

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING
10331 Stanford Avenue
Garden Grove, CA

MINUTES

of the Meeting of
September 4, 2013

CALL TO ORDER

Commissioner Donovan called the meeting of September 4, 2013 to order at 5:00 p.m. Ms. Jenni Smith led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

Ms. Diane Donovan
Mr. Jim Franks
Ms. Marilyn Tortolano

STAFF MEMBERS PRESENT

Mr. Pat Collison
Ms. Suzy Seymour
Ms. Jenni Smith
Ms. Linda Williams

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Tortolano, and carried to approve the minutes of the August 7, 2013 Personnel Commission meeting.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda. There were no comments from the audience.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 08/20/13
- Classified Personnel Report – 09/03/13

APPROVAL OF CLASSIFICATION ACTIONS

6.1 Classification Descriptions Revisions – Elementary School Secretary, Intermediate School Secretary, Personnel Secretary, Secretary III, and Senior School Secretary

In preparation for a Secretary III recruitment, Director Seymour stated that personnel staff reviewed the job entrance requirements and compared it to all of the other secretary classifications in the same salary range. Even though all of the secretary class descriptions in salary range 30 differ slightly, they all have similar job duties and should all have the same skill requirements.

Staff recommends that the class descriptions for secretaries in salary range 30 utilize the same entrance requirements for consistency. The recommended wording for the Education and Experience section will make the requirements more explicit for anyone who may consider applying for the job. The proposed secretary classifications descriptions revisions were shared with CSEA.

It was moved by Commissioner Franks, seconded by Commissioner Tortolano, and unanimously carried to approve the classifications descriptions revisions as listed above, effective September 4, 2013.

ORDERING OF EXAMINATIONS

7.1	Building Maintenance Worker	Promotional
7.2	Elementary/Intermediate School Secretary	Promotional
7.3	Fiscal Services Coordinator	Promotional

It was moved by Commissioner Tortolano, seconded by Commissioner Franks, and unanimously carried to approve the ordering of the examinations as listed above and the ratification of the resulting eligibility lists.

RATIFICATION OF ELIGIBILITY LISTS

8.1	Claims Adjuster I	Open
8.2	Health Assistant (Extension)	Open
8.3	Lead Translator-Interpreter – Bilingual Spanish	Open

It was moved by Commissioner Tortolano, seconded by Commissioner Franks, and unanimously carried to ratify the eligibility lists as listed above.

ADMINISTRATION AND POLICY

9.1 Director's Report

Director Seymour reported that Ms. Amy Stevens, Public Information Officer (PIO), began her new job with GGUSD five days ago. She was the former PIO for Saddleback Community College District. Superintendent Mafi will introduce Ms. Stevens to the Personnel Commissioners at next month's personnel commission meeting.

Director Seymour announced that the District has a new and improved web page which is easier to navigate. Ms. Stevens is going to create a Facebook page, and perhaps a Twitter account and a RSS feed for the District. The District's lobby received a face lift – the furniture was refurbished and a computer was installed for applicants to fill out online applications, and for parents of our students who want to submit online transfer requests for their children.

Commissioner Franks' term as Personnel Commissioner will expire on November 30th. Director Seymour explained that the timelines and appointments are different for each of the Commissioners. For the CSEA appointee, CSEA is required to notify the District of their intended appointee at least 30 days prior to the end of the incumbent's term. Once the District receives the information, the intended appointee's name will be entered on the board report.

School started on Tuesday and, other than the hot weather, everything went smoothly. Ms. Armitage mentioned that the modernization teams worked over the weekend to make sure the schools were ready for opening day.

OTHER BUSINESS

10.1 Commissioners

Commissioner Tortolano was curious about how the recruitment was progressing for the new Associate Personnel Analyst. Ms. Jenni Smith replied that the performance exam is scheduled for September 20th and the oral exam is scheduled for October 3rd. Director Seymour added that there were quite a lot of qualified applicants.

Commissioner Franks praised Mr. Tortolano and Commissioner Tortolano for their years of work on the Garden Grove Journal which was recently purchased by the Orange County Register.

10.2 Next Personnel Commission Meeting

The next scheduled regular meeting of the Personnel Commission is Wednesday, October 2, 2013 at 5:00 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:13 p.m.

Accepted by: Diane Donovan, Chairperson

Minutes Recorded by: Linda Williams