

**PERSONNEL COMMISSION**  
**Poway Unified School District**  
**15250 Avenue of Science**  
**San Diego, California 92128**

**MINUTES**  
**Monday, February 1, 2016**

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**A. PRELIMINARY FUNCTIONS**

**1. Call To Order**

The meeting of the Personnel Commission was called to order at 4:30 p.m., Monday, February 1, 2016, in the Community Room West by Chairperson, David Little.

Members Present: David Little, Chairperson  
Margaret Wyatt, Vice Chairperson  
Darren Keenaghan, Member

Staff Present: Corrie Amador, Director, Personnel Commission  
Jolie Napier-Vea, Human Resources Analyst

Guests: Linda Farmer, PSEA  
David Fisher, Publications  
Jane Kennington, Personnel Commission  
Jim LaJeunesse, SEIU  
Phil Medved, Transportation  
Kathy Meyer, Special Education  
Heather Perry, Publications  
Tim Purvis, Transportation  
Orlando Uribe, Publications

**2. Welcome to the Public**

**3. Approval of the Agenda**

It was moved (Darren Keenaghan), seconded (Margaret Wyatt) and carried (3-0) to approve the agenda for the February 1, 2016, Personnel Commission Regular meeting.

**B. STAFF INFORMATION ITEMS AND REPORTS**

The following items were included in the Personnel Commission packet for information. The Recruitment Status Report was updated to reflect an 11.5 month work year for the Food and Nutrition Warehouse Specialist.

**1. Communications**

- a. **Board Briefs from the December 15, 2015, Board of Education meeting**
- b. **Board Briefs from the January 19, 2016, Board of Education meeting**

**2. Operating Budget Report**

**3. Recruitment Status Report**

**4. Report of Testing**

**C. COMMENTS**

**1. Public Comments Pertaining to Non-Agenda Items**

There were none.

**2. Commissioners**

There were none.

**3. Director**

Director Amador shared the following items:

- A meeting is scheduled with Finance in March to discuss budget development for 2016 – 17. The first draft of the budget will be brought to the April Personnel Commission meeting.
- The District Office is closed February 15 – 19.
- Nominations for Classified Employee of the Year are being collected.
- Employee recognition dinner is scheduled for Wednesday, February 3.

**4. District**

There were none.

**5. PSEA**

There were none.

**6. SEIU**

There were none.

**7. Staff**

There were none.

**D. CONSENT AGENDA**

**1. Approval of the Regular Meeting Minutes of December 7, 2015**

**2. Ratification of Eligibility Lists (PC 50.100.1 (A)):**

- a. **Lead Extended Student Services (ESS) Assistant**
- b. **Instructional Assistant – Preschool**
- c. **School Administrative Assistant – Elementary**
- d. **Bus Transportation Aide**
- e. **Grounds Equipment Operator**
- f. **Instructional Assistant – Bilingual Proficient**
- g. **Instructional Assistant I – Special Education**
- h. **Instructional Assistant II – Special Education**
- i. **Attendance Accounting Assistant I**
- j. **Instructional Assistant I – Special Education**
- k. **Instructional Assistant II – Special Education**
- l. **Office Assistant II**
- m. **Food and Nutrition Assistant II**
- n. **Senior Information Systems Support Analyst**
- o. **Literacy Media Resource Technician**
- p. **High School Accounting Technician**

**3. Ratification of Removal of Names from Eligibility Lists (PC 50.100.6)**

It was moved (Darren Keenaghan), seconded (Margaret Wyatt) and carried (3-0) to approve the consent agenda for the February 1, 2016, Personnel Commission regular meeting.

Roll Call Vote: Darren Keenaghan – Aye; David Little – Aye; Margaret Wyatt – Aye

## **E. ACTION ITEMS**

- 1. Classification Review Recommendation: Department Operations Technician (New Classification; Reclassification)**
  - a. Description**

A recommendation was presented to the Personnel Commission to approve the new classification of Department Operations Technician and recommend the allocation to Range 32 of the Office, Business, Technical and Paraprofessional salary schedule to the Board of Education. In addition, it was recommended that Kathy Meyer be reclassified to the new classification of Department Operations Technician in accordance with Personnel Commission Rule 30.400.3. The classification and Director's analysis were reviewed by the ACCR on January 26, 2016, and the committee was in agreement.
  - b. Public Comment**

PSEA voiced their support of the recommendation.
  - c. Deliberation and Vote by the Commission**

It was moved (Darren Keenaghan), seconded (Margaret Wyatt) and carried (3-0) to approve the new classification of Department Operations Technician and recommend the allocation to Range 32 of the Office, Business, Technical and Paraprofessional salary schedule to the Board of Education in accordance with Personnel Commission Rule 30.400.3. It was further moved and carried that Kathy Meyer be reclassified to the new classification of Department Operations Technician.
- 2. Classification Review Recommendation: Programmer Analyst I (Reclassification)**
  - a. Description**

