

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

Fountain Valley School District
PDC Room
10055 Slater Avenue
Fountain Valley, CA 92708

December 14, 2023
3:30 p.m.

Mr. Tony McCombs, Chairperson
Mr. William Mullin, Vice Chairperson
Mrs. Carol Davis, Member
Mrs. Carmen Serna, Director Human Resources

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL**
- **APPROVAL OF AGENDA**

GENERAL FUNCTIONS

1. **Introduction of Guests**
2. **Introduction of Staff**
3. **Reading and Approval of Minutes - Regular Meeting of the Personnel Commission, November 16, 2023** *Action*
(Attachment #1)
4. **Director's Report** *Information*
5. **Commissioner's Comments** *Information*
6. **Public Comments**
Members of the community and staff are welcome to address the Personnel Commission on any item listed on the Agenda or Business or any other item or specific concern within the jurisdiction of the Personnel Commission. Speakers are requested to limit their presentation to four minutes.

ADMINISTRATION

7. **Personnel Commission Annual Report Reading and Approval** *Action*
(Attachment #2)

8. Election of Personnel Commission Officers

Action

9. Certification of Eligibility Lists

Action

(Attachments #3 -5)

PERSONNEL

10. Job Announcements

Information

(Attachments #6 -8)

FINANCIAL

11. Nothing currently

Information

CLOSED SESSION

12. Closed Session

The Commission may discuss one or more of the following topics in a Closed Session:

1. Personnel
2. Legal Advice

NEXT MEETING

13. The next meeting of the Personnel Commission will be:

**January 25, 2024
3:30 p.m.
PDC Room**

ADJOURNMENT

14. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF NOVEMBER 16, 2023**

DATE: December 7, 2023

Attached for your approval are the minutes of the Personnel Commission's regular meeting of November 16, 2023, meeting.

RECOMMENDATION

The Personnel Commission approves the minutes of the November 16, 2023, Personnel Commission regular meeting.

Attachment #1

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

November 16, 2023

3:30 p.m.

Mr. McCombs called the Regular Meeting of the Personnel Commission to order at 3:31 p.m. in the Board Room at 10055 Slater Avenue, Fountain Valley, California 92708. Mr. Sam Koser led the Pledge of Allegiance. Present for the entire meeting:

Mr. Tony McCombs, Chairperson
Mr. William Mullin, Vice-Chairperson
Mrs. Carol Davis, Member
Mrs. Carmen Serna, Director Human Resources

GENERAL FUNCTIONS

Approval of Agenda

Mrs. Davis moved to approve the agenda as presented. Mr. Mullin seconded the motion. Motion carried.

Introduction of Guests

Mr. Sam Koser (CSEA Job Steward) and Mrs. Mona Green (Director of Child Care Services) attended.

Introduction of Staff

No staff attended.

Minutes, Regular Meeting of the Personnel Commission, October 26, 2023

Mr. Mullin moved to approve as presented. Mrs. Davis seconded the motion. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, November 9, 2023

Presented as an information item only.

Director's Report

Mrs. Serna shared it was wonderful to see all the events we are having at our school sites. We have had Turkey Trots, Jog-a thons, Veterans Day celebrations and more. The soccer tournament scheduled for yesterday was canceled due to rain. It has been rescheduled for a date in December and she will notify the Commissioners once the date has been determined.

Mrs. Serna shared information regarding the classification plan amendment for the job title change for Payroll Clerk to Payroll Technician. We are changing the title and removing some language. The word clerk is outdated, and technician is standard for platforms and the ability to search. Job descriptions were looked at in the surrounding districts and this is the standard. This will give us a more competitive edge. We are eliminating the language on the PeopleSoft Payroll software application as this is not used in our district. This change will allow us to attract more and better candidates for Payroll Technician and enable the Senior Payroll Technician to concentrate on the higher-level duties. We are recommending changing the range from 49 to 52 for Payroll Technician on the salary schedule. The board will need to take final action on this salary increase. We need to act to be more competitive and attract candidates.

