

La Mesa-Spring Valley Schools, Regular Meeting
Thursday, December 14, 2017, 4:30 p.m.
Board Room, 4750 Date Avenue, La Mesa, CA 91942

When there is a need for the Chairman to pass the gavel to a Commission Member, this action shall be automatic without need for a formal motion.

1. Call to Order

The meeting of December 14, 2017 was called to order at 4:30 p.m. by Chair Arashmidos Monjazebe.

2. Commissioner Roll Call

Arashmidos Monjazebe, Chair	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent
Patricia Ridenour	<input checked="" type="checkbox"/>	present	<input type="checkbox"/>	absent

3. Pledge of Allegiance

The Pledge of Allegiance was led by Ali Junker, Human Resources Analyst.

4. Swearing in of the Board Appointed Commissioner

Stephen Babbitt was sworn in as the Board Appointed Commissioner.

5. Election of Officers

Election and Approval of Patricia Ridenour to be Chairperson of the Personnel Commission for the 2018 term. Motion by Monjazebe, second by Babbitt. Motion passed unanimously.

6. Election of Officers

Election and Approval of Arashmidos Monjazebe to be Vice-Chairperson of the Personnel Commission for the 2018 term. Motion by Ridenour, second by Babbitt. Motion passed unanimously.

7. Introductions

All in attendance introduced themselves.

8. Approve the Agenda of the December 14, 2017, Regular Meeting

Motion by Babbitt, second by Ridenour. Motion passed unanimously.

9. Approve Minutes of the November 2, 2017, Regular Meeting

Motion by Ridenour, second by Babbitt. Motion passed unanimously.

10. Approval C. Xavier Thomas, Director, Classified Personnel, and Ali Junker, Human Resources Analyst, to attend Customer Service training.

C. Xavier Thomas, Director, Classified Personnel, explained the training would support the expansion of the District training and development program. Thomas and Junker will see if this class/course will meet the organization's needs and if it does will bring the training to the employees of La Mesa-Spring Valley Schools either on a formal level or merge with other classes that the training and development will offered.

Motion by Ridenour, second by Babbitt. Motion passed unanimously.

11. Approval of staff to attend the 2018 CSPCA Conference February 1- 4, 2018, at the Wyndham San Diego Bayside Hotel. Registration costs of \$325 per attendee if registered by 12/15/17, or \$400 per attendee if registered after 12/16/17.

Thomas explained the San Diego County School Personnel Commissioners' Association has scheduled the 2018 CSPCA Annual Conference at the Wyndham San Diego Bayside Hotel from Thursday, February 1, 2018 through Sunday, February 4, 2018. The staff to be included in registration cost will be: any Commissioners interested in all or part, Thomas, Junker, and possible new HR Specialist. Motion by Babbitt, second by Ridenour. Motion passed unanimously.

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12. Approve the Following Examination Announcements

- Human Resources Specialist
- Licensed Vocational Nurse
- School Bus Driver
- School Office Manager

Motion by Ridenour, second by Babbitt. Motion passed unanimously.

13. Approve the Following Eligibility Lists

- Child Nutrition Services I
- Child Nutrition Services II
- Executive Assistant I, Human Resources
- Extended School Services Program Aide
- Human Resources Technician
- Information Technology Support Specialist
- Paraprofessional-Preschool
- Paraprofessional-Special Education

Motion by Ridenour, second by Babbitt. Motion passed unanimously.

14. Supervisor, Extended School Services 4% salary increase from The Comprehensive Classification and Compensation Study.

Thomas explained that the Comprehensive Classification and Compensation Study has been completed. Upon the conclusion of the study, questions arose about the Supervisor, Extended School Service new salary schedule. Further review discovered that the study did not look at their position thoroughly enough. As a result, a 4% increase is recommended to this position to properly align this classification with internal alignment of the supervisory classifications. Monjabez inquired if approved through the chain of command. Thomas confirmed. Ridenour asked how the classification was overlooked. Feliciano advised that when the data was reviewed, the supervisor positions were aligned with the Directors, but this classification has a certificated Coordinator and this caused some confusion. Thomas advised worked with Assistant Superintendent, Business Services, to come up with the amount.

Motion by Ridenour, second by Babbitt. Motion passed unanimously.

15. Approval of a new job description, Director, Information Technology on the Classified Management Salary Schedule \$96,488 (Step A) - \$111,857 (Step F).

Thomas explained the Information Technology department is undergoing a reorganization which includes the creation of the Director, Information Technology classification. This position will oversee the day to day functions of the Information Technology Department. This position will replace the current classification of Technology Manager due to the increased responsibility as a result of the reorganization.

Motion by Ridenour, second by Babbitt. Motion passed unanimously.

16. Approval of a new job description Supervisor, Technology on the Classified Supervisor Salary Schedule \$71,043 (Step A) - \$89,519 (Step F).

Thomas explained the Information Technology department is undergoing a reorganization which includes the creation of the Supervisor, Information Technology classification. Under the direction of the Director, Information Technology this position is responsible for coordinating, developing and supervising the design, development and implementation of information technology projects; including database applications, programming, software application throughout the district; assist in supervising and evaluating assigned central information technology personnel; assist in the leading and representation of the Information Technology Department. Ridenour asked for details of the previous organization of the department. Thomas and Junker detailed the organization.

