

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

Regular Meeting Minutes

3:30 P.M., November 14, 2017

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 3:30 p.m. by TERRY KING, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner King.

Members in Attendance

John Baird

Terry King

Patricia Spirit

Staff in Attendance

Susan Dixon, Director

Barbara Bass, Human Resources Analyst

Guests

Donna Greenbaum

Debbie Johnson

Sheila Graciano

Laura Hernandez

Lori Nelson

Tina Peterson

Lori Wilson

3. APPROVAL OF AGENDA FOR THE NOVEMBER 14, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to approve the agenda for the November 14, 2017, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE OCTOBER 10, 2017, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve the minutes (as amended, Item 8 First Read Rule Revision) for the October 10, 2017, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for SCHOOL PLANT SUPERVISOR-HIGH SCHOOL, SR-41, Open/Promotional, six months eligibility.

B. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to establish an Eligibility List for INSTRUCTIONAL ASSISTANT-BILINGUAL, SR-31, Open/Promotional-Dual Certification, six months eligibility.

- C. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, to establish an Eligibility List for INFORMATION SYSTEMS SUPPORT SUPERVISOR, SUPERVISORY Salary Schedule-Range 7, Promotional Only, six months eligibility.
All passed unanimously

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve an Eligibility List for REGISTRAR, SR-40, Open/Promotional, eligibility from 10/27/17.
Passed unanimously
- B. It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT to approve an Eligibility List for LOSS CONTROL ANALYST, SR-62, Open/Promotional-Dual Certification, eligibility from 11/07/17.
Passed unanimously
- C. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD to approve an Eligibility List for WORKERS' COMPENSATION, BENEFITS AND HRIS SPECIALIST, SR-52, Open/Promotional-Dual Certification, eligibility from 10/20/17.
Passed unanimously

7. CLASSIFICATION REVIEWS

- A. Administrative Assistant: Lori Nelson
Administrative Secretary: Donna Greenbaum
Administrative Secretary: Laura Hernandez

It was moved by JOHN BAIRD, seconded by PATRICIA SPIRIT, for no change in classification to the administrative support classifications in the Maintenance and Operations Department.
Commissioner Baird requested a roll call vote.
Pat Spirit – Aye: no significant change since review in 2014; correct range based on comparatives; CAC support.
Terry King – Aye: reasons stated above; in addition director will bring it back if something changes as a result of comprehensive secretarial series review.
John Baird – No: could be stand-alone classifications; disappointed studies lumped together; were not provided descriptions incumbents drafted for their assignments in advance of this meeting.

Two of the incumbents addressed the Personnel Commission as part of the discussion on this item.
Lori Nelson: Points to make to the PC: a reclassification is warranted due to complexity of job and skill set required; and she should receive the same pay increase her supervisor received in 2013 due to anticipated increased workload of bond work. Ms. Nelson believes the M&O administrative support assignments should be reclassified to match the actual jobs by following a construction company model or property management company model. Having worked at other assignments in the District, she believes this is more complex for reasons such as: public works contracts, emergencies, million dollar budgets, all projects at school sites are set up by Ms. Nelson (in the first four months of this year, there were 50 requisitions for preventative maintenance projects) In addition, Maintenance handles the overflow work from the bond office.
Donna Greenbaum: A copy of the job description she wrote up was not given to CAC. The questionnaire is completely subjective. It's impossible to tell what her duties are or the complexity. It doesn't take into consideration other positions her position may be equivalent to. Since the commission did not get a copy of the job description she wrote in advance of the meeting, it might be prudent to move this item to another meeting. The M&O positions should not be compared to other secretaries; they should be treated as new positions and placed on the schedule based on their merit. The bond positions were created from scratch. Her role is complex because of employees working from 6:00am until 11:30pm. The work in M&O is more complex and more responsible now than when Ms. Greenbaum previously worked in M&O. The duties were not as technical. The work she does to justify the budget is like an Accounting Technician or Budget Analyst. Lots of decision

making required in scheduling floaters and assigning overtime. Tracking attendance to make sure employees are paid appropriately is difficult. Her supervisor is usually out of the office so she makes decisions. The accretion of duties warrants a new title and pay range.

Director Dixon responded that she did not find that there was an accretion of new duties since there was a departmental review of M&O in 2014 which resulted in the reclassification of the position Ms. Greenbaum occupies from a Secretary (Range 36) to Administrative Secretary (Range 40). The CAC and the PC approved the change at that time. From a review of records, it appears that when the Executive Director of Operations took the new construction responsibilities with him to his new role in the Facilities/Bond Department, the management position was changed from Executive Director to Director. This may have been the reason that office assignments were staffed differently in 2000 as Ms. Greenbaum stated. The M&O Department is currently set up similar to a school site in that there is one Administrative Assistant and the remaining administrative support staff members are classified as Administrative Secretary or another classification in the secretarial series. Each assignment has functional areas of responsibility with one individual position designated as the “office manager”. In the case of M&O, the position Ms. Nelson occupies has this distinction. Director Dixon explained that the salary survey of comparable positions in our comparison districts utilized the highest paying administrative support position in M&O at the comparison districts to ensure that our incumbents were not short-changed when identifying a comparison position. In terms of these external comparisons, our rate of pay is higher. In terms of internal comparison, Ms. Nelson is the only Administrative Assistant in a district office support role. Directors of other District programs (Nutrition Services, Special Education, Pupil Services) are supported by Administrative Secretaries.

8. RULE 14.5 REVISION-Second Read

- A. It was moved by PATRICIA SPIRIT, seconded by JOHN BAIRD, to approve revisions of Rule 14.5 of the Rules and Regulations for the Classified Service.
Passed unanimously

DISCUSSION/INFORMATION ITEMS (See Supplements)

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

A. Vacancy Report

Director Dixon shared that the Workers’ Compensation, Benefits & HRIS Specialist position has been filled after an extended period of time due to difficulty recruiting. She expressed appreciation on behalf of the District to Tina Peterson who has worked tirelessly to ensure that both the processing of workers’ compensation claims and the continued benefits coverage of employees was not affected while the position was vacant.

B. Personnel List Report

10. CORRESPONDENCE

Director Dixon shared that the Board has identified a new replacement for Terry King’s position on the Personnel Commission, Kamran Azimzadeh. The previous intended appointee withdrew from consideration due to a personal matter.

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 – None

- 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, December 12, 2017, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNMENT- 4:36 pm.