

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

**Minutes of the Regular Meeting  
August 21, 2017**

**CALL TO ORDER, PLEDGE OF ALLEGIANCE**

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

**PERSONNEL COMMISSIONERS**

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

**STAFF PRESENT**

Chanjira Luu, Director of Classified Personnel  
Yasmin Duque, Administrative Secretary

**APPROVE OF MINUTES**

The minutes of the regular meeting of July 17, 2017, were approved on a motion made by Mr. Lusch, seconded by Ms. McNeill, and carried unanimously.

**PUBLIC COMMENTS**

In attendance were Mr. Al Lacuesta, CSEA Chapter 130 President and Dr. Chad Hammitt, Assistant Superintendent of Personnel Services.

**APPROVAL OF REPORTS**

**Report #1** – Receive the Classified Personnel Report

Ms. Haley asked regarding the meaning of the acronym “NTE” listed throughout the report. Ms. Luu explained to Ms. Haley that “NTE” stands for “not to exceed” number of specified work hours. Ms. Luu also pointed out the legend used in defining each acronym. Ms. Haley asked for an explanation on the term “longevity increase.” Ms. Luu clarified that it is longevity with the District. CSEA and Management offers longevity stipends depending on years of service. This longevity stipend is in addition to an employee’s regular pay. She explained that at a District CSEA employee’s 8<sup>th</sup> year of service a 2.00% longevity increase is given. At the 10<sup>th</sup> year of service, a District CSEA employee receives 2.50% longevity (additional 0.5%). CSEA employees receive a range of 2.00% longevity (8<sup>th</sup> year of service) to 8.50% longevity (28<sup>th</sup> year of service). Management employees receive a range of 2.00% longevity (6<sup>th</sup> year of service) to 9.50% longevity (22<sup>nd</sup> year of service).

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

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

- Bus Driver
- Custodian I
- Grounds Equipment Operator
- Health Assistant/BB
- Instructional Assistant/Recreation
- Instructional Assistant/Regular
- Instructional Assistant/Technology
- Mental Health Therapist Intern
- Occupational Therapist
- Personnel Technician I

Personnel Technician II  
Playground Supervisor  
Stock Clerk/Transporter

In regards to the recruitment for Personnel Technician II, Ms. Haley asked if the vacancy was in the Certificated Personnel department. Ms. Luu clarified that the Personnel Technician II vacancy is in the Certificated Personnel Department and that the Personnel Technician I vacancy is in the Classified Personnel department.

Report #2 was approved on a motion made by Mr. Lusch, seconded by Ms. McNeill, and carried unanimously.

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

Clerical Assistant II/BB  
Computer Technician I  
Health Assistant  
Health Assistant/BB  
Instructional Assistant/Recreation – Expiration Date of 01/21/18  
Instructional Assistant/Recreation – Expiration Date of 02/10/18  
Instructional Assistant/Regular  
Maintenance Worker II  
Personnel Technician I  
Secretary  
Transportation Manager

Ms. McNeill asked for an explanation on the expiration dates on one eligibility list. Ms. Luu clarified that each eligibility list typically expires six months after the last test part of the examination. More than one recruitment effort may result in merged eligibility lists. These merged eligibility lists contain different expiration dates depending on the test date(s) of each recruitment effort. The expiration date is noted on each eligibility list.

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

**Report #4** - Approve Revised Job Description for Stock Clerk/Transporter, effective August 22, 2017.

Minor grammatical revisions to the StockClerk/Transporter job descriptions were made.

In regards to the Stock Clerk/ Transporter job description, Mr. Lusch asked for an explanation on the use of term "bonded messenger." Dr. Hammitt explained that the Stock Clerk/Transporter may act as a "bonded messenger" requiring a receipt signature for delivery of goods and attendance reports.

Mr. Lacuesta inquired on why the "frequently lifting and/or moving of 50 pounds" was removed from the job description, while the "regularly lifting and/or moving up to 100 pounds" remains unchanged in the job description revision. Ms. Luu explained that the "frequently lifting and moving" requirement was removed because an employee, who is able to regularly lift and move 100 pounds, is most likely able to frequently lift and move 50 pounds. Furthermore, Mr. Lusch shared that he agreed with the fact that we included "safely," "based on established District's processes, procedures and guidelines," "with assistance," and "without assistance" in this revision to ensure the safety of our employees. Mr. Lusch reiterated that it is very important that employees use discretion to safely perform tasks based on established District's processes, procedures, and guidelines.

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

**ADMINISTRATION AND POLICY**

The current budget printout was reviewed.

Ms. Haley noted that 65% of the medical examinations budget has been used and 71% of the fingerprints budget has been used. Ms. Luu clarified that those percentages are based on the "Balance" amount, which includes encumbered amounts in Open Purchase orders. The "Actuals" amount column shows what has actually been spent.

**OTHER BUSINESS**

The next regular meeting is scheduled for September 18, 2017, at 4:30 p.m.

Ms. Haley asked the other Commissioners if a closed session is necessary today. The Commissioners agreed not to have a closed session today.

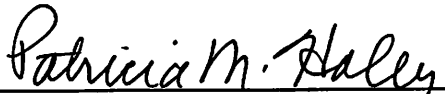
**ADJOURNMENT TO CLOSED SESSION**

The regular meeting was adjourned at 5:13 p.m.

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

The Personnel Commission did not hold a closed session for the evaluation of the Director's Job Performance Evaluation.

**Minutes Accepted By:**

  
Ms. Patricia M. Haley, Chairperson

Recorded by: Yasmin Duque