

Personnel Commission Meeting Minutes

September 12, 2013 4:30pm

Amended and Revised: October 28, 2013

1. Call to Order

The meeting was called to order at 4:30pm.

2. Roll Call & Establishment of Quorum

Chairperson Aoyagi and Vice Chairperson Carter were present and a quorum was established.

3. Public Comments (15 minute limit)

Keith Summers, a BCCE member stated that he was denied a position that he should have been granted.

4. Approval & Adoption of Agenda

Per the request of Secretary Perez, Item 7 (Old Business) was switched with Item 6 (Conference Items). The agenda was adopted and approved.

Approved: 2-0

5. Approval of Minutes

Chairperson Aoyagi requested that the title of the minutes be corrected from "Meeting Agenda" to "PC Meeting Minutes".

Approved: 20

6. Conference Items

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

a) Approve recruitment for Clerical Assistant II (Bilingual, Spanish required) for Emerson Elementary

Deputy Superintendent Ruiz presented information supporting the need for the Clerical Assistant II (Bilingual Spanish) position at Emerson Elementary. In response to questions by Paula Phillips, President, BCCE, Secretary Perez stated that this position would be a FTE position and would require knowledge of both written and verbal Spanish communication.

Approved: 20

b) Approve recruitment for Instructional Technician (Bilingual, Spanish required) for Longfellow Middle School

Manuel Enriquez, Program Supervisor, LEARNS program, presented information supporting the need for the Instructional Technician (Bilingual, Spanish) position at Longfellow Middle School. He stated that this position would require knowledge of both written and verbal Spanish communication.

Approved: 20

c) Approve recruitment for Instructional Assistant, Early Childhood Education (Bilingual, Spanish required) for Hopkins Child Development Center

Approved: 20

- d) Approve the request for reclassification of a BCCE unit member to a classification not previously held.

The commission voted to demote in lieu of layoff

Approved as amended 2-0

- f) School Bus Driver
- g) Library Media Technician, Middle
- h) Food Service Satellite Operator

Keith Summers, a BCCE member claimed that he was denied opportunity to fill the limited term Food Service Satellite Operator position during the 2012-2013 school year as well as being denied the recent permanent position that he feels he was most qualified for.

Approved: 20

9. Information Items

Examinations Administered in the Month of September

Secretary

Maintenance Engineer

Sous Chef

School Bus Driver

Site Coordinator, Family Engagement

Payroll Specialist

Library Media Technician, Middle

Vehicle and Equipment Mechanic

President Phillips commented that the BCCES concerned that its members are still being passed over for promotional and limited term opportunities, and she requested that such opportunities are posted. President Phillips also stated that the BCCES concerned that physical fitness tests are being given to candidates, where a certain physical requirement is required to perform the job (i.e. lifting).

President Phillips commented that the BCCES also concerned that members are being assigned duties that are out of classification.

b) Commissioners Reports

Chairperson Aoyagi reported that on August 2nd, notification was received that the 2014 Personnel Commission budget was accepted and approved.

c) Personnel Director

I. Classification and Compensation Study

Secretary Perez stated that classification portion of the study has been completed by the consultant and that the next step is to hear the employee's appeals. After the appeals hearings, the consultant will begin work on the compensation portion of the study. Secretary Perez stated that the completion of the study is projected to be November, 2013.

II. Update on NEOGOV Online Recruitment System

Secretary Perez reported that due to the work on the classification and compensation study as well as HR staffing issues, work on NEOGOV has been delayed. Implementation is estimated to be November, 2013. In response to President Phillips, Secretary Perez stated that the contract with NEOGOV is not based on a specific timeline for implementation, but is an annual service contract.

11. Public Comments (15 minute limit)

President Phillips commented that the BCCES concerned about the layoffs for the cooking and gardening staff, and that the District has created non-standardized FTE positions for those employees who will be employed come October 1st. Secretary Perez stated that the positions were created to minimize the available funds, rather than to a standard FTE position so that the employees would get paid as much as possible.

12. Next Meeting

October 3 2013 at 4:30pm

13. Adjournment

Meeting adjourned at 7:52m

Respectfully Submitted,

Randy Perez
Secretary to the Personnel Commission

Date

Approved,

Ann Aoyagi
Personnel Commission Chairperson

Date