

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

**Minutes of the Special Meeting of May 28, 2020**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE**

Ms. Patricia Haley, Chairperson, called the meeting to order at 6:01 p.m.

**PERSONNEL COMMISSIONERS**

Ms. Patricia Haley, Chairperson  
Ms. Anita Varela, Vice-Chairperson  
Mr. Tommy Reminiskey, Member

**STAFF PRESENT**

Chad Hammitt, Ed.D., Assistant Superintendent, Personnel Services  
John Caldecott, Interim Classified Personnel Director  
Eddie Bui, Classified Personnel Analyst  
Edna Figueroa, Administrative Secretary  
Debra Shandy, Personnel Technician I  
Martha Roberts, Personnel Technician II

**PUBLIC COMMENTS**

Mr. Caldecott read aloud the public comment submitted by Ms. Marleen Acosta: "I would like to make a public comment regarding the Community Liaison reclassification. I feel the education standard should be a minimum of an AA degree. I also would like all current SSA's to be able to apply for the position if they meet the qualifications, especially since there is a difference in pay grade."

Mr. Caldecott asked the Personnel Commission to address the comment when discussing report number seven.

**CONSIDER APPROVAL OF THE REVISED/NEW JOB DESCRIPTION AND SALARY RANGES AS NOTED IN THE INNOVATION AND INSTRUCTIONAL SUPPORT CLASSIFICATION REVIEW REPORT – REPORT 3**

Mr. Caldecott explained that the job study was started about four years ago and several job descriptions were updated as a result of the research conducted. Mr. Caldecott stated that input was received from many different sources, including the IIS department, Cabinet members, and CSEA. and several job descriptions were updated.

The Personnel Commission complimented the job study report produced by the Classified Human Resources office.

A motion to approve the revised/new job descriptions and salary ranges, as noted in the IIS classification review report (page 66), was made by Mr. Reminiskey and seconded by Ms. Varela and approved unanimously.

**CONSIDER APPROVAL OF THE INNOVATION AND INSTRUCTIONAL SUPPORT RECLASSIFICATIONS AS NOTED IN THE INNOVATION AND INSTRUCTIONAL SUPPORT CLASSIFICATION REVIEW REPORT, PAGE 66 – REPORT 4**

The Personnel Commission reviewed page 66 of the Innovation and Instructional Support classification review report.

Mr. Caldecott recommended that the Personnel Commission approve the conditional reclassification of Beci Weed as Information Systems Specialist I, Range 31, pending additional review by an advisory review panel.

A motion to approve conditional reclassification of Beci Weed was made by Mr. Reminiskey, seconded by Ms. Varela and approved unanimously

Mr. Caldecott recommended approval of the reclassifications and updated salary ranges, as noted on page 66 of the IIS classification review report.

A motion to approve the reclassifications and updated salary ranges was made by Ms. Varela, seconded by Mr. Reminiskey and approved unanimously.

**CONSIDER APPROVAL OF THE REVISED INTERPRETER/TRANSLATOR JOB DESCRIPTION – REPORT 5**

Mr. Caldecott explained that the job description was updated and there are currently two employees who work under that classification and are assigned to the Student Support Services department.

A motion for approval of the revised Interpreter/Translator job description was made by Mr. Reminiskey, seconded by Ms. Varela and approved unanimously.

**CONSIDER APPROVAL OF THE RECLASSIFICATION OF ELIGIBLE EMPLOYEE INTO INTERPRETER/TRANSLATOR – REPORT 6**

Mr. Caldecott explained that Merit System laws and CSEA contractual laws provide that employees who perform duties outside of their regular duties for two years or more are entitled to reclassification without further testing. Mr. Caldecott recommended reclassification of Sheila Hebert from Clerical Assistant II/BB into the Interpreter/Translator classification.

Public Comment: Ms. Alma Caballero asked if the reclassification is related to the Bilingual or Bilingual Biliterate stipends.

Mr. Caldecott explained that the stipends are included in the Interpreter/Translator salary range.

A motion for approval of the reclassification of Sheila Hebert from Clerical Assistant II/BB into Interpreter/Translator was made by Mr. Reminiskey, seconded by Ms. Varela and approved unanimously.

**CONSIDER APPROVAL OF THE NEW COMMUNITY LIAISON JOB DESCRIPTION - REPORT 7**

Mr. Caldecott explained that the new Community Liaison and the services offered would be of great importance to the Fullerton School District and community. Mr. Caldecott stated that the difference between the Community Liaison and the existing Social Services Assistant (SSA) classification is that the Community Liaison classification acts as a lead over the SSA. The Community Liaison's duties would be coordinated by the Educational Services office.

Ms. Varela asked if the SSA position would be eliminated. Mr. Caldecott explained that the SSA's at the school sites would continue to perform their usual duties, however, the two SSA positions in the Educational Services office would be on hold.

Public Comment: Mr. Al Lacuesta asked if the new classification would be filled in an open recruitment.

Mr. Caldecott stated that the classification would not be an open recruitment, due to proposed reclassification of two employees who currently performed the duties for two years.

Public Comment: Ms. Marleen Acosta asked if there were any overlapping job duties between the SSA and Community Liaison.

Mr. Caldecott explained that, like many job descriptions, the SSA and Community Liaison job descriptions do have substantial overlap. Mr. Caldecott stated that the Community Liaison was created to act in a lead capacity. Dr. Hammitt explained that the Community Liaison would coordinate District-level trainings and functions, and would help provide direction and guidance to the SSA's at the school sites. Mr. Caldecott stated that due to possible budgetary constraints and upcoming deadlines, he highly recommended approval of the job description.

Public Comment: Mr. Al Lacuesta shared that the SSA's at the school sites were not given the opportunity to perform the duties of the SSA's at the District office.

A motion to approve the new Community Liaison job description was made by Mr. Reminiskey and seconded by Ms. Haley; the motion carried 2-0, with Ms. Varela abstaining.

**CONSIDER APPROVAL OF THE RECLASSIFICATION OF ELIGIBLE EMPLOYEES INTO THE COMMUNITY LIAISON CLASSIFICATION - REPORT**

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Mr. Caldecott explained that as the Director of Classified Human Resources, he, along with the Personnel Commission, has a legal requirement to reclassify employees who are eligible for reclassification based on guidelines provided by Merit System laws and the CSEA contract.

Ms. Varela shared her concerns regarding the educational requirements for the Community Liaison. Mr. Caldecott explained that requiring an AA degree would be an unnecessary restriction on the recruitment process.

Public Comment: Ms. Alma Caballero mentioned that there is another SSA, Elizabeth Alva, who works at the District office who also performs similar duties to the SSA's who are being considered for reclassification.

Mr. Caldecott explained that though Ms. Alva works at the District office, after review of her current duties, she was not eligible for reclassification.

Ms. Haley asked if additional Community Liaison positions could be opened in the future. Mr. Caldecott explained that yes, the district has the option to open additional Community Liaison positions and recruit on a competitive basis.

A motion for approval of the reclassification of Abraham Garcia and Alma Mata from Social Services Assistant to Community Liaison was made by Mr. Reminiskey, seconded by Ms. Varela and approved unanimously.

**ADJOURNMENT OF SPECIAL MEETING**

The special meeting was adjourned at 6:49 p.m.

**Minutes Accepted By:**

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**Patricia Haley, Chairperson**  
**Recorded by: Edna Figueroa**