

**Temple City Unified School District
PERSONNEL COMMISSION**

**DISTRICT OFFICE
Board Room
9700 E. Las Tunas Drive
Temple City, California**

Unapproved Minutes – Regular Meeting of August 27, 2019

The regular meeting was called to order at 4:00 p.m. by Ann Seitz

Call to Order

Personnel Commission Members present:

Gina Aparicio
Maria Garner
Ann Seitz

Personnel Commission Member absent:

None

Administrative Officers Present:

Monica Makiewicz, Assistant Superintendent

Staff Members Present:

Lucy Lin, Personnel Technician
Lily Marquez, Personnel Specialist

The pledge of allegiance was led by Maria Garner

Pledge of Allegiance

Rick Valbuena, President #823
Albert Camargo, Utility I
Eduardo Henriquez Job Steward
Dave Niles, CSEA Representative
Effie Yang, CSEA Labor Relations Representative

**Individuals Wishing to
Address the
Commission**

Mr. Eduardo Henriquez addressed the Commission regarding his concerns:

Mr. Camargo works at the Doug Sears Learning Center, at the District Office and works at the Yard as a Utility I. A Utility I is a custodian, normally a night custodian. We normally have a lead person, a project facilitator or Utility III.

Mr. Camargo has been doing a lot of the work that usually a Utility III employee does. We want to change his classification. At the Doug Sears Learning Center, he performs many of the Utility III duties. We have highlighted his duties on the paperwork. Mr. Westgate has signed the paperwork approving his duties he performs.

Director – Mr. Camargo which job title do you prefer? Do you prefer Utility III or Project Facilitator II?

Mr. Henriquez – The job classifications are very similar. It has to do with the size of the school.

Member Seitz – You listed 3 different responsibilities that he has. Which one is the highest rated responsibility?

Mr. Henriquez – He does a lot of the ordering and other job duties for the Learning Center and for the District Office. He is a Utility I. The ordering is the responsibility for a Utility III or Project Facilitator II. He is the only one that works at all 3 sites.

Member Aparicio – Is he considered a Lead Custodian?

Mr. Henriquez – Not at this moment.

Member Seitz – What are you asking us to do?

Mr. Henriquez – We want his job title to change to a Utility III or Project Facilitator II.

Member Seitz – What is your best classification to carry?

Mr. Camargo – Project Facilitator II, it mentions the high school and the learning center is a continuation for high school students.

Member Garner – Is there a difference in pay?

Personnel Technician – Here is the difference in pay.

Ms. Yang – There are actually 2 issues. One is reclassification and the other is out of class pay. He has been doing these additional duties. It has become part of his job.

Member Seitz – We need an opportunity to discuss this.

Member Garner – How long have you been performing these duties?

Mr. Camargo – About 4 ½ years.

Director – When you were first hired, what sites were you responsible for?

Mr. Camargo – All three.

Director – We will give you an update as soon as we have one.

On a motion of Member Aparicio, seconded by Member Garner on a 3-0 vote, the Personnel Commission approved the minutes of the Regular Meeting of June 20, 2019.

Approval of Minutes of Regular Meeting of June 20, 2019

On a motion of Member Garner, seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for Building Trades Technician – August 6, 2019.

Eligibility List

On a motion of Member Aparicio seconded by Member Garner, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 1819-17 – June 26, 2019.

Personnel Order

On a motion of Member Seitz seconded by Member Garner, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 1920-01 – July 24, 2019.

Member Aparicio – Ms. Healey had a leave of absence and then resigned?

Business Matters

Director – She chose not to extend her leave and resigned.

Ms. Yang – In section E there is an approved decrease in fte.

Director – This was her request.

Ms. Yang – The 25%, is this going to someone temporarily? Our concern is for the person and the position.

Director – Do you want the other 25% picked up?

Ms. Yang – Yes and that this is only conditioned to her and not the position has become 75%. Where is that 25%?

Director – It has not. The Account Clerk II picked up 12.5% fte.

Ms. Yang – An individual employee cannot change hours of a position.

Director – We are fully staffed at the District Office for the exception of Ms. Healey. Cabinet will meet and discuss how we move forward with that position.

Director's Report

Member Aparicio – What was her position?

Director – Public Information Officer. It is a classified management position.

Member Garner – Will Oak have an Assistant Principal?

Director – They will. Once we figure out all the moves, we will move forward.

There were several meetings with the previous Director and other members. There was a discussion to honor the contract ongoing from Building Trades Technician to Building Trades Lead position. If someone has two or more job skills, they move from technician to lead. It was never executed and I am putting that in motion.

We are also working on the compensation job classification study. I will update you soon. We have not done a complete study in three years. We will be doing a more comprehensive one.

Mr. Niles – Will there be a survey for members to allow them to look at their descriptions and update them.

Director – We will talk to them and discuss the different steps. Once I meet with them, I will share a list of task.

**Members from the
Commission**

On motion of Member Seitz, seconded by Member Garner, and on a 2-0 vote, the Personnel Commission adjourned the meeting at 4:31 p.m.

Adjournment

Maria Garner

Ann Seitz

Gina Aparicio