

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
April 9, 2002
5:00 p.m.

1. The meeting was called to order by Chairperson Susan Hartley at 5:14 p.m.

2. MEMBERS PRESENT:

Mrs. Susan Hartley, Chairperson
Mrs. Vern Wallery, Vice-Chairperson
Mrs. Frances Alvarado, Member

3. STAFF PRESENT:

T. R. Lin, Ph.D, Asst. Superintendent, Human Resources Development
Mr. Don Laurence, Interim Director, Human Resources Development
Mary Oring, Special Assignment Per Government Code 21224

4. OTHERS PRESENT:

See Guest Register

5. PRELIMINARY:

Flag Salute - Susan Hartley

6. STAFF REPORTS:

Mrs. Hartley, Mrs. Wallery and Mrs. Alvarado personally welcomed Dr. Lin to the Bassett Unified School District.

Dr. Lin expressed that he was very pleased and honored to be a part of the Bassett Human Resources Development Department.

7. APPROVAL OF MINUTES:

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the minutes of the regular meeting of March 5, 2002, and the special meeting of March 12, 2002, as submitted.

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8. APPROVAL OF AGENDA:

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the agenda of the regular meeting of April 9, 2002, as submitted.

9. REQUEST TO SPEAK:

Irma Quesada and Maria Coronado requested to speak regarding items #11 and 12 on the agenda. It was agreed that they would be addressed when the item on the agenda was reached.

10. PERSONNEL COMMISSION 2002-2003 BUDGET:

The Commission discussed the 2002-2003 Personnel Commission Budget for First Reading.

Dr. Lin explained the SIGMA applicant tracking system that would be purchased and implemented in the HRD office. Mrs. Hartley mentioned that she observed the system and was pleased with what it will do for personnel. Dr. Lin suggested that the advertising budget (5860) be increased from \$6,000 to \$10,000.

11. JOB SPECIFICATION REVISIONS:

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery and unanimously carried, the Commission approved the Job Specification revisions for the classification of Warehouse Operator and changed the class title to Warehouse Delivery Worker. (The first motion by Vern Wallery was amended and the Job Specification title was changed from Warehouse Operations Worker to Warehouse Delivery Worker).

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12. RECLASSIFICATION:

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the reclassification of Manuel Gonzalez from the class of Delivery Driver/Stock Clerk to the revised classification of Warehouse Delivery Worker at Range 31 of the Bargaining Unit salary schedule without further examination effective April 10, 2002.

13. RULE REVISION:

On the motion of Mrs. Wallery, seconded by Mrs. Alvarado, and unanimously carried, the Commission approved for First Reading the revision to Personnel Commission Rule 70.200.1 to delete portions of language in the rule.

14. ELIGIBILITY LISTS:

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, the Commission approved the following eligibility lists:

Accounting Technician I, open and promotional
School Office Secretary, open and promotional
Instructional Assistant, Special Education, open and continuous.

15. EXAMINATIONS:

The Commission received the following examination notices:

Administrative Clerk, promotional only
Instructional Assistant, open and promotional
Personnel Analyst, open and promotional
Senior Administrative Assistant to the Superintendent, promotional only

Due to lack of applications, staff was directed to refile the positions of Sr. Administrative Asst. to the Superintendent and Administrative Clerk as open and promotional.

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16. The annual Classified Employees Bar B Que was discussed. It was decided that it would be held on May 22, 2002, with carne asada, beans, and rice for the menu.

17. CLOSED SESSION:

The Commission recessed to Closed Session at 6:42 p.m. and reconvened to open session at 8:11 p.m.

18. NEXT COMMISSION MEETING:

The next regular Personnel Commission meeting will be held on May 7, 2002, at 5:00 p.m. in the District Office Board Room.

19. ADJOURNMENT:

On the motion of Mrs. Alvarado, seconded by Mrs. Wallery, and unanimously carried, the Commission adjourned the meeting at 8:13 p.m.