

**PERSONNEL COMMISSION
Manhattan Beach Unified School District
325 S. Peck Avenue
Manhattan Beach, CA 90266**

**Notice of Public Meeting
January 14, 2013
8:30 a.m.
1st Floor Conference Room
District Office**

AGENDA

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners

Approval of Minutes—November 6, 2012

B. Administration

C. Employees

D. Citizens

II. ACTION ITEMS

A. Approval of Eligibility List

1. Operations Worker

III. ADJOURNMENT

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability who requires accommodation to participate in a Personnel Commission meeting may request assistance by contacting, Patti Jaffe, Interim Director of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA 90266
Phone (310) 318-7345, Ext. 5915 OR Fax (310) 303-3824

**Manhattan Beach Unified School District
Personnel Commission**

Eligibility List

Operations Worker

Written Exam 10/12/12 Performance Exam 11/15/12

No.	First	Last	Written	Written @ 25%	Perf. @ 50%	App	App @ 25%	Prom/ Vet	Overall
PROMOTIONAL									
1st	Africa	Joseph							
OPEN									
1st	Brayan	Ramirez							
2nd	Dante	Anton							
3rd	Leonard	Brown							
4th	Hugo	Ramirez							
5th	Michael	Harbor							
6th (Tie)	Casey	Carmichael							
6th (Tie)	Kenneth	Mobley							

Scoring:

Written: 25%
App/Resume: 25%
Performance: 50%

Type of Exam:
() Open
(X) Open & Promotional
() Promotional

Date of Certification:
Expiration Date:

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Manhattan Beach Unified School District
PERSONNEL COMMISSION MINUTES

November 6, 2012

The meeting was called to order at 8:35 a.m.

Attendees:

Commissioners: Vida Holguin, Charles Southey and Cindy Strand

District Staff: Dr. Michael Matthews, Superintendent of Schools; Dr. Rick Bagley, Deputy Superintendent; Kathy Hall, Director of Human Resources; Gina Germani, Human Resources Technician – Classified; and Nancy Bogart, Executive Assistant to the Superintendent and Recorder

CSEA Representatives: Rod Jorgenson and Alice Wise

I. WRITTEN AND ORAL COMMUNICATION

A. Commissioners:

1. Approval of Minutes: Mr. Southey moved approval of the minutes of October 15, 2012, seconded by Mrs. Strand and unanimously approved by the Commissioners.

B. Administration:

Dr. Matthews said that since Mrs. Hall is retiring as of December 31st, it will be tough to recruit anyone at that time of year. He said staff is trying to find a retired Human Resources person at an Assistant Superintendent level as an interim. He said retirees may only earn \$40,000 per year, so they will be hired on a 60% basis. Recruiting for a full-time, permanent HR person will begin in March. He said the Personnel Commission will be represented on the interview panel. Dr. Matthews said staff has met with three potential candidates for the interim position and the decision will be made within the next month.

Mrs. Strand asked if there would be any big changes in the position. Dr Matthews said that right now, it is a director position, but would like to upgrade the position to an Executive Director position. He said the change must be approved by the Board since it would be a change in salary. He said the Board would receive the recommendation at the December Board meeting.

C. Employees:

Mr. Jorgenson welcomed Nancy Bogart as the new Recorder. He reported that CSEA has settled negotiations and felt it would be best to take the same package as certificated

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personnel. He felt the salary increase was great, seeing how other school districts are doing, and felt the district was lucky to be able to do that for employees. Mr. Jorgenson reported another change in the representative for CSEA. He said that Mr. Ben Pezillo is no longer the representative, but there are three candidates who want to take over this region, and they will make a decision next month.

II. ACTION ITEMS

A. Approval of Eligibility Lists

1. EDP/Preschool Teacher – Four openings

Mrs. Strand moved approval of the eligibility list for EDP/Preschool Teacher. This motion was seconded by Mr. Southey and unanimously approved by the Commissioners.

2. Food Service Assistant I – No openings at this time

Mrs. Strand moved approval of the eligibility list for Food Service Assistant I. This motion was seconded by Mr. Southey and unanimously approved by the Commissioners. Miss Germani noted that openings were anticipated due to retirements.

3. Health Care Specialist – 1:1 Aide – 1 Opening

Mrs. Strand moved approval of the eligibility list for Health Care Specialist. This motion was seconded by Mr. Southey and unanimously approved by the Commissioners.

4. Instructional Assistant, Special Education – IBI – Three openings

Mrs. Strand moved approval of the eligibility list for Instructional Assistant, Special Education – IBI. This motion was seconded by Mr. Southey and unanimously approved by the Commissioners.

B. First Reading and approval of Job Description for “Director of Information Technology” and Salary Placement of \$82,425 to \$100,283 annually.

Dr. Bagley explained the reasoning behind hiring a Director of IT. Originally, staff was looking to hire a Systems Analyst but was unable to find anyone even after two attempts. He said that with the iPad implementation and wireless at each site, technology seems to be growing faster than we can keep up with. Dr. Bagley said staff began thinking about the long-term needs of the district and thoughts turned to hiring a Director. He said there will be both an IT director and a coordinator (Eric Sangalang).

Regarding the salary recommendation, Dr. Bagley said staff looked at comps from other districts and the recommendation was to go with our existing salary range of Director of Human Resources. Mrs. Holguin questioned whether the salary range was competitive. There was a discussion regarding IT salaries from other districts. Mrs. Strand asked if Dr. Bagley felt it was competitive and he said he did.

