

# SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

**2017-18**

## **ANNUAL REPORT**

*Report of the Activities of the Personnel Commission*

*July 1, 2017 - June 30, 2018*

### PERSONNEL COMMISSION MEMBERS 2017-18

*Rebecca French, Chairperson  
Julie Jones, Vice-Chairperson  
Gail Sears, Commissioner*

### PERSONNEL COMMISSION STAFF

*Christin Newlon, Director of Human Resources  
Luana Campbell, Human Resources Technician (until June 2018)  
Peggi Charlesworth, Administrative Assistant  
Traci Moreno, Human Resources Technician  
Alisa Scantlin, Human Resources Technician (beg. June 2018)  
Brittani Schultz, Human Resources Technician (beg. June 2018)  
Desiree Smith, Senior Secretary Clerk (until April 2018)  
Elizabeth Summers, Human Resources Analyst*

*Eric J. Prater, Ed.D., Superintendent  
Kimberly McGrath, Assistant Superintendent, Educational Services*

## **I. INTRODUCTION**

The merit system is a system of rules and procedures similar to civil service which governs classified school personnel. Its fundamental purpose is to insure that employees are selected, promoted, and retained, on the basis of merit and fitness, without favoritism or prejudice.

Authority for the Personnel Commission functions is provided by Sections 45240-45320 of the Education Code. The following activities fall under the purview of the Personnel Commission:

- Recruit and advertise to fill vacancies
- Accept and screen applications
- Set procedures for determining applicant eligibility
- Determine type of qualifying examination to be given
- Construct and administer examinations
- Set up interview panels and score examinations
- Establish eligibility lists for appointment and promotion
- Certify top three eligibles to site administrator for employment
- Establish and maintain personnel records for all classified employees
- Classify new positions
- Allocate classes to appropriate ranges on the salary schedule
- Maintain a classification plan and conduct classification studies
- Reclassify positions within occupational groups
- Set procedures to follow for layoff
- Maintain seniority lists
- Notify employees of disciplinary action
- Hear appeals of suspension, demotion, dismissal, or layoff

The Personnel Commission is an independent body composed of three persons appointed for three-year staggered terms. The current members of the Commission are:

Rebecca French – Ms. French’s professional career includes experience as a Coordinator of Student Programs and Services and Human Resources Analyst at the San Luis Obispo County Office of Education. She has an extensive background in classified employee recruitment, job classification reviews, and classified negotiations. Ms. French is currently the Registrar for the Grizzly Challenge Charter School. She has served on the Commission since February, 2012, and was appointed by the other two members of the Commission. Her term expires on December 1, 2019.

Gail Sears – Ms. Sears is a former District employee and began her employment with the District in October 1983 as a Library Clerk at Morro Bay High School. In 1984, she transferred to the Laguna library and worked there for five years. She was promoted to Library Technician in September 1989, with assignments at Bellevue-Santa Fe and Teach until her retirement in June 2000. She has served on the Commission since January, 2006, and is the classified employees’ nominee to the Commission. Her term expires on December 1, 2020.

Julie Jones – Ms. Jones is a former Secondary School Counselor for the District. She began her career as a teacher in the Adult School in 1972. In 1992, after two years of working for Paso Robles JUSD as a Counselor, she became an Elementary School

Counselor at Pacheco and Bishop's Peak Elementary Schools. In 1993 she became a Secondary School Counselor at Laguna Middle School where she remained until she retired in 2007. She has served on the Commission since December, 2015, and is the Board's appointee to the Commission. Her term expires on December 1, 2018.

Regular meetings of the Personnel Commission are usually held in the Human Resources Conference Room on the fourth Wednesday of each month at 3:30 p.m. The meeting agenda is posted on the District's website by accessing the Human Resources webpage and selecting the Personnel Commission link 72 hours before the meeting date and on the Commission's official bulletin board which is located in the lobby of the Human Resources Office. All employees and members of the general public are welcome to attend Commission meetings. This year the Personnel Commission held an off-site meeting at Morro Bay High School.

Education Code Section 45266 and Personnel Commission Rule 2.19 require the preparation of an annual report of Commission activities for approval by the Commission and subsequent submission to the Board of Education. This report covers the activities of the Commission and its staff for the 2017-18 fiscal year.

## **II. PERSONNEL COMMISSION GOALS FOR 2017-18**

- Base all decisions on merit, fairness, and sound personnel practices regardless of outside influence.
- Act and vote independently and objectively regardless of the Commissioner's source of appointment.
- Attend and participate in all Commission meetings and become fully informed of the issues being considered at those meetings.
- Respect the confidentiality of all privileged information.
- Foster good relations and open communication with the Superintendent, Board of Education, the Director of Personnel Services and her staff, employees' representatives, District staff, and other interested parties. Interact with these groups for expanded understanding and communication between the groups.
- Attend conferences and workshops which support the functions of the Commission.
- Serve as an objective panel during the appeals process with all due process rights protected.
- Discuss, evaluate, and act on recommendations prepared by staff on a variety of topics, including:
  - Updates and revisions of Personnel Commission Rules and Regulations to ensure that they are appropriate and comply with Education Code and applicable law.
  - Regularly scheduled classification reviews.
  - Class specification development and salary placement of new job classes as necessitated by new programs or reorganizations.
  - Updates and revisions of classified job descriptions and personnel procedures to ensure that they are in compliance with legal requirements.
  - Recruitment of highly qualified candidates and the timely provision of eligibility lists, insuring equal opportunity and selection based on merit and fitness.
  - Training, professional growth options, and staff development.
- Conduct site visits to review programs and positions within the district.
- Conduct an annual performance evaluation of the Director of Personnel Services.
- Successfully implement new technology for management of Personnel Commission agendas and records (Boarddocs).

