

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting

AGENDA

Thursday, November 15, 2018 5:00 p.m.

Human Resources Conference Room



- 1.0 Opening Ceremony
 - 1.1 Call to Order
 - 1.2 Roll Call
 - Member Marci McFadden
 - Member Diane Bensberg
 - Member Gary W. Smith
 - 1.3 Pledge of Allegiance
 - Speaker Cards
- 2.0 Approval of Agenda and Minutes
 - 2.1 Agenda-November 15, 2018
 - 2.2 Unapproved Minutes- October 18, 2018
 - 2.3 Unapproved Minutes- October 29, 2018
- 3.0 Reports
 - 3.1 Commissioners' Report
 - 3.2 Director's Report
 - 3.3 Correspondence
 - 3.4 Reports
 - Board reports summary: October 24, 2018
- 4.0 Consent Agenda ACTION
 - 4.1 Eligibility Lists (Established)

Information concerning the Consent item(s) listed above has been forwarded to each Commission Member prior to this meeting for his/her study. Unless a Commission Member or member of the audience has a question about a particular item(s) and asks that it be withdrawn from the Consent list, the item(s) will be approved at one time by the Personnel Commission Members. The action taken in approving Consent items is set forth in the explanation of the individual item(s).
- 5.0 Old Business
 - None
- 6.0 New Business
 - 6.1 Systems Engineer Recruitment.....INFORMATION
 - 6.2 Annual Report 2017/18.....INFORMATION/POSSIBLE ACTION
- 7.0 Public Input (Non-Agenda Items)

Public comments will be allowed. The Commission will recognize any member of the audience not on the agenda and wishing to speak on a matter directly related to Personnel Commission business. The Commission may allot time to those wishing to speak, but no action will be taken on matters presented. If appropriate, the Commission may direct that a matter be referred to the Director's Office for further review.
- 8.0 Items for discussion at next meeting
- 9.0 Next meeting date – December 6, 2018 (revised date)
- 10.0 Adjournment

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting

(Unapproved Minutes)

Thursday, October 18, 2018

Human Resources Conference Room

- 1.0 Opening Ceremony
 - 1.1 Call to Order 5:00 p.m. Marci McFadden
 - 1.2 Roll Call
 - Present
 - Member Marci McFadden
 - Member Diane Bensberg
 - Member Gary Smith
 - Staff Pam Shanks and Claudia Cordova
 - Guests Vicente Garcia and Robert Jimenez
 - 1.3 Pledge of Allegiance
 - Speaker Cards
- 2.0 Approval of the Agenda and Minutes
 - 2.1 10/18/18 Agenda
 - Motion: Smith Second: Bensberg Approved: 3/0
 - 2.2 9/20/18 Minutes
 - Motion: Bensberg Second: McFadden Approved: 2/0/1
- 3.0 Reports
 - 3.1 Commissioners' Report: *Commissioner Smith announced that this would be his last term as commissioner for PVUSD. He hopes that our district can select a commissioner with a fresh perspective and that has some HR experience.*
 - 3.2 Director's Report: *Director Shanks reported that there are a couple of applicants for the commissioner vacancy. She thanked Commissioner Smith for his service to the employees of PVUSD.*
 - 3.3 Correspondence: *None*
 - 3.4 Reports: Board Reports: 9/26/18 and 10/10/18
- 4.0 Consent Agenda:
 - 4.1 Eligibility List (Established)
 - Motion: Bensberg Second: McFadden Approved: 3/0
- 5.0 Old Business:
 - None*
- 6.0 New Business:
 - 6.1 Revised Class Description - Manager, Risk and Safety
 - Director Shanks presented a revised Classification Specification for Manager, Risk and Safety. Some of the changes included oversight to the safety committee.*
 - Motion: Smith Second: Bensberg Approved: 3/0

6.2 Revised Class Description – Manager, Payroll and Benefits

Director Shanks presented a revised Classification Specification for Manager, Payroll and Benefits. Some of the changes included oversight of the benefits committee.

