

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 8, 2020, at 3:30 P.M. Please note, this meeting may be conducted as a virtual meeting if necessary. *Commissioner Cunningham suggested the language be modified to state “will be conducted as virtual” until the COVID situation changes. All commissioners agreed.*

11. ADJOURNED – 4:29 PM