

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

**MINUTES**  
**Monday, August 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, August 1, 2016, in the Community Room East by Chairperson, David Little.

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

Staff Present: Corrie Amador, Director, Personnel Commission  
Gigi Lenz, Personnel Commission  
Jane Kennington, Personnel Commission  
Jolie Napier-Vea, Human Resources Analyst  
Carolyn Teig, Personnel Commission

Guests: Sandra Huevo, Personnel Support Services  
Jane Kurth, Finance  
Edward Valenzuela, Interim Superintendent

**2. Welcome to the Public**

**3. Approval of the Agenda**

It was moved (Darren Keenaghan), seconded (David Little) and carried (2-0; Ms. Wyatt absent at the time of the vote) to approve the agenda for the August 1, 2016, Personnel Commission Regular meeting as amended. Item E-7 was pulled from the agenda.

**B. STAFF INFORMATION ITEMS AND REPORTS**

The following items were included in the Personnel Commission packet for information.

**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**

Commissioner Little asked for clarification regarding recruitments run as open versus promotional only. Director Amador said she would prepare information and present it for discussion at the next Personnel Commission meeting.

**C. COMMENTS**

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

Interim Superintendent Valenzuela introduced himself to the Personnel Commission.

**2. Commissioners**

There were none.

**3. Director**

Director Amador shared the following items:

- Introductions of new staff: Sandra Huevo, Associate Superintendent, Personnel Support Services, Carolyn Teig, Human Resources Assistant, and Jane Kennington, Human Resources Analyst (promotion from Human Resources Specialist).
- In light of the promotion in Personnel Commission, recruitment for Human Resources Specialist has been opened.
- Preparation for the classification review cycle is underway.
- First day of school is August 16.

**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 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)**

It was moved (Darren Keenaghan), seconded (David Little) and carried (2-0; Ms. Wyatt absent at the time of the vote) to approve the consent agenda for the August 1, 2016, Personnel Commission regular meeting.

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

## **E. ACTION ITEMS**

### **1. Classification Review Recommendation**

#### **a. Athletic Trainer (Revision to Class Description)**

##### **a) Description**

A recommendation was presented to the Personnel Commission to approve the revisions to the Athletic Trainer classification description. The classification and analysis were reviewed by the ACCR on July 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 (David Little) and carried (2-0; Ms. Wyatt absent at the time of the vote) to approve the revisions to the Athletic Trainer classification description.

#### **b. Occupational Therapist (Revision to Class Description)**

##### **a) Description**

A recommendation was presented to the Personnel Commission to approve the revisions to the Occupational Therapist classification description. The classification and analysis were reviewed by the ACCR on July 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 (David Little) and carried (2-0; Ms. Wyatt absent at the time of the vote) to approve the revisions to the Occupational Therapist classification description.

#### **c. Physical Therapist (Revision to Class Description)**

##### **a) Description**

A recommendation was presented to the Personnel Commission to approve the revisions to the Physical Therapist classification description. The classification and analysis were reviewed by the ACCR on July 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 (David Little) and carried (2-0; Ms. Wyatt absent at the time of the vote) to approve the revisions to the Physical Therapist classification description.

**2. Classification Review Recommendation: Chief Accountant (Revision to Classification Description)**

**a. Description**

A recommendation was presented to the Personnel Commission to approve the revisions to the Chief Accountant classification description. The classification and Director's analysis were reviewed by the ACCR on July 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 (David Little) and carried (2-0; Ms. Wyatt absent at the time of the vote) to approve the revisions to the Chief Accountant classification description.

**3. Classification Review Recommendation: Food and Nutrition Computer Specialist (Revision to Classification Description)**

**a. Description**

A recommendation was presented to the Personnel Commission to approve the revisions to the Food and Nutrition Computer Specialist classification description. The classification and Director's analysis were reviewed by the ACCR on July 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 (David Little) and carried (2-0; Ms. Wyatt absent at the time of the vote) to approve the revisions to the Food and Nutrition Computer Specialist classification description.

**4. Classification Review Recommendation: Human Resources Specialist (Revision to Classification Description)**

**a. Description**

A recommendation was presented to the Personnel Commission to approve the revisions to the Human Resources Specialist classification description. The classification and Director's analysis were reviewed by the ACCR on July 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 (David Little) and carried (2-0; Ms. Wyatt absent at the time of the vote) to approve the revisions to the Human Resources Specialist classification description.

5. **Classification Review Recommendation: LAN Administrator Supervisor (New Classification)**
  - a. **Description**

A recommendation was presented to the Personnel Commission to approve the new classification of LAN Administrator Supervisor and recommend the salary allocation of Range 24 of Supervisory Salary Schedule to the Board of Education. The classification and Director's analysis were reviewed by the ACCR on July 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 (David Little) and carried (2-0; Ms. Wyatt absent at the time of the vote) to approve new classification of LAN Administrator Supervisor and recommend the salary allocation of Range 24 of Supervisory Salary Schedule to the Board of Education.
  
6. **Classification Review Recommendation**
  - a. **LAN Administrator (Revision to Class Description)**
    - a) **Description**

A recommendation was presented to the Personnel Commission to approve the revisions to the LAN Administrator classification description. The classification and analysis were reviewed by the ACCR on July 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 (David Little) and carried (3-0) to approve the revisions to the LAN Administrator classification description.
  - b. **LAN Administrator Coordinator (Revision to Class Description)**
    - a) **Description**

A recommendation was presented to the Personnel Commission to approve the revisions to the LAN Administrator Coordinator classification description. The classification and analysis were reviewed by the ACCR on July 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 (David Little) and carried (3-0) to approve the revisions to the LAN Administrator Coordinator classification description.

**7. Classification Review Recommendation: Legal Support Specialist (New Classification)**

This item was pulled from the agenda.

**8. Second Reading and Approval: Realignment of Classification Plan**

**a. Description**

The proposed realignment of the classification plan was brought back to the Personnel Commission for second reading and approval.

**b. Public Comment**

There were none.

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

It was moved (Darren Keenaghan), seconded (David Little) and carried (3-0) to approve realignment of the classification plan as presented.

**F. DISCUSSION**

**1. First Reading: Change to Personnel Commission Rule 30.300.3 – Class Descriptions**

The proposed change to Personnel Commission Rule 30.300.3 – Class Descriptions was presented to the Personnel Commission for discussion. This item will be brought back to the Personnel Commission for further discussion and approval at the September 12, 2016, meeting.

**2. Next Personnel Commission Meeting**

The next Personnel Commission meeting is scheduled for Monday, September 12, 2016, at 4:30 p.m.

**G. CLOSED SESSION**

**1. Public Employee Performance Evaluation**

The meeting adjourned to closed session at 5:10 p.m. The meeting returned to open session at 5:45 p.m. During closed session, no action was taken. The meeting was adjourned at 5:46 p.m.

Respectfully Submitted,  
Jolie Napier-Vea  
Human Resources Analyst