

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
2985-A Bear Street, Thomas W. Henderson Testing Room, Costa Mesa, CA 92626

July 18, 2019 – 4:00 p.m.

MINUTES

1. OPENING CEREMONIES:

Mr. Tristan Aley, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance.

2. ROLL CALL:

Commission roll call was taken and the following were present:

Tristan L. Aley, Chairperson
Susan G. Meyer, Vice-Chair
Kenneth Wayman, Commissioner
Kristen M. Clark, Secretary to the Personnel Commission

Staff present:

Christi Winslow, Human Resources Analyst
V-Esther Caldwell, Administrative Assistant–Confidential
Holly DeCarvalho, Associate Human Resources Analyst
Stephanie Beck, Human Resources Technician

Visitors present:

Tim Holcomb, Assistant Superintendent, Chief Operating Officer
Leona Olson, Assistant Superintendent, Chief Human Resources Officer
Brenda Garcia, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18
Becky Schmieg, Human Resources Technician

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for July 18, 2019.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan L. Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

4. APPROVAL OF MINUTES:

It was recommended that the Commission adopt the minutes of the regular meeting of June 27, 2019, as submitted.

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

Eleanor Rebard, CSEA Chapter 18 Treasurer, questioned if the of the proposed management classifications restructure was appropriate to be done while negotiations were still taking place between NMUSD and CSEA. Kristen Clark explained that the Commission is not a part of the negotiating team and in this case they are only charged with the task of reviewing the item presented by the District as it relates to range and hierarchy involving classified positions.

Ms. Rebard also inquired if the position of Director of Risk Management (which appears in the proposed management restructure) was presently filled. Ms. Clark stated that to her knowledge, the last time someone held that position was in 1991.

6. RATIFICATION OF VACANCY ANNOUNCEMENTS:

It was recommended that the following vacancy announcement(s) be ratified:

- | | |
|---|-------|
| a. Supervisor, Transportation Safety and Training | 65-19 |
| b. Office Assistant II | 66-19 |
| c. Instructional Assistant – Behavior Intervention (Continuous) | 1-20 |
| d. Instructional Assistant – Special Education (Continuous) | 2-20 |
| e. Instructional Assistant – Extended Day Program (Continuous) | 3-20 |
| f. Instructional Assistant – Preschool (Continuous) | 4-20 |

Motion made by: Kenneth Wayman

Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

7. CERTIFICATION OF NEW ELIGIBILITY LISTS:

It was recommended that the following eligibility list(s), as submitted, be certified.

- | | | |
|----|-------------------------------|-------|
| a. | Student Supervision Assistant | 89-19 |
| b. | Library Media Technician I | 90-19 |

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. APPROVAL OF RECOMMENDATION TO RESTRUCTURE CLASSIFIED MANAGEMENT CLASSIFICATIONS:

It was recommended that the Personnel Commission approve the proposed range allocation changes provided by the Assistant Superintendent, Chief Human Resources Officer, as submitted by the Director of Classified Personnel, with an effective date of July 1, 2019.

After motion to approve, discussion was held to clarify the recommendation. Ms. Clark explained that district executive management reviewed the organization of the entire management structure, including both classified and certificate positions. Ms. Clark shared that while the Board of Education can take action regarding the salary ranges for certificated positions only the Commission can take action to adjust ranges for classified positions.

Assistant Superintendent, Chief Human Resources Officer Leona Olson, explained some of the rationalization behind the recommended changes, including significant changes in hierarchy due to retirements within management; inconsistency of ranges within the director category; the need to clarify roles of individuals based on their level of responsibility; creating a better defined career path for employees; and retention of employees.

Ms. Clark explained the logic behind the range recommendations which included much research and comparisons of the structure of ranges and salary schedules, it was discovered that somehow over the years, the range of some positions became inconsistent with their counterparts and others were out of alignment in the salary schedule progression.