Motion: Smith

Second: Bensberg

Approved: 3/0

7.0 Public Input (Non-Agenda Items)

Vicente Garcia- Addressed the commissioners about the Systems Engineer recruitment that he had applied for. Director Shanks said that a complaint had been received a week before from Mr. Garcia and that it was being looked into.

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8.0 Items for discussion at next meeting: Annual Report

9.0 Next Meeting Date: November 15, 2018 at 5:00 PM

10.0 Adjournment – 5:41 PM

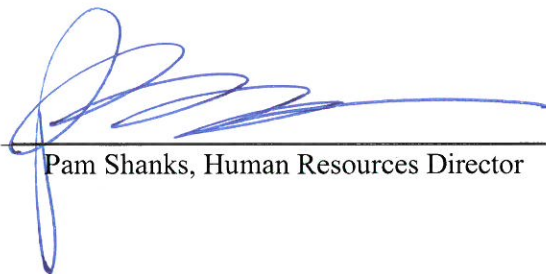
Motion: McFadden

Second: Bensberg

Approved: 3/0

Distribution:
Personnel Commission
Dr. Michelle Rodriguez
Governing Board
Expanded Cabinet
CSEA President and Representatives
PVUSD Schools

Attest:



Pam Shanks, Human Resources Director

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting

(Unapproved Minutes)

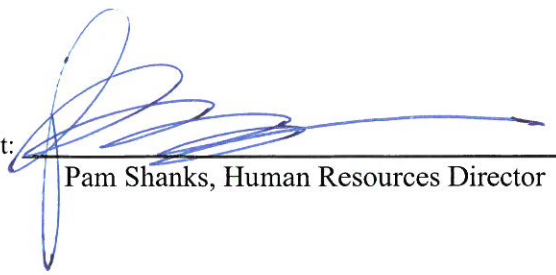
Thursday, October 29, 2018

Human Resources Conference Room

- 1.0 Opening Ceremony
- 1.1 Call to Order 3:22 p.m. Marci McFadden
- 1.2 Roll Call
- Present
- Member Marci McFadden
- Member Diane Bensberg
- Staff Pam Shanks, Daisy Loza, Linda Mejia, MaryLou Masters and Claudia Cordova
- Guests Alejandro Madi and Diana Martinez
- 1.3 Pledge of Allegiance
- Speaker Cards
- 2.0 Approval of the Agenda
- 2.1 10/29/18 Agenda
- Motion: Smith Second: Bensberg Approved: 2/0
- 3.0 New Business
- 3.1 Personnel Commission Interviews and Selection for Joint Appointed Seat
- Commissioners Bensberg and McFadden interviewed two candidates, Mr. Travis Becker and Mr. Manuel Nunez. After interviewing them they reviewed the two candidates and selected Mr. Manny Nunez.*
- 4.0 Adjournment – 4:39 PM
- Motion: McFadden Second: Bensberg Approved: 2/0

Distribution:
Personnel Commission
Dr. Michelle Rodriguez
Governing Board
Expanded Cabinet
CSEA President and Representatives
PVUSD Schools

Attest:


Pam Shanks, Human Resources Director

CLASSIFIED PUBLIC EMPLOYMENT SUMMARY: 10/24/18

PROMOTION

1 Behavior Technician
1 TOTAL

NEW HIRE-PROBATIONARY:

3 Behavior Technician
1 Campus Safety & Security Officer
3 IA M/M
2 IA M/S
1 Project Specialist
1 School Office Assistant
4 Translator/Interpreter

15 TOTAL

MISCELLANEOUS ACTION:

1 Food & Nutrition Service Cook/Baker I
1 Food & Nutrition Services Site Leader III
1 Lead Custodian I
1 Lead Custodian II
3 Plant Operations Leader
1 Utility Worker
8 TOTAL

LIMITED TERM-SUBSTITUTE:

0 TOTAL

LIMITED TERM PROJECT:

