

**FULLERTON SCHOOL DISTRICT
Personnel Commission Meeting
Classified Personnel Conference Room
1401 W. Valencia Drive, Fullerton, CA**

Minutes of the Regular Meeting of January 27, 2020

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Ms. Patricia Haley, Chairperson, called the meeting to order at 4:34 p.m. and asked Ms. Pat Padilla to lead the Pledge of Allegiance.

PERSONNEL COMMISSIONERS

Ms. Patricia Haley, Chairperson
Ms. Anita Varela, Vice Chairperson
Ms. Janet McNeill, Member

STAFF PRESENT

John Caldecott, Interim Classified Personnel Director
Eddie Bui, Classified Personnel Analyst
Edna Figueroa, Administrative Secretary
Debra Shandy, Personnel Technician I
Martha Roberts, Personnel Technician II

APPROVAL OF MINUTES

A motion to approve the minutes of the regular meeting of December 16, 2019, was made by Ms. McNeill, seconded by Ms. Varela and approved unanimously.

PUBLIC COMMENTS

In attendance were Al Lacuesta, CSEA Chapter #130 President; JoAnne Declaro, CSEA Chapter #130 Treasurer; Sheila Hebert, Clerk II for the Superintendent's Office; Pat Padilla, Clerk II for the Superintendent's Office; Dr. Chad Hammitt, Assistant Superintendent of Personnel Services; Edelicia Lara, Clerk II for Richman Elementary; and Yasmin Duque, Administrative Secretary for Business Services.

Mr. Lacuesta invited the Personnel Commissioners to attend the annual CSEA Banquet, scheduled for May 16th and held at the Holiday Inn in Buena Park. Ms. Padilla shared information about the upcoming Spring Fling and future District barbeque events, and invited the Commissioners to attend.

Mr. Lacuesta announced that Chapter #130 has a new labor relations representative, Tiffany Lopez, and will arrange for Ms. Lopez to attend a Personnel Commission meeting.

Ms. Declaro asked what the reclassification process is for FSD employees. Mr. Caldecott explained that employees who are interested in starting the reclassification process could meet with him to discuss the criteria used to determine eligibility, as well as the guidelines under the Education Code. After meeting with Mr. Caldecott, an employee can then submit their request in writing, which is subject to both CSEA and District recommendation. Mr. Caldecott added that there are currently no large classification studies in process, and such studies typically take about a year and a half to complete, with an approximate cost of \$80,000. Ms. Declaro expressed her support for extending the lifespan of eligibility lists.

DIRECTOR'S REPORT:

Mr. Caldecott shared the Department's recent hiring achievements: 11 Instructional Assistants for Expanded Learning, two Custodian II, a Food Service Specialist, a Speech and Language Pathology Assistant, a Bus Driver Trainer, a Transportation Dispatcher, a Behavior Intervention Supervisor, Health Assistants, and a Translator/Bilingual Technical Assistant. Mr. Caldecott thanked the Classified Personnel team for their efforts.

Mr. Caldecott mentioned that both Ms. Shandy and Ms. Figueroa will be attending the five-session Merit Academy, starting on February 1st. Mr. Caldecott will be presenting on the first day of the academy and hopes to begin preliminary recruitment efforts.

Mr. Caldecott went over the survey questions that will be sent to all classified and management employees. Ms. Haley asked how long employees would have to respond to the survey. Mr. Caldecott explained that employees will likely be given a 10-day period to respond. Ms. Haley asked if a reminder would be sent to employees. Mr. Caldecott stated that employees will be sent a reminder prior to the deadline.

APPROVAL OF REPORTS:

5 - Consider Approval of New Agenda Format

The Personnel Commissioners were pleased with the new format and were thankful for the changes that were made.

A motion for approval of the new agenda format was made by Ms. Varela, seconded by Ms. McNeill and approved unanimously.

