

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

Regular Meeting Minutes

3:30 P.M., March 13, 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 3:30 p.m. by PATRICIA SPIRIT, Commission Chair.

2. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Commissioner Spirit.

Members in Attendance

Kamran Azimzadeh
John Baird
Patricia Spirit

Staff in Attendance

Susan Dixon, Director
Barbara Bass, Human Resources Analyst
Kathy Potter, Human Resources Technician

Guests

Carmen Blum
Sheila Graciano
Debbie Johnson
April Llamas
Leah Ryan Sonnich
Lori Wilson

3. APPROVAL OF AGENDA FOR THE MARCH 13, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to approve the agenda for the March 13, 2018, Personnel Commission Regular Meeting.

Passed unanimously

4. APPROVAL OF THE MINUTES FOR THE FEBRUARY 13, 2018, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve the minutes for the February 13, 2018, Personnel Commission Regular Meeting.

Passed unanimously

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to establish an Eligibility List for ACCOUNTING ASSISTANT-ASB, SR-40, Open/Promotional-Dual Certification, six months eligibility.

- B. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD KAMRAN AZIMZADEH, to establish an Eligibility List for CAMPUS SUPERVISOR, SR-32, Open/Promotional-Dual Certification (as amended), six months eligibility.
 - C. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH, to establish an Eligibility List for MAINTENANCE WORKER II, SR-40, Open/Promotional-Dual Certification, six months eligibility. *All passed unanimously*
6. ELIGIBILITY LISTS TO BE APPROVED
- A. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for SCHOOL BUS DRIVER, SR-38, Open/Promotional-Dual Certification continuous filing, eligibility from 2/08/18. There was a brief discussion regarding recruiting techniques for this classification given the nation-wide shortage of school bus drivers, including: allowing existing employees to combine bus driving with another position, advanced step placement, and available training programs.
 - B. It was moved by JOHN BAIRD, seconded by KAMRAN AZIMZADEH JOHN BAIRD, to approve an Eligibility List for NUTRITION SERVICES SUPERVISOR, Supervisory SR-4, Promotional Only, eligibility from 2/22/18.
 - C. It was moved by KAMRAN AZIMZADEH, seconded by JOHN BAIRD, to approve an Eligibility List for RECEPTIONIST, SR-32, Open/Promotional-Dual Certification, eligibility from 2/23/18. There was a brief discussion regarding the distinction between the number of ranks and the number of eligibles on the list. Ties are permissible if multiple candidates achieve the same total score as a result of the examination process. *All passed unanimously*

DISCUSSION/INFORMATION ITEMS (See Supplements)

7. LEGISLATIVE UPDATE (handout provided)
Director Dixon presented current bills which may affect personnel commission staff processes including: AB 168 Salary Information; AB 1008 Prior Conviction History; AB 1479 Public Records Designee; AB 1487 Working Out of Class; SB 63 Parental Leave; SB 285 Union Organizing; SB 396 Gender Identity, Gender Expression and Sexual Orientation; SB 525 Public Employees Retirement; SB 731 Military Member of Veteran Leave of Absence; AB 119 Union Access to Employee Information.
8. STAFF COMMENTS ON PERSONNEL ACTIVITIES
- A. Vacancy Report
 - B. Personnel List Report
 - C. Other – Director Dixon reported on the Employee of the Year Program. The celebration to honor all site-level Employees of the Year will be at 2:30pm, Tuesday, May 8, 2018 prior to the regularly scheduled PC meeting.
9. CORRESPONDENCE-None
10. 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 – Leah Ryan Sonnich: Ms. Sonnich expressed concerns she has with the secretarial series testing process that is utilized by the personnel department. Concerns include: the number of testing components utilized (3 or 4); experience should be taken into consideration for determining the knowledge and abilities required/people that have shown good skill and abilities on the job should be able to promote; candidates should not be tested on Excel given that there is no job analysis done on any of these jobs or conversations with managers or incumbents to ask what is needed on the job when developing exams/the exams are arbitrary; and the probationary period should be used to assess whether the employee can learn the skills in a reasonable amount of time.

Lori Wilson: Ms. Wilson stated that in terms of Excel, depending on your duties at the site you may never touch Excel or you may use it a lot. She further stated that District employees who have been here a long time have a disadvantage as opposed to those coming in to test who have Excel. Ms. Wilson asked if there was a way to determine if you have already exhibited the skill, are currently in a position that uses it or if there is a way to look at job experience in lieu of taking the test.

The commissioners asked several clarifying questions and made brief comments.

Director Dixon replied that job analysis is completed prior to administering exams and that due to employee comments regarding the number of times they are required to test; the Rules & Regulations for Classified Service were recently changed to allow candidates to transfer exam scores from sufficiently similar exams for up to a two year period. Ms. Dixon pointed out that a challenge in our hiring system is that hiring managers can select from the top three ranks so there needs to be some sort of assessment to rank candidates. In her opinion, suggestions from employees to use performance evaluations from their current or previous assignments are not feasible since not all managers rate the same. Personnel staff only tests for basic skills in Excel.

Barbara Bass, HR Analyst, added that Excel has been around for 30 years and if you look at advertisements for administrative assistant positions anywhere, proficiency in MS Office, primarily Word and Excel is required. She further explained that we have interviewed employees in the secretarial series and validated that people do use Excel and that we are careful to just test on basics. It would be a disservice to the District if we didn't test on basic Excel.

Ms. Wilson and Carmen Blum requested trainings and in-services to assist classified employees in developing skills.

11. NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, April 10, 2018, at 3:30 p.m. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

12. ADJOURNMENT- 4:35 pm.