1 Administrative Assistant I
1 Athletic Trainer
7 Campus Safety & Security Officer
3 Custodian
37 Food & Nutrition Services Asst
1 Food & Nutrition Services Cook/Baker I
1 Food & Nutrition Services Cook/Baker II
1 Food & Nutrition Services Site Leader II
1 Food & Nutrition Services Site Leader III
1 Food & Nutrition Services Site Leader IV
1 IA Child Dev
8 IA Gen
1 IA M/S
2 Library Media Technician
1 Maintenance Specialist
1 Registration Technician
5 School Office Assistant
1 Translator/Interpreter
1 Warehouse Delivery Worker (FS)
75 TOTAL

EXEMPT

6 Childcare
1 Crossing Guard
3 Enrichment Specialist
2 Migrant OWE
1 Student Helper
22 Workability
7 Yard Duty
42 TOTAL

LEAVES OF ABSENCE

1 Attendance Specialist
1 IA M/S

2 TOTAL

SEPARATIONS

1 School Office Assistant

1 TOTAL

RESCINDS

None
0 TOTAL

GRAND TOTAL: 144

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Classified Personnel

Examinations Conducted During the Period of
July 2018 – June 2019

Personnel Commission Agenda Back-up Item # 4.0

DATE: November 2018

Eligibility Lists Established

Classification	Open Date	Appls Number	Appl WT/ SQ	Appl Practical/ Oral or Presentation	# on Elig List	Establish Date
1. Supervisor, Maintenance	8/23	9	9	8	3	10/5
2. Supervisor, Operations-Custodial	8/23	14	14	11	3	10/5
3. Systems Engineer	4/17	73		15	6	10/10
4. Office Assistant-I	9/20	48	32		32	10/12
5. System Engineer	5/25	73	15	9	6	10/10
6. Executive Assistant	9/27	16	13	6	4	11/1
7. Registration Specialist-I	10/9	22	17	10	10	11/7
8. Behavior Technician	6/27	21	8	8	6	8/30
9. Instructional Assistant Mild/Moderate	6/27	16	9		5	8/30
10. Instructional Assistant Moderate/Severe	6/27	6	3		2	8/30
11. Paraprofessional-Dual Language Program	8/1	16	4	3	3	8/13
12. Instructional Assistant-General	7/25	21	7		7	10/3
13. Instructional Assistant-Migrant Education	8/7	22	5		3	9/7



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

Item No: 6.1

Date: November 15, 2018

Item: Systems Engineer Recruitment Report

Overview: The recruitment for a Systems Engineer began May 2018. Attached is the chronology of the testing conducted by the Classified Human Resources staff.

Prepared By:

Pam Shanks, Director of Classified Human Resources

SYSTEMS ENGINEER

Recruitment Opened: 5/25/18-Until filled

Recruitment Closed: 10/10/18

Subject Matter Expert/Exam Proctor: Alec VanderWoude

	External Applicants	Internal Applicants
Applicants:	67	6
Invites to practical:	10	5
Participated in practical:	5	4
Eligibility list:	3	3
Final Interviews:	1	3



PAJARO VALLEY UNIFIED SCHOOL DISTRICT

Personnel Commission

Item No: 6.2

Date: November 15, 2018

Item: Personnel Commission Annual Report for 2017-2018

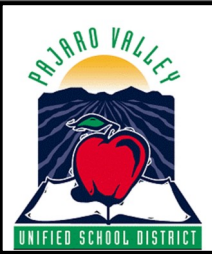
Overview: Ed Code 45266(a) directs the Personnel Commission Director to prepare an Annual Report, which shall be sent by the Commission to the Governing Board.

The 2017-2018 Annual Report presents an overview of the Merit System, the Commission, the accomplishments of the past year, and a statistical review of the previous year July 2017 through June 2018.

Recommendation: Accept and approve the 2017-18 Annual Report, and direct that it be sent to the Governing Board of PVUSD.

