



# **La Mesa-Spring Valley Schools**

## **Personnel Commission**

### **Regular Meeting**

**Tuesday, February 18, 2020 4:30 p.m.**

**Education Service Center**

**West Conference Room**

**4750 Date Avenue, La Mesa, CA 91942**

# La Mesa-Spring Valley Schools, Personnel Commission Regular Meeting

## Tuesday, February 18, 2020 4:30 p.m.

When there is a need for the Chairman to pass the gavel to a Commission Member, this action shall be automatic without need for a formal motion.

### **OPENING PROCEDURE**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call/Establishment of a Quorum

Steve Babbitt, Chair	<input type="checkbox"/>	present	<input type="checkbox"/>	absent
Patricia Ridenour, Vice Chair	<input type="checkbox"/>	present	<input type="checkbox"/>	absent
Jeremy Martinson	<input type="checkbox"/>	present	<input type="checkbox"/>	absent

### **ACTION SESSION**

4. Approve the Agenda of the February 18, 2020 Regular Meeting
5. Approve the Minutes of the January 16, 2020 Regular Meeting
6. Approve the Minutes of the January 31, 2020 Special Meeting

### **INFORMATION SESSION**

#### **7. Items from the Floor**

*Persons may comment at this time on items not listed on the agenda. The Commissioners will hear such comments but may not discuss nor act upon them until they appear on the posted agenda. Comments will be limited to five [5] minutes per person, not to exceed a total of fifteen [15] minutes for this agenda item.*

#### **8. Information Items**

- District Update -
  - Assistant Superintendent, Human Resources, Tina Sardina
  - Assistant Superintendent, Business Services, Jennifer Nerat
- CSEA Update – Chapter 419 President, Ahmad Swinton
- Personnel Update - Director, Classified Personnel, C. Xavier Thomas
- Personnel Commissioner Update - Personnel Commissioners

### **ACTION SESSION**

#### **Approval of Duplicating Job Family Study**

9. Approve Senior Publications Technician Salary Recommendation to Step A \$21.10 per hour – Step F \$26.90 per hour

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**Approval of Health Job Family Study**

10. Approve Classroom Health Assistant Job Description Update
11. Approve Classroom Health Assistant Salary Recommendation to Step A \$17.52 per hour – Step F \$22.37 per hour
12. Approve Licensed Vocational Nurse Job Description Update
13. Abolish Certified Occupational Therapy Assistant Classification
14. Approve Occupational Therapist Salary Recommendation to Step A \$35.44 per hour – \$45.23 per hour

**Approval of the Trades Job Family Study**

15. Approve Skilled Maintenance Worker I Job Description Update
16. Approve Skilled Maintenance Worker II Job Description Update
17. Approve Heavy Equipment Technician Job Description Update
18. Approve Heavy Equipment Technician Salary Recommendation to Step A \$25.90 per hour – \$33.01 per hour
19. Approve Skilled Maintenance Worker III Job Description Update
20. Approve Skilled Maintenance Worker III Salary Recommendation to Step A \$25.90 per hour – \$33.01 per hour
21. Approve Lead Maintenance Worker Job Description Update

**Approval of the Technology Job Family Study**

22. Approve the Creation of New Job Classification Assessment Data Specialist with Salary Recommendation Step A \$26.13 per hour to Step F \$33.36 per hour
23. Approve Reclassification of Current Student Data Technician to Assessment Data Specialist (PC Rules and Regulations 30.300)
24. Approve Computer Support Technician Job Description Update to IT Help Desk Technician
25. Approve the Creation of New Job Classification Network Administrator with Salary Recommendation Step A \$25.14 per hour to Step F \$32.09 per hour
26. Approve Reclassification of a Current Information Technology Technician to Network Administrator (PC Rules and Regulations 30.300)
27. Approve Network Engineer Job Description Update

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**Approval of the Transportation Job Family Study**

28. Approve School Bus Driver Salary Recommendation to Step A \$19.88 per hour to Step F \$25.38 per hour
29. Approve Transportation Scheduler/School Bus Driver Salary Recommendation to Step A \$20.89 per hour to Step F \$26.66 per hour
30. Abolish School Bus Driver/Assistant Trainer Classification
31. Approve School Bus Trainer/Dispatcher Salary Recommendation to Step A \$22.17 per hour to Step F \$28.25 per hour
32. Approve Dispatcher Salary Recommendation to Step A \$23.28 per hour to Step F \$29.67 per hour

**Approval of the Warehouse Job Family Study**

33. Approve Warehouse Worker/Delivery Driver Job Description Update
34. Approve Warehouse Worker/Delivery Driver Salary Recommendation to Step A \$18.92 per hour Step F \$24.16 per hour
35. Approve Storekeeper Job Description Update
36. Approve the Following Examination Announcements
  - Central Kitchen Manager
  - Extended School Services Lead Program Assistant
  - Middle School Kitchen Manager
  - School Bus Attendant
37. Approve the Following Eligibility Lists
  - Campus Attendant
  - Extended School Services Program Aide
  - Extended School Services Recreation Attendant
  - Human Resources Technician
  - Paraprofessional-Special Education
  - Senior Custodian
38. Approval of customer service stakeholder survey

**INFORMATION SESSION**

39. Discussion of the evaluation process of the Director, Classified Personnel.

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**CLOSED SESSION**

**40. The Personnel Commission will adjourn to Closed Session pursuant to Government Code 54957(b)**

- Employment of the Director, Classified Personnel

**ACTION SESSION**

**41. Reconvene to Open Session**

- Report of Action, if any, from Closed Session

**42. Adjournment**

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Personnel Commission, please contact the Personnel Commission Office at (619) 668-5700. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Personnel Commission in advance of their meetings may be viewed at the Personnel Commission Office located at 4750 Date Avenue, La Mesa, California 91942. In addition, if you would like a copy of any record related to an item on the agenda, please contact C. Xavier Thomas, Director, Classified Personnel, at 619-668-5700, Ext. 6483 or email at [Xavier.thomas@lmsvschools.org](mailto:Xavier.thomas@lmsvschools.org)