

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – ROOM 12 – FLANNER
AUGUST 1, 2006
5:30 P.M.

1. The meeting was called to order by Chairperson Wallery at 5:30 p.m.

2. MEMBERS PRESENT

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

3. STAFF PRESENT

Patrick Maher, Personnel Director
Marina Mihalevsky, Personnel Analyst

4. PRELIMINARY

A. Flag Salute

5. STAFF REPORTS

A. Personnel Director

Mr. Maher reported on several minor changes to the agenda format: removing the section about "See Guest roster," as it is not required by the Brown Act; revising the section about public comments, and making a change to the 'request to speak card,' designating one for agendaized and one for non-agendaized items.

Mr. Maher also stated that the Commission staff has a number of recruitments/selection exams currently in process.

B. Personnel Commission

Mrs. Hartley thanked Ms. Mihalevsky on her work in putting together meeting minutes.

Mrs. Alvarado and Mrs. Wallery welcomed all attendees.

6. APPROVAL OF AGENDA

On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission approved the agenda for the regular meeting of August 1, 2006 as submitted.

7. APPROVAL OF MINUTES

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

8. REQUESTS TO SPEAK

Ruben Castaneda, VP President CSEA, thanked Mrs. Hartley for supporting the merit system and the classified staff during her term as the Personnel Commissioner.

There were no comments on items not on the agenda.

9. ANNOUNCEMENT OF JOINT-APPOINTEE

Frances Alvarado, governing board appointee, did not announce her intended appointee for the joint-appointee candidate to the Commission. Mrs. Alvarado stated that in reviewing the applications, all candidates appear qualified, but she would like the opportunity to interview the candidates prior to announcing her appointee.

Vern Wallery, classified employees appointee, did not announce her intended appointee for the joint-appointee to the Commission, also saying that she would like to conduct interviews of the applicants.

10. CLASSIFICATION ACTIONS

- A. On the motion of Mrs. Hartley, and seconded by Mrs. Alvarado, and unanimously carried, the Commission deleted the classification of Grounds Maintenance Worker I.

- B. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission changed the title of the classification of Grounds Maintenance Worker II to Grounds Maintenance Worker and revise the classification specification as submitted.
- C. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission changed the title of the classification of Data Processing Analyst to Data Processing Analyst I
- D. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the job specification of a new classified service classification of Athletic Trainer, as submitted.
- E. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission recommended to the governing board that the classification of Athletic Trainer be placed on Range 35 of the classified salary schedule.

11. RECLASSIFICATIONS

- A. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved the reclassification of Raul Contreras from Grounds Maintenance Worker I to Grounds Maintenance Worker II effective upon the date of his rehire from the layoff list without benefit of examination due to a gradual accretion of duties over a two year period.
- B. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission changed the classifications of the following persons from Grounds Maintenance Worker II to the Grounds Maintenance Worker without loss of seniority earned as a Grounds Maintenance Worker II.

Hector Chavez
Johnny Allen

Raul Contreras
Mario Torres

- C. On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission change the classification of Alfred Steven Cuenca from Data Processing Analyst to Data Processing Analyst I without loss of seniority earned as a Data Processing Analyst.

12. ASSIGNMENT OF HEARING OFFICER

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission authorized an administrative law judge to serve as a hearing officer pursuant to Personnel Commission Rule 11.7.4 to hear the administrative appeal as requested by Gale Ard with the hearing officer being directed to conduct the hearing, render an opinion, hear all motions arising from that appeal, to render a written report and submit recommendations to the Commission for final action and take other actions in accord with Chapter 11 of the Personnel Commission Rules.

13. EXPENDITURES TO ATTEND TRAINING

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission approved/ratified attendance at conferences, actual and necessary expenditures in the amount of \$3,747.28 incurred by such attendance to be paid by the Commission unless otherwise specified, as attached, and in accordance with Education Code Section 45255.

14. ELIGIBILITY LISTS

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

Director of Fiscal Services	Exam #06-021
Instructional Assistant, Special Education	Exam #06-023
Language Assessment Assistant	Exam #06-026

15. DETERMINATION OF SENIORITY

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission found that the establishment of the classification of Job Placement Technician was the result of the separation from the class of Job Development Technician at the same rate of pay and that Rule 60.400.4.A.4 should govern layoffs in either classification.

Prior to public comments pertaining to this agenda item, Mrs. Wallery conveyed to the public that the Commission is only able to determine if the

Personnel Director has properly applied the Education Code and the Personnel Commission Rules that are to determine who has seniority based on the Board decision to eliminate a position due to lack of work or lack of funds. A particular employee's work performance, dedication, etc. cannot be considered by the Commission.

Public Comments:

Lillian Rodriguez, Job Development Technician, spoke on her own behalf and made the following comments:

1. Contested the fact that her hours as a Vocational Aide were not carried over to the Job Development Technician classification
2. Asserted that the Job Development Technician was awarded additional hours without compliance with the Rules which resulted in increased seniority.
3. Asserted that the placement of Job Development Technician into a Job Placement Technician is arbitrary.
4. Stated that the layoff notices were issued after the April 29th deadline.

The following individuals spoke on behalf of the work performance of the Job Development Technician, attesting to her invaluable expertise as a job developer and extraordinary dedication and work ethic throughout her tenure at Bassett USD:

Linda Davis, Transition Specialist, Bassett USD
Lesley Cripps, Speech Therapist, Bassett USD
Pauline Gretel, Job Developer, El Monte Union High School District
Larissa Castro, Student, Bassett USD
Rosie Sotto, Job Developer, West Covina Unified School District

Helen Cullen stated that both individuals have been an asset to the District over the years.

16. EXAMINATIONS

The Commission received the following examination bulletins:

Instructional Health Assistant – Multiple Handicaps	Exam # 06-028
Instructional Assistant-Speech Assessment	Exam # 06-029
Food Services Assistant I (Substitute)	Exam # 06-030

17. NEXT COMMISSION MEETING

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

18. CLOSED SESSION

The Commission adjourned to closed session at 6:20 p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Personnel Director

The Commission reconvened into open session at 7:59 p.m. and reported that no action was taken in closed session.

19. ADJOURNMENT

On the motion of Mrs. Alvarado, and seconded by Mrs. Hartley, and unanimously carried, the Commission adjourn the meeting at 8:00p.m.