Prepared by:


Pam Shanks, Director of Classified Human Resources



PAJARO VALLEY UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION ANNUAL REPORT 2017-2018

November 2018

SPECIAL POINTS OF INTEREST

- Mary Ann Gomez Scholarship Recipients
- Employee of the Month Awards
- Annual CSPCA Conference
- New PVUSD HR Staff

PERSONNEL COMMISSION STAFF

Pam Shanks

Director of Classified
Human Resources

Claudia L. Cordova
Senior Human Resources
Analyst

Mary Lou Masters
Human Resources
Analyst

Linda Mejia
Human Resources
Analyst

Daisy Loza
Human Resources
Specialist

Elizabeth Orozco
Human Resources
Technician

THE MERIT SYSTEM

"The Merit System is a set of laws, rules and procedures similar to the civil service system at the Federal and State level. It adheres to the California Education Code and is the method by which classified employees are governed. The fundamental purpose of the Merit System is to ensure that employees are selected, promoted and retained without favoritism or prejudice, on the basis of merit and fitness."

THE PERSONNEL COMMISSION

To ensure that employees' rights are protected under law, California has provided for the establishment of a Classified Personnel Commission. The Personnel Commission is composed of three individuals who must be registered voters, reside within the boundaries of the Pajaro Valley Unified School District, and be "known adherents to the principles of the Merit System." Under California Education Code, the term of office of each commissioner is for a three (3) year period; each commissioner serving in staggered terms.

- One commissioner is selected by the classified employees
- One is selected by the governing board
- The third commissioner is selected by both the commissioners

The Personnel Commission maintains a classification plan which groups positions into classes on the basis of duties and responsibilities assigned by the governing board. They establish rules for the examination of candidates for classified positions and ensure the application of the Merit System appointment procedures. The Commission investigates and hears appeals of disciplinary actions, and approves rules and regulations to ensure the efficiency of the classified service and the implementation of the Merit System.

CSPCA ANNUAL CONFERENCE 2018 – San Diego, California

The CSPCA Conference was held in San Diego, from February 1st-4th, 2018. The conference was attended by our commissioners, director, CSEA leadership and HR staff members.

This conference provided our staff opportunity to attend sessions where they networked and learned best practices of the merit system.



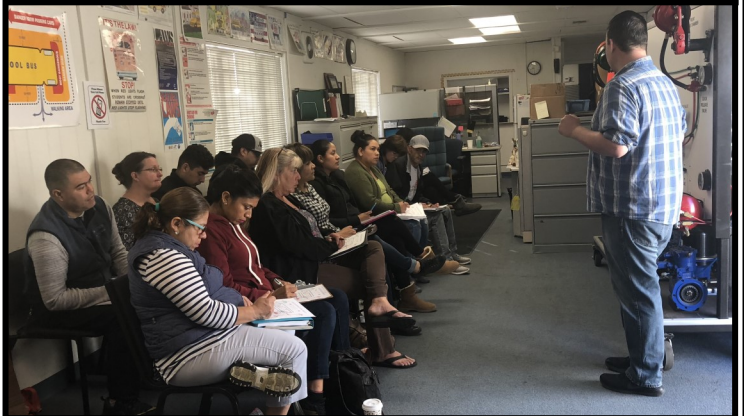
THANK YOU COMMISSIONER SMITH



We want to *thank* Commissioner Gary Smith for doing an outstanding job since 2006 as our PVUSD Commissioner. Commissioner Smith will be completing his last term in December of 2018. We would like to thank him for serving the employees of Pajaro Valley Unified School District. He will be missed.

NEW SCHOOL BUS DRIVER CLASSES

PVUSD is busy offering classes to our new school bus drivers. This program has helped PVUSD recruit new employees and get them the training they need to become School Bus Drivers!



CLASSIFIED EMPLOYEES OF THE MONTH



Lori Hallet
Assessment Specialist
Ed Services



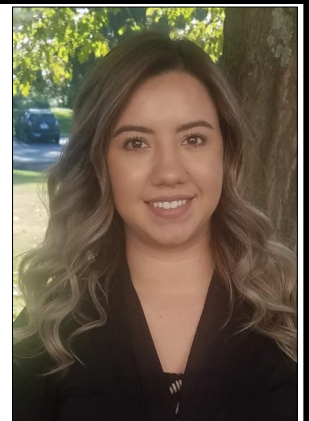
Katrina Hernandez
Campus Safety and Security Officer
Pajaro Middle School



Freddy Villafuerte
Lead Custodian I
Ann Soldo Elementary

NEW HUMAN RESOURCES STAFF

We are pleased to introduce our new staff member to our Human Resources Department. Daisy Loza is our new Human Resources Specialist. She comes to us from West Marine Headquarters, where she worked in the Human Resources Department as a Talent Acquisition Manager. Daisy welcomes all of our new employees during New Hire Orientations. Daisy oversees the Classified Summer School recruitment and Classified Seniority List. Welcome to PVUSD, Daisy!



