

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER
JULY 5, 2006
5:00 P.M.

1. The meeting was called to order by Chairperson Wallery at 5:03 p.m.

2. MEMBERS PRESENT

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

3. STAFF PRESENT

Patrick Maher, Personnel Director
Marina Mihalevsky, Personnel Analyst

4. OTHERS PRESENT

See Guest Register

5. PRELIMINARY

A. Flag Salute

6. STAFF REPORTS

A. Personnel Director

Mr. Maher reported that he had sent a press release to the *San Gabriel Valley Tribune* requesting a public service announcement about the joint-appointee to the Commission, had informed the governing board of the appointment and provided each member with an application and information on the appointment, and had modified the Commission's main web page to indicate that candidates were being sought by the Commission and providing access to the application on-line. Mr. Maher indicated that the *Tribune* had published the notice in today's paper, that he had provided the Commissioners with a copy, and had received calls about the appointment.

Mr. Maher also stated that the Commission had already either completed or was in the process of completing 27 recruitments this year, with 4 more scheduled to be opened this week. This compares with a total of 22 recruitments for all of last year and put us on track to almost double our recruitments compared to all of last year. Mr. Maher stated that the work load has almost doubled, but yet the staff has been able to meet the increased demands successfully in the midst of change and transition, without an increase in staff.

B. Personnel Commission

Mrs. Hartley posed the question of whether the Commission has any plans to conduct a district-wide classification study. Mr. Maher stated that at this time it is not feasible due to the time and staffing limitations. Mr. Maher explained that the Commission has been addressing the classification needs on an individual classification basis, as the need to fill a position arises. A study had been recently completed to consolidate the classes of Grounds Maintenance Worker I and II into a single classification. The ensuing discussion addressed the fact that there have been a number of large-scale classification studies done in the past that have had significant short-comings, resulting in questionable classification decisions that are currently having adverse effects.

7. APPROVAL OF AGENDA

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the agenda for the regular meeting of July 5, 2006 as submitted/amended.

8. APPROVAL OF MINUTES

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the minutes of the regular meeting of May 2, 2006 as submitted/amended.

9. REQUESTS TO SPEAK

None.

10. RETENTION OF COMMISSION COUNSEL

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the retainer agreement to retain Bogatin, Corman & Gold as its counsel for all matters in which the legal counsel of the governing board has declared a conflict of interest, has declined to represent the Commission, or has failed to respond within 15 working days to a written request for aid or representation pursuant to Education Code Section 45313.

11. INITIAL STEP PLACEMENT

- A. The Commission, by a majority vote with Mrs. Alvarado in opposition, approved the initial step placement of Mark Cenicerros, Painter, to Step C on the salary schedule effective his date of hire.

Mrs. Alvarado posed the question of whether it has been the common practice of the Personnel Commission to approve Step C rather than Step B for initial step placement. Mr. Maher responded by stating that in the past the action has varied depending on the circumstances and the nature of the position. Mrs. Alvarado asked what the advertised salary was for the position, and Mr. Maher stated that the position was advertised at a range of Step A - Step F. The discussion ensued regarding Mr. Cenicerros current salary at Hacienda/La Puente Unified and whether he is taking a pay cut in taking the Painter position at Bassett USD. Mr. Maher explained that Mr. Watanabe had recommended initial placement at Step F, but the request from the hiring authority was for Step C placement. Mrs. Alvarado expressed her reservations about approving Step C placement, as in the past, the experience has been that those individuals who are given higher initial placement have had the pattern of leaving the District within one year of employment. Mrs. Alvarado expressed that she would like to see Mr. Cenicerros in the position for one year before considering higher step placement. It was also stated by Mr. Maher that the recruitment for Painter was not difficult and resulted in the eligibility list with 4 well-qualified candidates.

- B. On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the placement of Joseline Valencia, Language Assessment Assistant, to Step C on the salary schedule effective date of hire.

12. SETTING OF REGULAR MEETING FOR PUBLIC HEARING

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved holding a regular meeting for September 19, 2006 at 5:00 pm to hold a public hearing on the individual appointees nominated as the joint-appointee to the Commission.

13. ELIGIBILITY LISTS

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved approved/ratified the following eligibility lists:

Human Resources Specialist	Exam # 06-013
Custodian I (Substitute)	Exam # 06-015
Administrative Secretary I (Confidential)	Exam # 06-017
Language Assessment Assistant	Exam # 06-018
Data Processing Analyst	Exam # 06-019
Instructional Assistant-Adult Education	Exam # 06-020

14. CLASSIFICATION ACTIONS

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the revisions to the classification specification for Attendance Records Technician as submitted.

15. EXAMINATIONS

The Commission received the following examination bulletins:

Custodian II (Promotional Only)	Exam # 06-022
Instructional Assistant – Special Education	Exam # 06-023
Instructional Assistant	Exam # 06-024
Instructional Assistant – Computer Lab (K-12)	Exam # 06-025
Language Assessment Assistant	Exam # 06-026
Attendance Records Technician	Exam # 06-027

16. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on August 1, 2006 at 5:00 p.m. in the Personnel Commission office.

17. CLOSED SESSION

The Commission adjourned to closed session at 5:35 p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Personnel Director

The Commission reconvened into open session at 6:20 p.m. No action was taken in closed session.

18. ADJOURNMENT

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission adjourned the meeting at 6:21 p.m.