Mrs. Serna wished everyone a Happy Thanksgiving.

Commissioners' Comments

Happy Thanksgiving wishes were shared by all the Commissioners.

Public Comments

Mr. Koser asked about the competitiveness of the Senior Payroll Technician position. Mrs. Serna responded as to the appropriateness of range 66 for this position and that we are competitive with the surrounding districts.

ADMINISTRATION

Classification Plan Amendment- Revision to Job Description from Payroll Clerk to Payroll Technician

Mrs. Davis moved to revise the job description from Payroll Clerk to Payroll Technician and remove the language regarding the PeopleSoft Payroll application requirement (application not used at FVSD) and recommend to the Board of Trustees the increase from Range 49 to Range 52 on the salary schedule. Mr. Mullin seconded the motion. Motion carried.

Selection of Personnel Commission Dates for 2024

Mrs. Davis moved to approve the Personnel Commission Dates for 2024 as shown on the agenda. Mr. Mullin seconded the motion. Motion carried.

Eligibility Lists

Mr. Mullin moved to approve the eligibility lists for Behavior Intervention Assistant, Bus Aide – Special Education, Health Assistant, Field Support Help Desk Technician, Speech/Language Pathology Assistant, IA- Applied Behavior Analysis, Instructional Assistant – Bilingual (Vietnamese), Instructional Assistant - Mild/Moderate, and Instructional Assistant - Moderate/Severe. Mrs. Davis seconded the motion. Motion carried.

PERSONNEL

Job Announcement

The Personnel Commission reviewed the dual certification job postings for Extended School Program Coordinator and Senior Payroll Technician.

FINANCIAL

The year-to-date Personnel Commission budget was reviewed.

CLOSED SESSION

The Personnel Commission adjourned to closed session at 3:54 p.m., to discuss, according to Government Code 54957, the Classified Human Resources Director's job performance evaluation. There was no action taken from Closed Session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

December 14, 2023, at 3:30 p.m.

PDC room

ADJOURNMENT

The November 16, 2023, regular meeting of the Personnel Commission adjourned at 4:20 p.m.

Mr. McCombs, Chairperson

Mr. Mullin, Vice-Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent Personnel

SUBJECT: **PERSONNEL COMMISSION ANNUAL REPORT –
READING AND APPROVAL**

DATE: December 7, 2023

Attached is information for the Personnel Commission Annual Report: Reading and Approval



Fountain Valley School District
INSPIRE
SINCE 1876

Fountain Valley
School District
Personnel Commission



ANNUAL REPORT
2022-2023

CAROL DAVIS ● TONY MCCOMBS ● WILLIAM (BILL) MULLIN

CARMEN SERNA ● DONNA JOHNSON ● LISA O'CAIN

TABLE OF CONTENTS

INTRODUCTION	3
WHAT IS THE ANNUAL REPORT?	3
WHAT IS THE MERIT SYSTEM?	3
MERIT SYSTEM PRINCIPLES	3
PERSONNEL COMMISSION.....	4
WHAT IS THE PERSONNEL COMMISSION?	4
PRIMARY FUNCTIONS	4
MEET THE PERSONNEL COMMISSION	5
PERSONNEL COMMISSION MEETINGS.....	6
PERSONNEL COMMISSION STAFF FUNCTIONS.....	7
EMPLOYMENT ACTIONS	8
ESTABLISHED ELIGIBILITY LISTS.....	9
YEARS OF SERVICE AWARDS	10
PROFESSIONAL ORGANIZATIONS	11

INTRODUCTION

What is the Annual Report?

The 2022-2023 annual report from the Personnel Commission of the Fountain Valley School District is prepared in compliance with California Education Code Section 45266(a) and the Personnel Commission Rules and Regulations. This report describes the functions, responsibilities, and accomplishments of the Personnel Commission during the 2022-2023 fiscal year.