CLASSIFIED PROFESSIONAL GROWTH INCREMENTS

Professional growth is the continuous, purposeful engagement in study and related activities designed to retain and extend the high standards of the classified employee.

Bermudez, Alejandra
Cabrera, Esperanza
Collazo, Teresa
Corona, Elena

Cisneros, Adela
Lopez-Pille, Rogelio
Martin, Amanda
Paul, Sharon

Pulido, Raquel
Reyes, Ana
Wise, John

MARY ANN GOMEZ SCHOLARSHIP

The Mary Ann Gomez Scholarship is an annual award from the Pajaro Valley Unified School District's Personnel Commissioners. There were six applications submitted for the scholarship. The Personnel Commissioners selected four recipients to receive an award of \$500 each. The well deserving applicants were Veronica Anaya Cruz, Kolton Marquez, Leslie Rodriguez, and James T. Young. Congratulations to the recipients of the Mary Ann Gomez Scholarship and good luck with college and all your future journeys throughout life. The scholarship will be announced in December for the next scholarship season.



Thank you to those who participated in Practical and Oral exams

Jean Aitken
Sylvia Alba
Felicia Antonio
Richard Arellano
Robin Beall
Helen Bellonzi
Cathy Bennett
Vickie Bergquist
Natalia Britany
Yvette Brooks
Adelina Cervero-Piqueras
Kevin Cordova
Judy Cruz
Mark Dorfman
Herlindo Fernandez

Kristi Gilmore
Virginia Gonzalez
Eva Guzman
Linda Ha
Vicki Hallof
Mary Hart
Marisa Hernandez
Brad Hubbard
Randy Jenkins
Alicia Jimenez
David Kenney
Kathleen Kettlich
Elaine Legorreta
John Leyva
Adam Lint

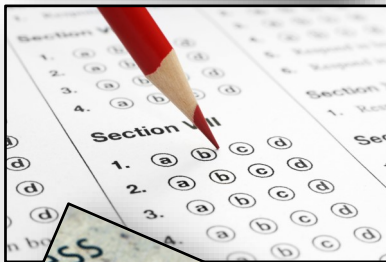
Linda Liu
Socorro Maduena
Joseph Manfre
Heather Maurin
Randy Morillo
Ofelia Navarro
Alison Niizawa
Marcus Northcutt
Steve Okamura
Leticia Oropeza
Lemon Osornio
Hector Perez
Hector Perez
Heather Pint
Katie Powell

Gary Riggs
Guadalupe Rocha
Gigi Rodriguez
Francisco Rodriguez
Cheryl Romo
Kevin Roth
Clint Rucker
Victor Sandoval
Shelia Shanahan
Nicholas Soukoulis
Dee Teutschel
Patricia Unruhe
Alec VanderWoude
Jason Velasquez
March Verch



RECRUITMENTS AND EXAMINATIONS

	2015-2016	2016-2017	2017-2018
Recruitments	77	78	75
Applicants	1604	1680	1772
Written Exams	847	752	939
Oral Exams	234	220	291
Practical Exams	230	242	420
Eligibility Lists	77	78	75



APPOINTMENTS

	2015-2016	2016-2017	2017-2018
New Hires	122	93	109
Promotions in Classified	34	30	29
Promotions to Certificated	5	7	5
Transfers	73	45	41
Re-Employment	4	1	3
Limited Term Projects	1251	1295	1338
Limited Term Subs	218	238	211



LEAVES, SEPARATIONS AND WORKING OUT OF CLASS

	2015-2016	2016-2017	2017-2018
Leaves of Absence	98	124	121
Separations/Retirements	85	56	64
Working out of Class	21	19	24