A recommendation was presented to the Personnel Commission to approve the reclassification of Maranita "Nenette" Sauquillo to Programmer Analyst II based on gradual accretion of duties. The Director's analysis was reviewed by the ACCR on January 26, 2016, and the committee was in agreement.
  - b. Public Comment**

There were none.
  - c. Deliberation and vote by the Commission**

It was moved (Darren Keenaghan), seconded (Margaret Wyatt), and carried (3-0) to approve the reclassification of Maranita "Nenette" Sauquillo to Programmer Analyst II based on gradual accretion of duties.
- 3. Classification Review Recommendation: Publications Technician (Revision to Classification Description; Reallocation)**
  - a. Description**

A recommendation was presented to the Personnel Commission to approve revisions to the Publications Technician classification description and recommend the reallocation from Range 26 to Range 32 of the Office, Technical, Business Services and Paraprofessional salary to the Board of Education in accordance with Personnel Commission Rule 30.400.3.

The classification and Director's analysis were reviewed by the ACCR on January 26, 2016, and the committee was in agreement.

**b. Public Comment**

PSEA voiced their support of the recommendation.

**c. Deliberation and Vote by the Commission**

It was moved (Margaret Wyatt), seconded (Darren Keenaghan), and carried (3-0) to approve the revisions to the Publications Technician classification description and recommend the reallocation from Range 26 to Range 32 of the Office, Technical, Business Services and Paraprofessional salary to the Board of Education.

**4. Classification Review Recommendation: Senior Publications Technician (Revision to Classification Description, Reallocation)**

**a. Description**

A recommendation was presented to the Personnel Commission to approve revisions to the Senior Publications Technician classification description and recommend the reallocation from Range 29 to Range 35 of the Office, Technical, Business Services and Paraprofessional salary to the Board of Education. The classification and Director's analysis were reviewed by the ACCR on January 26, 2016, and the committee was in agreement.

**b. Public Comment**

There were none.

**c. Deliberation and Vote by the Commission**

It was moved (Darren Keenaghan), seconded (Margaret Wyatt) and carried (3-0) to approve the revisions to the Senior Publications Technician classification description and recommend the reallocation from Range 29 to Range 35 of the Office, Technical, Business Services and Paraprofessional salary to the Board of Education.

**5. Classification Review Recommendation: Vehicle Maintenance Supervisor (Revision to Classification Description; Reallocation)**

**a. Description**

A recommendation was presented to the Personnel Commission to approve the revisions to the Vehicle Maintenance Supervisor and recommend the reallocation from Range S29 to Range S31 of the Supervisory salary schedule to the Board of Education. The classification and Director's analysis were reviewed by the ACCR on January 26, 2016, and the committee was in agreement.

**b. Public Comment**

There were none.

**c. Deliberation and Vote by the Commission**

It was moved (Margaret Wyatt), seconded (Darren Keenaghan), and carried (2-0; David Little abstained from voting) to approve the revisions to the Vehicle Maintenance Supervisor and recommend the reallocation from Range S29 to Range S31 of the Supervisory salary schedule to the Board of Education.

## **F. DISCUSSION**

### **1. Maintenance of the Classification Plan**

Director Amador provided an overview of the current classification review process and areas of responsibility for the Board of Education and the Personnel Commission. A time line for a single classification review and description of the current classification plan were discussed. Following the discussion, the Personnel Commission directed staff to:

- Develop a budget for 2016-2017 to include two additional positions – Human Resources Analyst and Human Resources Assistant to address the increased work load generated by the classification review cycle.
- Review job families for possible realignment in preparation for the classification review cycle and prepare a recommendation for review by the ACCR.
- Develop a plan for purposeful periodic review of classification descriptions to ensure their accuracy and relevancy in support of recruitment, selection, training and retention of highly qualified employees in the classified service.
- Prepare a plan to modify the current process for individual classification review requests soliciting input through the ACCR for possible rule revision.

### **2. Next Personnel Commission Meeting**

The next Personnel Commission meeting is scheduled for Monday, March 7, 2016 at 4:30 p.m.

## **G. CLOSED SESSION**

### **1. Personnel Exemption**

### **2. Public Employee Performance Evaluation**

The meeting adjourned to closed session at 5:44 p.m. The meeting returned to open session at 5:56 p.m. During closed session, no action was taken. The meeting was adjourned at 5:57 p.m.

Respectfully Submitted,  
Jolie Napier-Vea  
Human Resources Analyst