What is the Merit System?

The Merit System is a system of rules and procedures, similar to civil service, which governs classified school personnel. The first Merit System law in the nation was passed by the California legislature in 1936. The Fountain Valley School District became a Merit System in 1967. Today, as in 1936, the Merit System's fundamental purpose is to ensure that employees are selected, promoted and retained without favoritism or prejudice on the basis of merit and fitness. Emphasis is placed on the need to make the system equitable and fair to all segments of the community serviced by the Personnel Commission including the general public, the students, the classified employees, and the school district administration.

Merit System Principles

Merit System principles include:

- Hiring and promoting employees on the basis of ability through competitive examination
- Ensuring equal pay for like work
- Protection of employees from arbitrary action, personal favoritism or political corruption
- All employees and applicants receive fair and equitable treatment

CA Ed. Code 45266(a) The personnel director... shall also act as secretary of the commission and shall prepare, or cause to be prepared, an annual report which shall be sent by the commission to the governing board.

PERSONNEL COMMISSION

What is the Personnel Commission?

The Personnel Commission is the mainstay of the Merit System and operates as an independent body. The Personnel Commission is composed of three individuals who must be registered voters, reside in Fountain Valley School District, and be “known adherents to the principle of the merit system”. One Commissioner is appointed by the Board of Trustees, another is nominated for appointment by the classified employees of the District, and the third Commissioner is appointed by the other two Commissioners. Each serve alternate three-year terms. Our three Commissioners oversee the activities of the Personnel Commission staff and give their time and talents to serve the District, classified employees, and the entire Fountain Valley School District community. They work together cooperatively and with sensitivity to the needs and concerns of the classified employees and the school district.

Primary Functions

The Fountain Valley School District Personnel Commission fosters the advancement of career services for classified employees through the authority provided in Sections 45220 through 45320 of the California Education Code. To execute its responsibilities as a Personnel Commission, they must:

- Prescribe rules on a variety of personnel matters to ensure the efficiency of the service and the selection and retention of employees on the basis of merit and fitness
- Classify positions in the classified service by grouping positions in job categories on the basis of assigned duties established by the Board of Trustees
- Recommend to the Board of Trustees the salary for new positions established by the Board

CA Ed. Code 45244(c) (c) As used in this section, “known adherent to the principle of the merit system,” with respect to a new appointee, means a person who by the nature of his or her prior public or private service has given evidence that he or she supports the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness.

MEET THE PERSONNEL COMMISSION

Terms of office are for three years:

Commissioner	Title	Current Term Expires	Appointed By
Carol Davis	Chairperson	December 1, 2025	Joint-Appointee
Tony McCombs	Vice-Chairperson	December 1, 2026	CSEA
William (Bill) Mullin	Member	December 1, 2024	Board of Trustees

Carol Davis was sworn into office in October 2005, as the Commissioner appointed by the other two Commissioners. She is retired from the Fountain Valley School District where she worked for 25 years, including four years as a Classified Personnel Technician. Mrs. Davis graduated from Vanguard University. She and her husband have three children, all of whom were Fountain Valley School District students and they also have six grandchildren.



Tony McCombs joined the Personnel Commission in December 2017. Nominated by CSEA and appointed by the Board of Trustees he is now serving his 3rd term. Tony served on the Board of Trustees from 1996-2010. His work career has been in the construction industry, 20-years contracting and 26-years with the County of Orange as a Building Inspector, Senior Project Manager with OC Sherriff's Dept. and Public Contracts Manager with OC Waste & Recycling. During his tenure with County of Orange, Tony was an active member of the Orange County Employee's Association (OCEA). He served as an OCEA Steward and was a member of the OCEA/County contract negotiating team. In 2004, Tony was awarded OCEA's President's Award for "Excellence as an OCEA Steward." Now retired, Tony and his wife Heather enjoy traveling, flyfishing and spending time together. They have four daughters and three grandchildren. Their four daughters attended school in Fountain Valley School District.



