

Temple City Unified School District
PERSONNEL COMMISSION

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

Unapproved Minutes – Regular Meeting of November 16, 2021

The regular meeting was called to order at 4:01 p.m. by Maria Garner **Call to Order**

Personnel Commission Members present:

Maria Garner
Ann Seitz
Gina Aparicio

Administrative Officers Present:

Dr. Tamar Kataroyan, Assistant Superintendent of Personnel

Staff Members Present:

Juris Burgos, Director of Personnel Services
Lucy Lin, Personnel Technician II
Lily Marquez, Personnel Technician II
Isaac Salazar, Personnel Technician I

The pledge of allegiance was led by Dr. Tamar Kataroyan

Pledge of Allegiance

None

**Individuals Wishing to
Address the
Commission**

On a motion of Member Seitz, seconded by Member Aparicio on a 3-0 vote, the Personnel Commission approved the minutes of the Regular Meeting of October 19, 2021

**Approval of Minutes of
Regular Meeting of
October 19, 2021**

On a motion of Member Aparicio, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission ratified the eligibility list for District Receptionist – November 9, 2021.

Eligibility List

On a motion of Member Seitz seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 2122-06 – October 27, 2021.

Personnel Order

On a motion of Member Seitz seconded by Member Aparicio, and on a 3-0 vote, the Personnel Commission received Personnel Order No. 2122-07 – November 10, 2021.

Reclassification of Skilled Maintenance Worker I to II

Director of Personnel:

We received a request for reclassification from Skilled Maintenance Worker I to II. A study was conducted which included a review of the employee's current job, interviews with the employee, the immediate supervisor and co-workers, as well as CSEA823 Union representative. The conclusion is that the employee is consistently performing duties of a Skilled Maintenance Worker I. It is not recommended for him to be reclassified.

Business Matters

Member Seitz: Has Mr. Figueroa been communicated of this information?

Member Aparicio: Is he okay with this? Is there some kind of training that he can go through?

Member Garner: Are there other certification that he needs? Or is it just the trade skills?

Assistant Superintendent of Personnel:

We brought in Mr. Figueroa and his supervisor for a discussion and reviewed what steps he can take to move towards this goal, one of which includes obtaining another trade skill.

Director of Personnel:

Mr. Figueroa is a valued staff and we want to support him and see him succeed.

On a motion of Member Seitz, seconded by Member Aparicio on a 3-0 vote, the Personnel Commission denied the reclassification of Skilled Maintenance Worker I to Skilled Maintenance Worker II.

Next week is Thanksgiving already. There are many things to be grateful for. One of which is that we are thankful for the Personnel Commission members and the Personnel Commission staff.

Director's Report

We are still very busy with hiring, benefits, benefits dependent verification which we do every three years, affordable care act reporting and assignment monitoring and reporting.

Classified Recruitment Report

Isaac Salazar will give you the most current Classified Hiring report:

With the recent job classification study, new job descriptions were created. New tests were also created to be used in the hiring process.

- Posted on Edjoin.org and/or In-House
 - Paraprofessional Child Care Substitutes
 - Paraprofessional Substitutes
 - Paraprofessional Child Care I
 - Custodial Substitutes
 - Cafeteria Assistant Substitutes
 - Brailist – 2 vacant
 - LVN – 3 vacancies
 - Director of Fiscal Services- to get a wider qualified candidate pool, postings were also flown on CASBO, AXA and flyers sent to other school districts
 - Noon Duty Aide
 - Library Media Assistant
 - Utility Worker I

- Screening/Testing
 - Site Office Manager (2)
 - Community Liaison
 - Behavior Intervention Aide
 - Child Care Instructor I
 - Child Care Instructor II
 - Paraprofessional Child Care I (2)
 - Paraprofessional PE
 - Paraprofessional
 - Registrar

Members Aparicio, Seitz and Garner wishes Happy Thanksgiving to all.

Matters from the Commission

On a motion of Member Aparicio, seconded by Member Seitz, and on a 3-0 vote, the Personnel Commission adjourned the meeting at 4:30 pm.

Adjournment

Ann Seitz

Gina Aparicio

Maria Garner