### III. **COMMISSION ACTIVITIES DURING 2017-18**

- Commission Chairperson Rebecca French presented the Commission's *2016-17 Annual Report* to the Board of Education at the November 7, 2017, Board meeting.
- Commissioner Gail Sears was reappointed to serve as the Commissioner appointed by the classified employees on December 1, 2017 for a term ending December 1, 2020.
- Staff completed a revision of the Personnel Commission website to align with the School Board website, providing public contact information for the Commissioners as well as appointment information and photos.
- The Commission transitioned to using BoardDocs, an online document system to generate, publish and retain Personnel Commission agendas, minutes, and other documents.
- The Commission revised language in Chapter 11 regarding step increases, making changes to existing language to provide clear direction to staff and align with our employee handbooks and historical practice.
- The Commission approved three new classes, Before and After School Program Aide on the CSEA salary schedule, Pool Maintenance Technician on the SEIU salary schedule and Executive Director, San Luis Coastal Education Foundation on the Classified Management salary schedule.
- Classification reviews were conducted and revisions in the class specifications adopted for Groundworker II (formerly Grounds Equipment Operator), Before and After School Program Coordinator (formerly Volunteer Coordinator), Library Media Center Technician, Library Media Center Assistant and Executive Assistant to the Superintendent.
- The Personnel Services Department went through some changes this year. Desiree Smith and Luana Campbell were promoted to other positions in the District and two new staff members were added, Brittani Schultz and Alisa Scantlin. When the Senior Secretary Clerk (Desiree Smith) position became vacant, the Director received approval from Cabinet to replace this position with a new Personnel Assistant to allow for more effective workflow in the department. The job description was updated to include some duties previously assigned to the Senior Secretary Clerk position and retitled Human Resources Technician. The Personnel Analyst position was retitled Human Resources Analyst. The entire department was renamed the Human Resources Department to reflect the broader scope of activities conducted by the staff. The Director of Personnel Services job description was scheduled to be presented to the School Board on August 21, 2018 to become Director of Human Resources.
- In May 2018, following a public hearing, the Commission adopted the 2018-19 budget totaling \$411,306.22. The adopted budget reflects a reduction in expenditures overall but did include projected increases in salaries, retirement contributions and medical insurance. Reductions were achieved primarily in the areas of legal fees and conference expenses. The budget also included continuing membership in the California School Personnel Commissioners Association (CSPCA) and membership in the Cooperative Organization for the Development of Employee Selection Procedures (CODESP), an organization which provides workshops, test items, and other employee selection materials for school districts.

- The Commissioners conducted their October meeting at Morro Bay High School where they were able to do a walking tour of the construction projects on the campus, including the new aquatic center and renovated auto shop.

**IV. RECRUITMENTS**

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Completed Applications Received	343	342	401	340	448
Written Examinations Conducted	17	26	32	19	20
Number of Candidates Tested	135	182	161	90	89
Number of Candidates Passing	110	147	150	90	88
Oral Examinations Conducted	28	36	32	27	38
Number of Candidates Interviewed	158	185	182	182	188
Number of Eligible Candidates	146	160	159	160	168
New Hires	54	65	61	57	75
Number of Regular Classified Employees	390	413	413	414	384

22 new employees were hired at Step C based on prior experience per Personnel Commission Rule 11.1.A.1.a.

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|----------------------------|--|
| Bus Driver (1)             | Special Education Paraeducator II (11) |
| Cook (1)                   | Custodian I (1)                        |
| Groundsworker (1)          | Human Resources Technician (1)         |
| Secretary Clerk (1)        | Special Education Paraeducator I (4)   |
| Senior Secretary Clerk (1) |  |

**V. EMPLOYEE ORGANIZATIONS**

- California School Employees Association officers for 2017-18 were Joe Miller, President; Carrie Trujillo, Vice President; Jami Wampler, Secretary; Cindy Chaloupka, Treasurer and David Pullin, Chapter Public Relations Officer. The CSEA Labor Relations Representative is Lacy Gillespie.
- Service Employees International Union Chapter officers for 2017-18 were Robert Hileman, President; Larry Gacad, Vice-President; and Marilyn Spratt, Secretary.

**VI. SPECIAL THANKS**

The Personnel Commission and staff would like to thank the numerous District employees and community members who assisted by serving as panel members on our interview teams. Their assistance is invaluable to the recruitment process and is greatly appreciated.