6 - Consider Approval of One (1) Year Eligibility Lists as a Standard Practice for Eligibility Lists Certifications

Mr. Caldecott explained that having a one (1) year eligibility list would help with efficiency in the Classified Personnel Department. Mr. Caldecott explained that if

approved, the new rule would apply to most classifications unless the department recommends utilizing the six (6) month rule. Mr. Caldecott shared with the Personnel Commission that Ms. Lara suggested extending the lifespan of the eligibility list, as Ms. Lara had to reapply for a position 11 months after applying for the same classification.

A motion for approval was made by Ms. McNeill, seconded by Ms. Varela and approved unanimously.

Ms. Lara was presented with a Certificate of Appreciation for her input and feedback regarding eligibility lists.

7 - Consider Approval of the Job Description for the Director of Classified Human Resources

Mr. Caldecott explained that the updated job description is in a new format and includes verbiage that focuses on management, leadership, and HR systems. Mr. Caldecott stated he will be drafting an evaluation matrix that will also be used in the selection process and during the Director's performance evaluation by the Personnel Commission. Mr. Caldecott thanked everyone who contributed their input and helped update the job description.

The Personnel Commissioners expressed their contentment with the updated job description.

A motion to approve the updated job description was made by Ms. Varela, seconded by Ms. McNeill and approved unanimously.

8 - Brief Merit System Overview of Core Functions – Presented by the Director

Mr. Caldecott shared a PowerPoint presentation with the Personnel Commission and the audience about the Merit System and its functions.

Ms. Hebert shared her appreciation for the information given in the presentation, as she has been employed with the Fullerton School District for almost 20 years and was unaware of the rules and regulations governed by the Merit System.

No action was taken on this information item.

9 - Discussion of Desirable Characteristics for the New Director of Classified Human Resources

Ms. Varela expressed the importance of ethical and honest behavior, and understanding of the Merit System. Ms. McNeill stated that the next Director should have great communication skills. Ms. Haley shared that the Director should

be congenial, flexible, and have time-management skills. Mr. Caldecott shared that the next Director should be a great leader and a great manager.

No action was taken on this information item.

10 - Director of Classified Human Resources Job Posting – Opening and Closing Dates

Mr. Caldecott stated that the anticipated recruitment opening date would be February 10th, with a closing date of March 13th. The date range will allow Mr. Caldecott to distribute recruitment flyers at the upcoming CSPCA Annual Conference and CSPCA Merit Academy. Mr. Caldecott anticipates having a further recruitment update at the next regular Personnel Commission meeting.

No action was taken on this information item.

11 - Consider Approval of the Classified Personnel Report

The Personnel Commission reviewed the Classified Personnel Report.

A motion for approval was made by Ms. McNeill, seconded by Ms. Varela and approved unanimously.

12 - Consider Approval/Ratification of Recruitments

The Personnel Commission reviewed the recruitment bulletins. Ms. Varela asked Mr. Caldecott to clarify the phrase “Merged-Promotional and Open-Competitive”. Mr. Caldecott explained that current eligibility lists are merged with newly compiled lists to determine ranking. Mr. Caldecott added that the practice does not apply to all classifications. Ms. Haley asked for clarification regarding the bulletin for the Registered Associate. Mr. Bui explained that the new job title is used more commonly and is linked to three different degrees that potential candidates may have.

A motion for approval was made by Ms. McNeill, seconded by Ms. Varela and approved unanimously.

13 - Ratify/Certify the Director’s Prior Certification of Eligibility Lists

A motion for approval was made by Ms. Varela, seconded by Ms. McNeill and approved unanimously.

14 - Active Recruitment List

The Personnel Commission reviewed the Active Recruitment List. No action was taken on this information item.

15 - **Administration and Policy**

The current budget printout was reviewed. No action was taken on this information item.

OTHER BUSINESS

ADJOURNMENT OF REGULAR MEETING

The regular meeting was adjourned at 5:58 p.m.

RECESS TO CLOSED SESSION

Pursuant to Government Code 54957 to discuss Classified Personnel Director's Job Performance Evaluation

No action was taken during closed session.

ADJOURNMENT FROM CLOSED SESSION

The closed session was adjourned at 6:30 p.m.

Minutes Accepted By:

Patricia Haley, Chairperson
Recorded by: Edna Figueroa