



## **La Mesa-Spring Valley Schools**

### **Personnel Commission**

### **Regular Meeting Minutes**

**Tuesday, January 19, 2021 4:00 p.m.**

*This meeting is being held pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020, and Executive Order N-29-20 issued by the Governor on March 17, 2020. All commission members will attend the meeting by phone or Zoom. Members of the public may participate via teleconference. The instructions for the public to attend the meeting are as follows:*

*At the start of the meeting, the Commission Chair will ask if any attending members of the public wish to participate in the public comment section. The Chair will establish the order for public comments and enforce applicable time limits. The Chair will also explain how the technology will be used to enable each public comment participant to be heard by the Commission and other meeting attendees during his/her public comments.*

*Please note that due to the remote nature of this meeting, any communications can be requested after the conclusion of the meeting by emailing Andrea Rivera at [andrea.rivera@lmsvschools.org](mailto:andrea.rivera@lmsvschools.org).*

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*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.*

## OPENING PROCEDURE

1. The meeting of January 19, 2021 was called to order at 4:00 p.m. by Commissioner Martinson.
2. The Pledge of Allegiance was led by Commissioner Ridenour.
3. Roll Call/Establishment of a Quorum

Jeremy Martinson, Chair	x	present	<input type="checkbox"/>	absent
Steve Babbitt, Vice Chair	x	present	<input type="checkbox"/>	absent
Patricia Ridenour	x	present	<input type="checkbox"/>	absent

## ACTION SESSION

4. Approve the Agenda of the January 19, 2021 Regular Meeting  
*Motion by Ridenour, seconded by Babbitt. Motion passed unanimously.*
5. Approve the Minutes of the December 9, 2020 Regular Meeting  
*Motion by Babbitt, seconded by Ridenour. Motion passed unanimously.*

## INFORMATION SESSION

### 6. Items from the Floor

*No items*

### 7. Information Items

- District Update -
  - Assistant Superintendent, Human Resources, Dr. Ernesto Villanueva, expressed his gratitude to the CSEA, Jenine Henry, Director Human Resources and Andrea Rivera, Director, Classified Personnel for their collaboration in regards to COVID-19 and the safety of their employees. Janine Henry advised that her department continues to follow all OSHA guidelines to ensure the safety of all employees. She also advised HR Technician oral interviews are taking place this week and she is looking forward completing her department.
  - Assistant Superintendent, Business Services, Jennifer Nerat.  
None
- CSEA Update – Chapter 419 President, Ahmad Swinton, advised the CSEA has been dealing with many COVID issues and all that goes with being in the purple tier. In addition, he expressed his excitement for the completion of the most recent job family study and he is happy to report the district is participating in the summer assistance program again this year. In addition, Swinton advised the governor has proposed more funding to expand the classified teacher grant program for the 2021-2022 fiscal year. John Sullivan, CSEA Treasurer, Chapter 419, added the

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moto for this year's classified employee week will be "Essential Workers getting it done".

- Personnel Update – Director, Classified Personnel, Andrea Rivera, advised the PC team has been working tirelessly on their regular business. She expressed her gratitude to Ali Junker, HR Analyst and Tina Cano, HR Specialist for their hard work and collaboration. She appreciates their willingness to go the extra mile to get the job done. In addition, they are working on an educational aspect of how the personnel commission and human resources departments work to support classified staff since there is ambiguity in this arena. One of the personnel commission's primary functions is to post and recruit classified, contracted employees and this requires exchanging of information between the departments including, but not limited to, approved vacancies, district initiated transfers, and job offers accepted. Rivera added, while they have a very collaborative working relationship with the human resources department, helping managers and classified staff understand each department's purpose and function is important to ensure their customers are getting what they need in a timely manner. Rivera advised this year's Merit Academy will be virtual and the dates are scheduled for; March 20, March 30, April 17, April 29, May 15, May 27, June 12, June 24, and the registration fee is \$575 per attendee. She added, the Merit Academy is highly beneficial for administrators and commissioners who have not previously attended in the past.
  - Personnel Commissioner Update - Personnel Commissioners  
Commissioner Ridenour encouraged Commissioner Babbitt, Commissioner Martinson and Dr. Villanueva to attend this year's Merit Academy as it is very informative. Commissioner Martinson advised he recently had a good meeting with Dr. Villanueva and is looking forward to collaborating more with HR.
- 8. Job Family Studies Update** – Ali Junker, HR Analyst, advised she completed the Child Nutrition Services, Library Services, and the Instruction job families. The Instruction job family included all paraprofessional and Extended School Services classifications. Junker advised that in December, she and Rivera met with the District and CSEA negotiations teams to ensure understanding of all data from the job family studies. Junker continued, those job family studies are out of the hands of the Personnel Commission (PC) and PC will be able to move forward once negotiations between the District and CSEA have been completed. Junker advised that she is working on the next Job family, the Administrative Services job family, which includes all clerical and human resources classifications. She has collected data from benchmarked districts and completed review forms from incumbents in the classifications being studied. Junker expressed her eagerness to keep the momentum moving with the current study. Ridenour inquired as to which districts were recognized as benchmarked districts with LMSVSD. Junker listed the benchmarked districts. Ridenour expressed her interest in the comparable data between classifications to determine how LMSVSD ranks in salary data. Junker advised she will provide data to Ridenour.
- 9. Recruitment Update** – Tina Cano, HR Specialist, advised It has been a very busy time for recruitments and exams. They currently have 9 active recruitments which include several Campus Attendants, Child Nutrition Services, Paraprofessional-Special Education, Paraprofessional-Preschool and ESS postings. They are also beginning a long week and a half of written exams for Office Assistant II and Office Assistant II-Bilingual where they have screened in over 200 qualified candidates to participate in the written examination.

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She expressed her gratitude to Junker for all of her hard work in helping screen all 316 applications. In addition, she advised they are also in the process of creating exams and scheduling oral exams for several classifications such as HR Technician and Child Nutrition Services Cook.

## 10. Departmental Goals

- Year at a glance
- Rules and Regulations review and update
- Revisit survey results
- Flow Charts
- Reviewing current processes

Rivera briefly updated and discussed the departmental goals with the Commissioners.

## ACTION SESSION

### 11. Approve the Following Eligibility Lists

- Campus Attendant
- Extended School Services Recreation Attendant
- Heavy Equipment Technician
- Payroll & Benefits Specialist

*Motion by Ridenour, seconded by Babbitt. Motion passed unanimously*

### 12. Approve to Extend the Following Eligibility Lists

- Health/Attendance Technician
- Library & Learning Resources Technician

*Motion by Ridenour, seconded by Babbitt. Motion passed unanimously*

### 13. Adjournment

*Motion by Ridenour, second by Babbitt. Motion passed unanimously. Meeting adjourned at 5:15 p.m.*

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In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Personnel Commission in advance of their meetings may be viewed at the Personnel Commission Office located at 4750 Date Avenue, La Mesa, California 91942. In addition, if you would like a copy of any record related to an item on the agenda, please contact Andrea Rivera, Director, Classified Personnel, at 619-668-5700, Ext. 6483 or email at [andrea.rivera@lmsvschools.org](mailto:andrea.rivera@lmsvschools.org)