Ms. Clark presented a copy of the current Classified Management Salary Range Schedule which showed the realignment of the ranges that are represented by the restructure. Ms. Clark responded to Ms. Meyer's questions by explaining the role of the Administrative Director. Assistant Superintendent, Chief Operating Officer Tim Holcomb elaborated on that explanation with a more detailed breakdown of the role of the Administrative Director, Facilities Support Services.

Mr. Holcomb, further explain that another reason for this recommendation is the escalation of the type of work involved based on what was necessary in the past in comparison to what is required today within the same position. This includes federal compliance requirements, advancements in contractual agreements, technological advancements.

Ms. Olson, diagramed the management salary ranges to better clarify the recommended realignment/restructure to the management salary schedule ranges between 6007 (\$124,503 max) to 6015 (\$185,002 max), the average percent increase between the realigned ranges is approximately 2%, with no increase in the range amounts. Ms. Olson noted that Range 6015 is currently not being utilized.

Susan Meyer thanked those who took the time to explain the reasoning behind the recommendation, including consistency in range increases, the consideration of the duties, liabilities and responsibilities of the different positions. Ms. Meyer also wanted to relay how important it is to her, being the liaison, appointed by CSEA for the classified employees of NMUSD, that she stress the importance of maintaining a good relationship between the Classified Service and the District, and her concern regarding the timing of this recommendation. While negotiations are currently going on, it is very difficult for her, in her experience as a negotiator, to elevate classified management prior to the conclusion of the current negotiations. Although she believes the restructure and the placement of the salary ranges is the right thing to do, the timing makes it very, very difficult and that she believed that it could have been done at the conclusion of negotiations. Although she had concerns, Ms. Meyer stated she believes this is the right thing to do and will cast her vote accordingly.

Ms. Olson appreciated and respected Ms. Meyer's concern and explained that she did meet with representatives of CSEA regarding this issue. She anticipates sharing with them at the negotiating table that the cost associated with this recommendation is minimal. She also stated that this may not be the best timing, but some of these position have been vacant for quite some time and staff members are having a hard time getting their work done because they have also been performing duties associated with these unfilled positions. Ms. Olson further shared that this recommendation is only the very first step in developing the job descriptions, running the recruitments and going through the hiring process, meaning that many of these positions will not be filled until the end of the calendar year, and if the recommendation was not made until the end of negotiations, these positions may not be filled until the next school year.

Ms. Clark further noted how important the relationship between CSEA and NMUSD is to her and the Executive Management of the District. Ms. Clark shared that in her role as Director of Classified Personnel, she is very transparent with the leadership of CSEA. She stated that the amount of hours that are being put in by classified staff to cover these unfilled positions is beginning to wear on them. She also noted that these management positions represent possible promotional opportunities for members of the classified staff.

Human Resources Analyst Christi Winslow also noted how important it is to get the recruiting started prior to September to maximize the opportunities of attracting the best candidates to fill these positions as soon as possible.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Thanked Ms. Olson and Mr. Holcomb for attending the Personnel Commission meeting to explain the reasoning behind the restructure of classified management classifications and to answer any questions the Commissioners and attendees had.
- At their meeting on July 16, 2019, the Board of Education unanimously voted to name Mr. Wayman as their appointee to the Personnel Commission. At the next Board Meeting on August 27, 2019, there will be a public hearing for input and comments from the community for consideration, after which they will vote to take action. If Mr. Wayman is approved, he will be sworn in at the December 2019 Personnel Commission Meeting. Ms. Clark noted her excitement regarding Mr. Wayman's interest in serving another term and the value he adds to Commission.
- Noted that the staff had created 90 eligibility lists during the 2018–2019 and that this amount as not truly reflective of the number of recruitments that were done throughout the year and thanked her staff for all of their dedication and hard work.

10. NEXT MEETING DATE: Thursday, August 22, 2019 at 4:00 p.m.

11. ADJOURNMENT: 5:00 p.m.