

**FULLERTON SCHOOL DISTRICT
Personnel Commission Meeting
Classified Personnel Conference Room
1401 W. Valencia Drive, Fullerton, CA**

**Minutes of the Regular Meeting
February 26, 2018**

CALL TO ORDER, PLEDGE OF ALLEGIANCE

Chairperson Lusch called the meeting to order at 4:32 p.m. and Joe Gonzalez led the Pledge of Allegiance.

PERSONNEL COMMISSIONERS

Mr. Rodney Lusch, Chairperson
Ms. Janet McNeill, Co-Chairperson
Ms. Patricia Haley, Member

STAFF PRESENT

Chanjira Luu, Director of Classified Personnel
Eddie Bui, Classified Personnel Analyst
Yasmin Duque, Administrative Secretary
Joe Gonzalez, Personnel Technician I

APPROVAL OF MINUTES

The minutes of the regular meeting of January 22, 2018, were approved on a motion made by Ms. McNeill, seconded by Ms. Haley, and carried unanimously.

PUBLIC COMMENTS

In attendance was Mr. Al Lacuesta, CSEA Chapter 130 President.

Ms. Luu introduced Joe Gonzalez as the new Personnel Technician I in the Classified Personnel Department. He has recruitment experience from City of El Segundo. The Personnel Commission welcomes Joe to our Fullerton School District.

APPROVAL OF REPORTS

Report #1 – Receive the Classified Personnel Report

Report #1 was approved on a motion made by Ms. McNeill, seconded by Ms. Haley, and carried unanimously.

Report #2 – The following recruitments were presented for approval/ratification:

AVID Tutor
Computer Technician I
Health Assistant/BB
Instructional Assistant/Recreation

Instructional Assistant/Regular
Instructional Assistant/Special Education I
Instructional Assistant/Special Education II B
Instructional Assistant/Special Education/substitute
Maintenance Worker
Personnel Technician II
Registered Associate: Marriage and Family Therapist or
Professional Clinical Counselor or Clinical Social Worker
Transporter
Transporter/substitute

Report #2 was approved on a motion made by Ms. Haley, seconded Ms. McNeill, and carried unanimously. The motion was amended to approve all recruitments together, and was approved by Ms. Haley, seconded by Ms. McNeill, and carried unanimously.

Report #3 – The following eligibility lists were presented for approval/ratification of the Director's prior certification:

Computer Technician II
Employee Benefits Technician
Health Assistant/BB
Instructional Assistant/Recreation
Instructional Assistant/Regular
Maintenance Worker II
Personnel Technician I
Social Service Assistant

In regards to the Employee Benefits Technician eligibility list, Ms. Haley asked which department this person works in. Ms. Luu explained that this position is in the Employee Health Benefits work unit under Certificated Personnel Services. The job incumbent will work with the Employee Benefits Program Coordinator.

In regards to the Social Service Assistant eligibility list, Mr. Lusch asked why this eligibility list only has one person. Ms. Luu explained that this is a part-time position that is difficult to recruit for because of the specialized experience requirements.

Report #3 was approved on a motion made by Ms. McNeill, seconded by Ms. Haley, and carried unanimously.

Report #4 – Eliminate/Abolish Risk Manager job description, effective February 27, 2018.

Ms. McNeill asked for rationale for why this job description is being eliminated. Ms. Luu explained that the Risk Manager position is now vacant because the

person who held that position was promoted to the Director of Risk Management, Workers' Compensation, and Safety position.

Report #4 was approved on a motion made by Ms. McNeill, seconded by Ms. Haley, and carried unanimously.

Report #5 – Approve the Extension of the Eligibility List of Computer Technician I with Certification date of August 21, 2017.

Ms. Luu explained that the Personnel Commission previously approved the eligibility list of Computer Technician I at their public meeting on August 21, 2017. The current eligibility list expired on January 21, 2018, and a hiring manager would like to fill one vacancy from this expired eligibility list. It is recommended that the Personnel Commission approve the extension of the expired Computer Technician I eligibility list from January 21, 2018 to March 12, 2018.

Report #5 was approved on a motion made by Ms. Haley, seconded by Ms. McNeill, and carried unanimously.

ADMINISTRATION AND POLICY

The current budget printout was reviewed.

OTHER BUSINESS

The next regular meeting is scheduled for March 19, 2018 at 4:30 p.m.

CSPCA Conference comments and/or discussion:

Ms. Haley stated that she found the conference sessions she attended to be very useful for Personnel Commissioners. She learned new laws about the employment leaves. She added that she attended a session on the “do’s and don’t’s” of running Personnel Commission meetings and hearings, teleconference requirements, the Brown Act and salary and compensation studies. She stated that she greatly enjoyed attending conference and found it was worthwhile for the Personnel Commissioners to attend. She was thankful for the opportunity to attend this informative conference.

Ms. McNeill shared that she found it enlightening to listen to others' views on administering the Merit System and recent legal updates.

Mr. Lusch explained that he really enjoyed the presentation on the toxic workplace environment and the roundtable discussion on Personnel Commission do's and don'ts. He was disappointed on the presentations about work-life balance and emotional intelligence as the presenters fell short of what he expected. He enjoyed mingling with other Personnel Commissioners.

Ms. Luu informed the Personnel Commissioners that the CSPCA conference 2019 will be from Feb. 7-10, 2019 in Anaheim.

ADJOURNMENT

The regular meeting was adjourned at 5:02 p.m.

CLOSED SESSION

Closed session was called to order at 5:12 p.m.


Pursuant to Government Code 54957 to discuss Classified Personnel Director's Job Performance Evaluation

No action was taken during closed session.

ADJOURNMENT FROM CLOSED SESSION

Closed session was adjourned at 5:30 p.m.

Minutes Accepted By:



Mr. Rodney Lusch, Chairperson

Recorded by: Yasmin Duque