William (Bill) Mullin has been the District's appointee to the Commission since December 1988. He is retired from the aerospace industry after 45 years with McDonnell Douglas, Douglas Aircraft, and Boeing. Mr. Mullin earned a B.S. degree in Economics from St. Edwards's University, Austin, Texas. He and his wife are the proud parents of three children, all alumni of the Fountain Valley School District, one of whom is a Principal in the District, and five grandchildren.



PERSONNEL COMMISSION MEETINGS

- ◇ Regular monthly meetings of the Personnel Commission are generally held on the 4th Thursday of every month at the Fountain Valley School District Office at 3:30 p.m.
- ◇ The meetings are open to the public and District employees in accordance with the Ralph M. Brown Act.
 - Meeting agendas are posted at least 72 hours prior to the regularly scheduled meeting on the Classified Personnel webpage under: Departments - Personnel Commission- Agenda and Minutes: <https://www.fvsd.us/apps/pages/PCarchive>
 - Meeting minutes are archived on the Personnel Commission Department webpage

2022 Meetings

January 27, 2022
 February 22, 2022
 March 24, 2022
 April 28, 2022
 May 26, 2022
 June 23, 2022
 July 2022 (Dark- No meeting)
 August 25, 2022
 September 22, 2022
 October 27, 2022
 November 17, 2022
 December 15, 2022

2023 Meetings

January 26, 2023
 February 23, 2023
 March 23, 2023
 April 27, 2023
 May 25, 2023
 June 15, 2023
 July 2023 (Dark- No meeting)
 August 24, 2023
 September 21, 2023
 October 26, 2023
 November 16, 2023
 December 14, 2023

PERSONNEL COMMISSION STAFF FUNCTIONS

The Classified Personnel Department staff are charged with the administration of all classified employment related transactions, including functions that fall under the purview of the Personnel Commission and the Board of Trustees, and ensure that the District administers employment transactions and are in adherence to the principles of merit and in accordance with state and federal employment laws and regulations. The following functions fall under the responsibility of the Classified Personnel Department:

- ◇ Recruitment Administration*
- ◇ Examination/Selection Process Administration*
- ◇ Certification of Eligibility Lists*
- ◇ Classification of New and Reclassification of Existing Classified Service Positions*
- ◇ Professional Development Planning and Administration
- ◇ Performance Management and Evaluation Administration
- ◇ Layoff Administration*
- ◇ Examination and Disciplinary Hearing Appeals*
- ◇ Employment Transaction Processing
- ◇ Administration of Personnel Commission Rules*
- ◇ Administration of the CSEA Contract



Classified Personnel/ Personnel Commission Staff

Title	Name
Director, Classified Human Resources	Carmen Serna
Personnel Technician	Donna Johnson
Personnel Technician	Lisa O'Cain

**functions under the scope of the Personnel Commission*

ESTABLISHED ELIGIBILITY LISTS

Based on a competitive assessment of merit and fitness for classifications in the District, the Personnel Commission approved the following lists:

2022-2023

Administrative Assistant
 Behavior Intervention Assistant
 Bilingual Testing Technician
 Bus Aide - Special Education
 Computer/Network Specialist
 Custodian
 Extended School Program Assistant
 Extended School Program Coordinator
 Extended School Program Instructor
 Field Support Help Desk Technician
 Food Services Worker
 Groundskeeper
 Guidance Technician
 Health Assistant
 Instructional Assistant
 Instructional Assistant Mild/Moderate
 Instructional Assistant Moderate/Severe
 Instructional Assistant - ABA
 Instructional Assistant - Bilingual (Spanish)
 Instructional Assistant- Bilingual (Vietnamese)
 Library/Media Technician
 Maintenance and Operations Coordinator
 Office Assistant
 Painter
 Plumber
 Preschool Assistant
 Preschool Instructor
 School Office Manager
 Senior Administrative Assistant