Motion by Ridenour, second by Babbitt. Motion passed unanimously.

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17. Approval to update the classification title from Executive Assistant II to Executive Assistant II to the Superintendent.

Thomas explained the Comprehensive Classification and Compensation Study updated the job description from Executive Assistant to the Superintendent to Executive Assistant II. The request to update the title to Executive Assistant II to the Superintendent speaks more to the specifics of the position itself and aligns the title better with the other Executive Assistant positions within La Mesa-Spring Valley Schools. Monjazebe requested clarification of titles. Thomas explained sounds confusing, but the change is to ensure the title is more aligned with other classifications in the job family. Babbitt asked if this change would affect the classification being exempt from classified service as per California Education Code section 45272. Junker advised this change is similar to the previous job title and the position is still among the confidential classifications in the District. Motion by Ridenour, second by Babbitt. Motion passed unanimously.

18. Approval to update the Classification Review form for the new Job Families Study to be effective January 2018.

Junker explained at the November 2, 2017, regular meeting, the Personnel Commission approved a Job Family Studies schedule to ensure that all classifications are reviewed in a timely basis as per the Personnel Commission Rules and Regulations. During preparation for the upcoming job family studies, it was determined that the old classification review form was outdated and not thorough enough. The form did not allow the employees to submit all information needed for the Personnel Commission staff to effectively complete a review. The new form is more thorough and will provide a more efficient process to gather data. Ridenour asked how many classifications will use this form. Junker advised that every classification will be studied over the next 4 ½ years. Monjazebe asked if more staff is needed. Thomas explained that the recruitment and selection staff will assist Junker when needed. Babbitt expressed his appreciation for the hard work and thoroughness of the new form. Motion by Ridenour, second by Babbitt. Motion passed unanimously.

19. Second Reading of the Revision of Personnel Commission Rule and Regulation 30.300.1.B.

Junker explained this is the second reading of the revision of Personnel Commission Rule and Regulation 30.300.1.B. At the November 2, 2017, regular meeting the Personnel Commission approved the revision to be brought back for a second and final reading. The revision is adding the verbiage to be aligned with California Education Code. Motion by Ridenour, second by Babbitt. Motion passed unanimously.

20. 50.100.3 Duration and Termination of Eligibility List

Thomas detailed that Personnel Commission staff is currently working on revisions to this rule. Currently eligibility lists are automatically terminated at either 6-months or one year (depending on decision at time of recruitment). The updates will provide flexibility to ensure exams remain content valid. Content validity will be determined based on various factors including industry standards, subject matter experts and exam analysis. The exam analysis will provide data regarding if the majority of the exam is valid or invalid. The intended purpose of the revision will to terminate lists prior to the original expiration date.

21. Training and Development Update

Ali Junker, Human Resources Analyst, detailed training programs in process with the Maintenance Department, Human Resources Department, and Special Education Department. Thomas expressed his pride in the hard work and accomplishments of Junker in the creation of the training program.

22. Items from the Floor - None.

23. Information Items

- District Update – Tina Sardina, Assistant Superintendent, Human Resources, advised the Human Resources and Personnel Commission have three goals: Training and Development, Customer Service, and Recruitment. Classified and Certificated are embracing the training and development program. Wellness Committee will kick off new program in January. The District had a very successful

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job fair. There is a shortage in certificated subs, and classified subs. Culture Climate Committee will make sure that each and every person in the system will contribute to the success of our students.

- CSEA Update – Chapter 419 Treasurer, John Sullivan, advised the CSEA E-board elections resulted with Ahmad Swinton remaining as President, Saquana Bryant as Vice President, Vicky Giblin as 2nd Vice President, John Sullivan as Treasurer, Sean Gonzales as Secretary, and Nancy McDaniel is Chief Job Steward. Four more CSEA members finished job steward class. With 21 schools, only 6 job stewards with a goal of one per site. Swinton is collecting donations to help CSEA fire victims.
- Personnel Update –Director, Classified Personnel, C. Xavier Thomas, advised that Diane Herrera, Human Resources Specialist, resigned from the District to work for a school district closer to her home. Thomas has been working with the Union and the District on a solution to fill the vacancy
- Personnel Commissioner Update – Personnel Commissioners

24. Regular Personnel Commission Meeting Schedule

Dec 14, 2017	4:30 PM
Jan. 18, 2018	12:30 PM
Feb. 15, 2018	4:30 PM
March 15, 2018	12:30 PM
April 19, 2018	4:30 PM
May 17, 2018	12:30 PM
June 21, 2018	4:30 PM

25. The Personnel Commission will Adjourn to Closed Session Pursuant to Government Code 54957(b)

- Employment of the Director, Classified Personnel.

26. Reconvene to Open Session

- No Action to report from Closed Session

27. Adjournment

Motion by Ridenour, second by Monjazeab. Motion passed unanimously. Meeting adjourned 6:15 p.m.