

MINUTES
BASSETT UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION MEETING
PERSONNEL COMMISSION OFFICE – ROOM 7 – FLANNER
SEPTEMBER 16, 2009
5:00 P.M.

1. The meeting was called to order by Vice-Chairperson Wallery at 5:00 p.m.

2. MEMBERS PRESENT

Vern Wallery, Vice-Chairperson
Fred Lujan, Member

3. STAFF PRESENT

Patrick Maher, Personnel Director
Brandon Tietze, Personnel Analyst

4. PRELIMINARY

A. Flag Salute

5. STAFF REPORTS

A. Personnel Director

Mr. Maher stated that the Personnel Commission office is active with multiple recruitments in progress. In addition to filling permanent vacancies, he stressed the need for eligibility lists to remain current so Substitute employees can be legally and appropriately placed from them as well. He noted that the large number of applicants for entry level classifications, such as Food Service Worker and Custodian, is resulting in the need for multiple exam administrations to accommodate everyone.

Mr. Maher stated that the recruitment for Assistant Superintendent of Business will be opening soon because the position is required by state law to be filled if vacant. He noted that the recruitment is a particularly difficult and complex one to conduct due to the level and importance of the position.

B. Personnel Commission

No Comments

6. APPROVAL OF AGENDA

On the motion of Mr. Lujan, seconded by Ms. Wallery and unanimously carried, the Commission approved the agenda for the regular meeting of September 16, 2009 as submitted/amended.

7. APPROVAL OF MINUTES

Ms. Wallery requested that the Personnel Commission staff review the minutes for the regular meeting of August 11, 2009, for accuracy and tone.

On the motion of Mr. Lujan, seconded by Ms. Wallery, the Commission did not approve the minutes for the regular meeting of August 11, 2009 as submitted/amended.

8. REQUESTS TO SPEAK

A. Communications (Request to Speak Card not required)

David Alvarez, of the District Counsels Office, introduced himself and stated that he is present to help with the meeting. He reminded the Personnel Commissioners that, as District Counsel, he “serves as counsel to the Personnel Commission as well.” He stated that he was asked to attend the meeting.

Ms. Wallery asked Mr. Alvarez if was asked to attend as the District representative or the Commission representative.

Mr. Alvarez replied that he was given a copy of the agenda and “noticed some issues that need to be addressed.”

1. Board/Superintendent

Mr. Ballard, BUSD Superintendent, stated that the District is “doing fine at this point in time.” He noted that he was present to say a few words about David Gonzalez, an applicant for the Joint-Appointee Commissioner vacancy.

Ms. Wallery stated that she would prefer if Mr. Ballard wait to speak until that item on the agenda was being addressed. She invited Mr. Ballard “to speak to anything else” he wanted to.

Mr. Ballard replied, “Well, okay, I object to that. Thank you.”

2. CSEA

Joe Ahlert, CSEA Labor Relations Representative, noted the meeting that took place between CSEA Chapter Leadership and the Personnel Commission, in which the Campus Aides and Child Development Tutors were discussed. He stated that he thinks "we're moving along to clarify a lot of concerns on CSEA's side." He thanked the Personnel Commission staff for taking the meeting with CSEA.

B. General Public

Mr. Alvarez, advised the Personnel Commissioners to take a recess. He stated that he would like to speak with the Commissioners about a couple of items on the agenda.

Mr. Maher asked, "can we go into closed session if it's not agendized."

Mr. Alvarez replied that it is not a closed session item. He stated it can be a recess item.

Ms. Wallery recessed the meeting at 5:20 p.m.

Ms. Wallery reconvened the meeting at 5:33 p.m.

9. PUBLIC HEARING ON JOINT-APPOINTEE

Ms. Wallery removed the deleted portions of Item 9 pertaining to the interim appointment upon advice of counsel.

The Commission opened a public hearing at 5:35 p.m. on the following person as the intended joint-appointee to the Personnel Commission for a three year term commencing December 1, 2009.

Lori Workman.

Ms. Wallery asked Ms. Workman if she wanted to say anything.

Ms. Workman stated that she has had an interest in the Personnel Commission for a little over a year. She stated that she had been attending meetings of the Commission, had gone to the CSPCA merit academy on her own volition, and had attended meetings of the PCASC in order to better prepare herself to be a Commissioner. She noted that she looked at it as a way to give back to the community once her children had gone through school and she had more time on her hands. She stated that she wanted to do something that used her knowledge and experience as a long-serving classified employee. She concluded that she appreciated any support she might receive from the Commission or District.

The Commission closed the public hearing at 5:36 p.m.

10. ANNOUNCEMENT OF INTERIM JOINT-APPOINTEE

Item deleted from agenda upon advice of counsel.

11. ANNOUNCEMENT OF JOINT-APPOINTEE

- A. Vern Wallery, classified employees appointee, announced Lori Workman as her appointee as the joint-appointee to the Commission for the period of September 16, 2009 – December 1, 2009.

Ms. Wallery stated that she is supporting Ms. Workman because she has come on her own to Personnel Commission meetings for over a year, attended the CSPCA Merit Academy at her own expense, and attended regional Personnel Commissioner Association events on her own. Ms. Wallery noted that she does not know Ms. Workman other than seeing her at Personnel Commission meetings.

- B. Fred Lujan, governing board appointee announced David Gonzales as his appointee as the joint-appointee to the Commission for the period of September 16, 2009 – December 1, 2009.

