

**PERSONNEL COMMISSION**  
**Poway Unified School District**

15250 Avenue of Science  
San Diego, CA 92128-3406

**AGENDA**

4:30 p.m., Monday, August 1, 2016  
District Office – Community Room East

<b>A) PRELIMINARY FUNCTIONS</b>	
1) Call to Order	
2) Pledge of Allegiance	
3) Welcome to the Public	
4) Approval of Agenda Motion by _____, second by _____, to approve the agenda of the August 1, 2016, Personnel Commission meeting.	
<b>B) STAFF INFORMATION ITEMS AND REPORTS</b>	
1) Communications a) Board Briefs from the June 22, 2016, Board of Education Meeting	
2) Operating Budget Report	
3) Recruitment Status Report	
4) Report of Testing	
<b>C) COMMENTS</b>	
1) Public Comments pertaining to non-agenda items	
2) Commissioners	
3) Director	
4) District	
5) Employee Association	
6) Staff	

<b>D) CONSENT AGENDA</b>	
<i>All matters listed under Consent Agenda are to be considered routine and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless Commission, audience, or staff request specific items to be removed from the Consent Agenda for separate action.</i>	
1) Approval of the Regular Meeting Minutes of June 6, 2016	
2) Ratification of Eligibility Lists (PC 50.100.1(A)):	
a) Insurance Benefits Technician	
b) Attendance Accounting Assistant II	
c) Lifeguard/Swim Instructor	
d) Program Aide – ESS	
e) Risk Management Specialist	
f) School Administrative Specialist II	
g) Literacy Media Resource Technician	
h) Instructional Assistant I – Special Education	
i) Instructional Assistant II – Special Education	
j) Program Aide – ASES	
k) Certified Occupational Therapy Assistant	
l) Food and Nutrition Assistant II	
m) Occupational Therapist	
n) Communications Supervisor – Information Technology	
o) School Administrative Assistant – Middle School	
p) Human Resources Analyst	
q) Groundskeeper I	
r) Occupational Therapist	
s) Instructional Assistant I – Special Education	
t) Instructional Assistant II – Special Education	
u) Food and Nutrition Dietetic Supervisor	
v) Program Aide – ESS	
w) Groundskeeper II	
3) Extend Eligibility List for One (1) Year for the Purposes of Recruitment – School Administrative Specialist I (PC 50.100.1 C)	
4) Ratification of Removal of Names from Eligibility Lists (PC 50.100.6)	
MOTION by _____, second by _____, to approve the consent agenda of the August 1, 2016, Personnel Commission meeting Roll Call Vote: _____ Darren Keenaghan _____ David Little _____ Margaret Wyatt	
<b>E) ACTION ITEMS</b>	
1) Classification Review Recommendation	
a) Athletic Trainer (Revision to Classification Description) MOTION by _____, second by _____, to approve the revisions to the classification description for Athletic Trainer.	
b) Occupational Therapist (Revision to Classification Description) MOTION by _____, second by _____, to approve the revisions to the classification description for Occupational Therapist.	
c) Physical Therapist (Revision to Classification Description) MOTION by _____, second by _____, to approve the revisions to the classification description for Physical Therapist.	
2) Classification Review Recommendation: Chief Accountant (Revision to Classification Description) MOTION by _____, second by _____, to approve the revisions to the classification description for Chief Accountant.	
3) Classification Review Recommendation: Food and Nutrition Computer Specialist (Revision to Classification Description) MOTION by _____, second by _____, to approve the revisions to the classification description for Food and Nutrition Computer Specialist.	
4) Classification Review Recommendation: Human Resources Specialist (Revision to Classification Description) MOTION by _____, second by _____, to approve the revisions to the classification description for Human Resources Specialist.	

5) Classification Review Recommendation: LAN Administrator Supervisor (New Classification) MOTION by _____, second by _____, to establish the new classification of LAN Administrator Supervisor and recommend allocation to the Supervisory salary schedule to the Board of Education.	
6) Classification Review Recommendation	
a) LAN Administrator (Revision to Classification Description) MOTION by _____, second by _____, to approve the revisions to the classification description for LAN Administrator.	
b) LAN Administrator Coordinator (Revision to Classification Description) MOTION by _____, second by _____, to approve the revisions to the classification description for LAN Administrator Coordinator.	
7) Classification Review Recommendation: Legal Support Specialist (New Classification) MOTION by _____, second by _____, to establish the new classification of Legal Support Specialist and recommend allocation to the Management salary schedule to the Board of Education.	
8) Second Reading and Approval: Realignment of Classification Plan MOTION by _____, second by _____, to approve the realignment of the classification plan as presented.	
<b>F) DISCUSSION</b>	
1) First Reading: Change to Personnel Commission Rule 30.300.3 - Class Descriptions	
2) Next Personnel Commission Meeting - September 12, 2016	
<b>G) CLOSED SESSION (Per Brown Act)</b>	
<i>Closed session to consider personnel issues pursuant to Government Code Sections 11126 and 54957 (for consideration of litigation, the appointment, employment, evaluation for performance, discipline/release, dismissal of public employee to hear complaints or charges brought against such employee by another person or employee.)</i>	
1) Public Employee Performance Evaluation	
<b>H) ADJOURNMENT</b>	

## **MEETING OF THE PERSONNEL COMMISSION POWAY UNIFIED SCHOOL DISTRICT**

**Welcome! The following information is provided to assist persons who attend the meeting of the Personnel Commission and wish to participate in the meeting.**

### **Addressing the Commission:**

*There are two ways to address the Commission during the meeting. These are 1) speaking to the Commission regarding an item already on the agenda, and/or 2) speaking to the Commission about a new topic not on the agenda. Speakers will be asked to keep their comments brief, and allotted approximately 3 minutes to speak.*

- 1. Items on the Agenda – Speakers may comment on any item on the meeting agenda in order to share information for consideration by the Commission immediately before the Commission begins deliberation on the item.*
- 2. Items not on the Agenda – Item C on the agenda is the place where individuals may present items that are not on the agenda. The Commissioners may make limited comment on these items, but no action may be taken by the Commission on Item C topics.*

### **Placing Items on a Future Agenda**

*Any member of the public may request that a matter within the jurisdiction of the Commission be placed on the agenda of a regular meeting. The request must be in writing and must describe the item to be discussed with sufficient detail including the history of the issue and how it is related to the Personnel Commission. Also to be included is any information or material that the requestor wishes to be reviewed by the Commission regarding the issue. It must be submitted to the Personnel Commission Director at least five (5) working days before the scheduled meeting date. Items submitted less than five (5) working days before the scheduled meeting date may be postponed to a later meeting date to allow sufficient time for consideration and research of the issue.*

*The Commission Chair and the Director shall decide whether a request is within the subject matter jurisdiction of the Commission. Items not within the subject matter jurisdiction of the Commission may not be placed on the agenda. In addition, the Commission Chair and/or Director will determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative procedure before placing the item on the agenda.*

*The Commission Chair and/or Director shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item, or agendized under Public Comment.*

### **Agenda and Agenda Materials**

*A copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission office upon request. Requests may be made via email communication to the Director no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.*

### **Assistance/Accommodations**

*In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Personnel Commission, please contact the Personnel Commission Office at (858) 521-2794. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.*

### **Closed Session**

*The Personnel Commission may hold closed sessions only for purposes identified by law. The Commission may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with Law.*