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Dr. Bagley said staff was not recommending abolishing the job description for Systems Analyst, but just not filling it. Mrs. Holguin said the job description appears to be more the implementation of the set up and felt the job description should also mention maintaining the operating systems, not just set up. Dr. Bagley discussed how the job description was developed. Dr. Matthews suggested that #2 of "Essential Functions," on the job description should read, "Evaluate the effectiveness and help to maintain operating systems....." Item #3 should read "Lead the development, effective implementation of, and maintain...."

Mr. Jorgenson expressed concerns regarding those departments that are short of personnel to do the work due to layoffs and changes. He felt the union members will feel left out and not feel they are a needed resource for the district if one department keeps building. He asked what can be done to let employees know intent of district. He said that management should inform employees of what is being done and explain the need. Mrs. Holguin felt it would be up to the union and management to reassure them.

Ms. Wise said that since layoffs in 2004, MCHS was the first site to go green. She explained how some personnel took on other duties as necessary, and the office manager sat down with staff and explained the reasoning. She said staff was not becoming obsolete, they just must work differently.

Dr. Matthews further explained that an office specialist would also be hired in the IT department due to the introduction of CALPADS, the new student information system, and special education data. He said we need to make sure the data that is input is accurate.

Ms. Wise asked about the Director working with Power School and asked if there would be more hands-on training. Dr. Bagley said much more training would be taking place, since it will be going live on July 1, when Aeries gets shut off and Power School comes online.

Mr. Jorgenson asked about the position being exempt from the Fair Labor Status Act and said CSEA is not against this, but he cautioned the district and commission on what will happen if this continues and is not well explained to employees.

Mrs. Holguin moved approval of the first reading of Job Description for "Director of Information Technology" and Salary Placement of \$82,425 to \$100,283 annually, with changes as designated to section 2 and 3 of "Essential Functions," regarding maintenance and, with the caveat that the reasoning behind hiring an IT Director is communicated to staff.

C. First Reading and approval of revised Job Description for "Human Resource Technician."

Regarding job descriptions, Dr. Bagley noted that the formatting is being brought up to current standards.

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Dr. Bagley said the Human Resource Technician is an existing position and staff is recommending the reorganization of the Human Resources Department. He went on to explain that the Administrative Assistant position formerly held by Donna Hilgendorf will not be filled, but an additional Human Resources Technician will be hired. He added that the technician position is non-confidential and at a lower salary.

Mr. Jorgenson asked if the individual would do both certificated and classified personnel. Dr. Matthews said that because of the workload in HR, it is beneficial have overlap among the employees, but the workload balance has not been decided at this time.

Mr. Jorgensen said he would like to start going through the job descriptions and upgrading positions and felt it would be something the new director would do.

Mrs. Holguin moved approval of the first reading of the revised Job Description for "Human Resource Technician." This motion was seconded by Mr. Southey and unanimously approved by the Commissioners.

D. Second Reading and approval of "Personnel Commission – Merit System; Rules and Regulations of the Classified Service."

Mrs. Holguin said that she had sent in her comments via email. The Merit System Rules were reviewed and portions amended by the Commissioners. Mrs. Strand moved approval of the amended second reading of "Personnel Commission – Merit System; Rules and Regulations of the Classified Service." This motion was seconded by Mr. Southey and unanimously approved by the Commissioners. This will be brought back for a third reading.

The following amendments were made to the Merit System Rules and Regulations:

1. Page 4 – Delete the list of synonyms.
2. Differentiate between the Director of Human Resources and Personnel Director (throughout)
3. Page 6 – Definition of "veteran" must agree with Federal Law.
4. Page 9 – Rule 3.02, change to "A job classification is defined as a job title which has a negotiated range of pay, as recommended by the Personnel Commission and Director of Human Resources.
5. Page 9 – Rule 3.04 B. – Add: "An employee should be able to perform the essential functions of the job duties described in a job description in order to be eligible for the classification."
6. Page 11 – Rule 5.06 - 1. – Delete "between relatives, and insert "involving close relatives, including cohabitants." 2. – Delete "immediate family" and add "close relatives (add this throughout this rule).
7. Page 13 – Rule 5.11 – Change "practicable" to "practical."

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8. Page 14 – Rule 5.15 – Change “based on the highest rated score of the examination” to “based on the higher weighted portion of the examination.”
9. Page 14 – Rule 5.18 – Make sure this agrees with Education Code.
10. Page 16 – Rule 6.03 – I. – Add “Employment of applicant would place him/her in the same organization unit with a close relative (as defined in Rule 3.04 B) where conflicts of interest could arise.” ALSO ADD THIS TO ALL APPLICATIONS
11. Page 18 – Rule 8.03 – Second – Commissioners asked if this could be changed to give a wider selection of applicants.
12. Page 19 – Rule 8.08 – Change to “Before the appointment of a new classified employee, the Superintendent may require physical and psychological examinations, as required by law.” All.....
13. Page 21 – Rule 14.01 – “It is the policy of the District to give a 60-day written layoff notice governed by Education Code and/o0r union provisions.”
14. Page 24 – 1505 B. – Change to: “That the removal was made unlawfully because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation; or objection to or participation in an investigation concerning such discrimination.” [Govt. Code § 12940; Ed. C. § 45293]
15. 15.07 – A. Change to: “Such evidence must be submitted by sworn declaration under penalty of perjury of the witness.”
16. 1507 – C. – Change to: “The Commission may reject any such declaration submitted which fails to comply with any of the foregoing conditions or any portion of the declaration.”

III. ADJOURNMENT

The meeting was adjourned at 10:46 a.m. The next meeting was scheduled for November 27, 2012.