

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

Regular Meeting Minutes

3:30 P.M., May 8, 2018

710 Encinitas Blvd., Encinitas, CA 92024

San Dieguito Union High School District Office - Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 4:15 p.m. by JOHN BAIRD. Director Dixon shared with the audience that although Commissioner Spirit had intended for this to be her final meeting, personal circumstances prevented her from attending. As Vice-Chair, Commissioner Baird will chair the meeting.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Baird.

Members in Attendance

Kamran Azimzadeh

John Baird

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Matt Colwell

Debbie Johnson

April Llamas

Jose Sanchez

3. APPROVAL OF AGENDA FOR THE MAY 8, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve the agenda for the May 8, 2018, Personnel Commission Regular Meeting. Commissioner Baird expressed concern regarding language on the agenda describing the process for public comments in that it is not aligned with the provisions of the Brown Act. Director Dixon explained that the presenter who had been scheduled to provide information on the Brown Act and to assist the commission with formulating appropriate language for public comments was rescheduled due to the commissioner vacancy. Commissioner Baird reminded everyone that it is not permissible to require someone to sign in if attending a public meeting. There was discussion among the commissioners and director as to whether requiring a speaker slip is permissible under the government code.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE APRIL 24, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve the minutes for the April 24, 2018, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

- A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT-HS, SR-44, Open/Promotional, six months eligibility.
Passed unanimously
- B. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to establish an Eligibility List for DIRECTOR OF NUTRITION SERVICES, Classified Management Salary Group 5, Range 4, Open/Promotional-Dual Certification, six months eligibility.
Passed unanimously

6. 2018-19 PROPOSED PERSONNEL COMMISSION BUDGET APPROVAL

- A. Open Public Hearing
- B. Call for Public Comment
- C. Close Public Hearing
- D. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve the 2018-19 Personnel Commission Budget as proposed.
Passed unanimously

7. JOB DESCRIPTION UPDATE

- A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve class description revisions for Administrative Assistant-High School as proposed.
Commissioner Baird explained to the audience that requesting a motion and securing a subsequent movement and second is done to open discussion on the item; it does not mean the commissioners are approving the item.
Carmen Blum spoke on this item. She shared that the CAC was in the process of reviewing all classifications in the secretarial series and requested that the commission wait until a more thorough study of the entire series is complete, including examining internal alignment, before this description be approved. Ms. Blum presented the commissioners with a handout showing that many classified job descriptions are outdated. She requested that the District identify a method to conduct ongoing studies so that job descriptions do not become so outdated in the future and description updates are not piece-mealed one at a time as has been the practice.
Commissioner Baird shared that his experience with outside companies conducting studies has not been favorable.
Director Dixon explained that a change to the job description at this time would not preclude an update in the future; the “two-year rule” is for reclassifications not job description updates. She shared that the CAC was presented with a new way of grouping classifications into smaller, more relevant job families and that descriptions are going to be reviewed in these more manageable chunks, starting with the administrative support family. The data gathering and review for this group was expanded to include more incumbents. For the Administrative Assistant – High School classification, all incumbents reviewed the proposed revised description to ensure its accuracy. She feels it is important to post the current vacancy with the updated description to convey the most realistic description of the assignment.
A discussion regarding the distinction between classification studies, reclassification of incumbents and job description updates followed.
Barbara Bass questioned the reluctance to approve the proposed revisions given that all incumbents and administration supervising the classification have agreed that the job description update being presented is reflective of the assignment.
Commissioner Baird summarized that the primary concern seems to be taking this classification update by itself due to the upcoming vacancy. Commission staff reiterated the importance of properly describing the job to potential applicants. Ms. Blum does not believe there will be a shortage of applicants and cited data regarding the number of applications we’ve received previously.

Commissioner Azimzadeh responded that although the quantity may be high we want to get the right applicants.

Matt Colwell stated that he appreciated Carmen's work but it would be a detriment to employees if the new job description isn't used since the revised description has more specific language, for example, the spreadsheet component. The updated description will allow applicants to self-screen if any of the content doesn't match their interest or abilities.

Commissioner Baird thanked Ms. Blum for all her hard work regarding her concerns and thanked her and Mr. Colwell for their work on the CAC.

Passed unanimously

- B. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to retain the current salary allocation of Range 44 on the Classified Salary Schedule.

Commissioner Baird requested clarification on the salary comparisons. Director Dixon explained how the comparisons were identified and that the positions utilized are the classifications that provide support to the principal of a high school.

Passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report
- B. Personnel List Report
- C. Other

9. CORRESPONDENCE- None

11. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association – Carmen Blum, Matt Colwell and Jose Sanchez thanked the Classified Personnel staff for the Employee of the Year event that preceded the Commission meeting today.
- B. San Dieguito Union High School District – None
- C. Public – None

12. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, June 12, 2018, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNED TO CLOSED SESSION- 5:56 p.m.

14. ADJOURNMENT – 6:10 p.m.