Mr. Lujan stated that after reviewing the application from David Gonzales, he saw that he's been involved in the community for a long time. He noted that Mr. Gonzales is well educated and could be a lot of help with all the stuff he has done in his career. He stated that he "seems like a good candidate."

Mr. Ballard noted that Mr. Gonzales was a member of the Bond Oversight Committee, which educated him in the intricacies of passage of Bond and application of money and support. He stated that Mr. Gonzales is "a very bright person" who would be "someone on a Commission who would show a lot of independent judgment, which is why I encouraged him to apply for this." He noted that Mr. Gonzales was raised in and lives in the community, graduated from Cal State L.A. and has a background in school business.

Ms. Wallery noted that because the two Commissioners did not agree on a single appointee, both names will be forwarded to the State Superintendent to make an appointment.

12. CLASSIFICATION ACTIONS

On the motion of Mr. Lujan, seconded by Ms. Wallery and unanimously carried, the Commission approved the classification of Secretary II for the position assigned to the Director of Student Services.

13. APPROVAL OF COMMISSION STAFF

On the motion of Mr. Lujan, seconded by Ms. Wallery and unanimously carried, the Commission approved the appointment of Abbie Castiglione to the Commission staff as Personnel Analyst Intern receiving \$16.50 per hour, effective September 21, 2009.

Mr. Lujan asked for some background on the Intern appointment.

Mr. Tietze read the following statement:

The Commission has received a request to approve a new Personnel Analyst Intern. The staff felt it was necessary to clarify why such a position is necessary in times of an economic recession, state budget crisis, and overall slowdown in recruitment activities.

To clarify, our general duties extend well beyond recruitment and testing, which we understand is what many see as our main function. In fact, our more foundational purpose is to maintain an effective and legitimate merit system, which demands constant work and attention to ensure compliance with laws and rules.

We are absolutely required to ensure that our classification specifications are up-to-date and accurately representative of the work being performed on-site. The process of conducting job analyses to ensure compliance with law takes a large amount of time and work to complete. In addition, the process of developing and validating testing instruments is also very time and work intensive. Both of these fundamental components of the Personnel Commission are benefited by having an Analyst Intern on staff. The Intern provides assistance in conducting observations, obtaining ratings from employees, and researching other similar classifications. With an Intern we can meet with twice as many people in the same amount of time to produce a more accurate and reliable report.

In terms of testing, having the Intern to assist with conducting interviews is a significant and important time saver. The PC has been developing special "situational interviews" over the last few years to enable reliable and valid interviews using only one rater. Having the Intern to be an interview rater during large recruitments like Custodian, IA-SE, and Food Service Assistant, significantly speeds up the testing process by allowing more testing to occur in a shorter time period. This results in faster response time for producing eligibility lists.

Here's just some of what was accomplished last year with assistance from our previous Intern:

- ♦ Development of multiple structured panel interviews
- ♦ Development of 2 complete situational interviews (very intensive work)
- ♦ Training workshop on conflict management for classified employees

- ♦ Interview Rater Training series of 3 separate interview guides
- ♦ A survey feedback system to track progress from all sources
- ♦ The foundation of the Employee Success Center

Here's some of what we plan to accomplish with the new Intern over the next year:

- ♦ Updating all classifications to be in accordance with ADA law
- ♦ Updating all classifications with a competency system structure, which is commonly regarded as a better way to define classification specs
- ♦ Creating a new training program for classified employees and management, most likely to be on employee recognition
- ♦ Improving our website design
- ♦ One or two new situational interviews
- ♦ Ongoing recruiting and testing for new vacancies

The previous Intern cost the PC about \$12,000 last year to fund. If the District is challenged by the EEOC to defend its recruitment and testing process, the cost for legal fees can easily add up to hundreds of thousands of dollars due to the long investigation process and eventual legal proceedings. If the District loses an EEOC case, it can add up to millions of dollars spent over years and years of consequent oversight by the courts.

Additionally, the extra revenue brought into the District this year by Mr. Maher through his interagency agreement with Inglewood will likely be around 25 thousand dollars, which way more than pays for the expense of the Intern.

Mr. Maher noted that the Personnel Commission under spent its budget by \$62,000 in the previous fiscal year, which is 17.2% of the Commission budget. He stated that the Intern provides important assistance to the staff in terms of maintaining valid and up-to-date classification specifications and examinations. He noted that the Intern produced a significant return on investment in terms of the quality and amount of work received.

14. APPROVAL OF COMPENSATION FOR MISSED MEETING

On the motion of Mr. Lujan, seconded by Ms. Wallery and unanimously carried, the Commission approved compensation pursuant to Rule 2.4.6B for Commissioner Sue Hartley for two (2) missed meetings on June 3, 2009 and July 7, 2009 due to illness.

15. EXPENDITURES TO ATTEND TRAINING

On the motion of Mr. Lujan, seconded by Ms. Wallery and unanimously carried, the Commission approved attendance at conferences, actual and necessary expenditures in the amount of \$119.00 incurred by such attendance to be paid by the Commission unless otherwise specified, as attached, and in accordance with Education Code Section 45255.

16. EXAMINATIONS

The Commission received the following examination bulletins:

Custodian I	#09-003
Health Assistant	#09-004

17. NEXT COMMISSION MEETING

The next regular Personnel Commission meeting will be held on Tuesday, October 6, 2009 at 5:00 p.m. in the Personnel Commission office.

18. ADJOURNMENT

On the motion of Mr. Lujan, seconded by Ms. Wallery and unanimously carried, the Commission adjourned the meeting at 6:53 p.m.