

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

**10331 Stanford Avenue
Garden Grove, CA**

MINUTES

of the Meeting of
March 12, 2014

CALL TO ORDER

Commissioner Tortolano called the meeting of March 12, 2014 to order at 5:00 p.m. Commissioner Franks led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

Ms. Marilyn Tortolano
Ms. Diane Donovan
Mr. Jim Franks

STAFF MEMBERS PRESENT

Ms. Suzy Seymour
Mr. Pat Collison
Ms. Jenni Smith
Ms. Maribel Cantoran

APPROVAL OF MINUTES

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the minutes of the February 12, 2014 Personnel Commission meeting. The motion passed 3-0.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda. A member of the audience commented that the Personnel Commission meeting minutes have not been posted on the district website since October 2013. He was inquiring if they are located elsewhere. Director Seymour stated that there has been a recent change in secretaries, but that a copy is always available in the personnel office for the public to review.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 02/18/14
- Classified Personnel Report – 03/04/14
- PCASC Mini-Conference

Director Seymour spoke about the PCASC Mini-conference which is one day in length. The organization is trying to resurrect the spring mini-conferences. The southern California association used to host these mini conferences and currently has a healthy balance in their account. They are therefore able to run this for a fee of \$75.00 for director or commissioner and \$50 for staff members. They are also encouraging attendance by absorbing the cost of staff member registration fees if a director or commissioner attends. Commissioner Donovan asked Director Seymour if she was going to attend. Director Seymour will not be attending since she just attended the annual CSPCA conference. Director Seymour stated some staff members may be going. The conference will be held at the Paradise Pier Hotel in Anaheim. The deadline for registering for the mini-conference is May 1, 2014.

APPROVAL OF CLASSIFICATION ACTIONS

6.1 Classification Description Revision – Network Analyst

Director Seymour recommended that the Personnel Commission take item 6.1 separately from 6.2 and 6.3, which go together. Staff reviewed the classification description for Network Analyst in order to conduct a recruitment to fill a current vacancy. Recommended changes include an updating of terms. The biggest change is the recommendation to require a bachelor's degree because a lot of the knowledge required for the job would be obtained through a degree. However, there are also ways to obtain the knowledge through courses and on-the-job experience so staff added the wording, "significant related education, training, or experience comparable to a four year degree will also be considered on an individual basis".

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the classification description revisions for Network Analyst, effective March 12, 2014. The motion passed 3-0.

6.2 Classification Description Revision and Title Change – Network Systems Supervisor

Director Seymour stated that due to a restructuring within the district, electronic technicians who have been assigned to the Maintenance and Operations facility are moving to the Information Systems Department. This is due to the fact that the type of equipment that they work on is becoming more network-based. The staff recommends broadening the Network Systems Supervisor classification description and the job title so that the existing position would supervise the network systems and the new position would supervise the technology systems that utilize the network. Commissioner Franks asked if all of those technicians previously housed at M&O would now be based out of the district office, which director Seymour confirmed. She stated that the electronic technicians that who were MAC certified have already been working out of the Information Systems Department. The electronic technicians will acquire more knowledge on networks and continue to update their skills.

It was moved by Commissioner Franks, seconded by Commissioner Donovan to approve the revisions to the Network Systems Supervisor classification description and the title change to Network and Technology Systems Supervisor, effective March 12, 2014. The motion passed 3-0.

6.3 New Position: Network and Technology Systems Supervisor

It was moved by Commissioner Donovan, seconded by Commissioner Franks to approve the classification of the new position to Network and Technology Systems Supervisor, effective March 12, 2014.

ORDERING OF EXAMINATIONS

7.1 Electrician	Open
7.2 Grounds Equipment Operator II	Promotional
7.3 School Testing Assistant	Open

Director Seymour stated there are at least 2 electrician vacancies, which have been vacant for quite a while.

It was moved by Commissioner Franks, seconded by Commissioner Donovan to approve the ordering of examinations as listed above. The motion passed 3-0.

RATIFICATION OF ELIGIBILITY LISTS

8.1 Central/School Office Clerk I	Open
8.2 General Maintenance Worker	Open
8.3 Intensive Behavioral Instruction Assistant	Open
8.4 Lead Custodian	Promotional

It was moved by Commissioner Franks, seconded by Commissioner Donovan to ratify the eligibility lists as listed above. The motion passed 3-0.

ADMINISTRATION AND POLICY

9.1 Director's Report

Director Seymour informed the commission that there will be a tree planting ceremony on Tuesday, March 18th, in honor of the former superintendent, Laura Schwalm. The tree planting ceremony will take place at 6:00 p.m. in front of the district office prior to the school board meeting.

Director Seymour confirmed that the three personnel commission members are attending the community dinner taking place in April.

OTHER BUSINESS

10.1 Commissioners

Commissioner Franks commented about an article about a former classified employee who is now a teacher at Rancho Alamitos High School. This teacher sold his personal valuable vintage car in order to fund a group of students to attend a car rebuilding competition in Michigan. The students who participated in this competition had to manually diagnose the repairs needed on the car, including knowledge of the tools needed and their function.

10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be Wednesday, April 2, 2014 at 5:00 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:20 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: M. Cantoran