JOB CLASSIFICATION REVISIONS:

2022-2023

- Senior Bus Driver to Driver Trainer/Dispatcher

YEARS OF SERVICE AWARDS

The Fountain School District has many dedicated Classified employees and recognizes them for their dedicated service to the students and the District. The number of recipients and their years of service are as follows:

2022-2023

Years of Service	Number of Recipients
35	0
30	0
25	2
20	1
15	9
10	7
5	5

PROFESSIONAL ORGANIZATIONS

Commissioners and staff are proud members of the following professional organizations:



California School Personnel Commissioners Association
Supporting Education Through Merit



FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **ELECTION OF OFFICERS**

DATE: December 6, 2023

As part of the annual organizational meeting, per Commission rule 203.2:

“At its first meeting following December 1 of each year, the Commission shall elect one of its members as Chairperson and another member as vice Chairperson to serve a term of one year or until their successors are duly elected.”

Recommendation

It is recommended the Commissioners choose their officers as required per Commission rule 203.2.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **CERTIFICATION OF ELIGIBILITY LISTS**

DATE: December 6, 2023

Attached are the eligibility lists for the following:

ESP Assistant

ESP Coordinator

Senior Heavy Duty Mechanic

Senior Payroll Technician

RECOMMENDATION

The Personnel Commission approves the eligibility lists enumerated above.

Attachments #3 - #5

ELIGIBILITY LIST
ESP Assistant
Merged (Updated 12-01-23)

RANK	NAME	EXPIRES
1	Rachel Garrison	09-07-24
2	Catherine Castro	09-07-24
3	Corey Peshke	08-15-24
4	Taylor Valdez	06-13-24
4	Irma Perez	06-13-24
5	Natalie Reyes	08-15-24
6	Guadalupe Inda	03-28-24
7	Araskia Petrossian	09-27-24
8	Barbara Conroy	09-07-24
9	Beth Birch	06-13-24
10	Meral Cakir	12-01-24
11	Mia Do	10-09-24
12	Lauren Blackwood	02-03-24
12	Natalia Murillo	10-09-24
13	Leah Wilson	09-12-24
13	Caren Rizzo	04-03-24
14	Audrey Camacho	05-15-24
14	Laura Ledezma	10-17-24
14	Abby Wagner	06-13-24
14	Taylor Henry	12-01-24
15	Tais Alencastro	05-22-24
16	Emily Nguyen	08-15-24

ELIGIBILITY LIST
ESP Assistant
Merged (Updated 12-01-23)

17	Rathana You	03-28-24
17	Ludmilla Annenkoff	12-01-24
18	Julie Kalajian	02-03-24
18	Angela Graves	02-03-24
19	Kaleo Helekahi	09-07-24
19	Madelyne Lu	09-07-24
20	Huong Phan	05-22-24

ELIGIBILITY LIST
ESP Coordinator
Merged (Updated 11-30-23)

RANK	NAME	EXPIRES
1	Iridian Molina	09-07-24
2	Ian Bailey	11-30-24
3	Son Trieu	11-30-24
4	Desiree Madrid	11-30-24
5	Carrie Dee	09-07-24

ELIGIBILITY LIST
Senior Heavy Duty Mechanic
Expires 12-05-24

RANK	NAME
1	James Campbell
2	Edgar Munoz

ELIGIBILITY LIST
Senior Payroll Technician
Merged (Updated 12-01-24)

RANK	NAME	EXPIRES
1	Ingeborg Peterson	12-01-24
2	Gladys Martinez	08-09-24
4	Janette Sanchez	12-01-24

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: December 6, 2023

The job announcements posted since the last regular meeting of the Personnel Commission are attached as informational items:

Dual Certification:

Administrative Assistant

Instructional Assistant Mild/Moderate and IA Moderate/Severe

Substitute School Office Manager



Administrative Assistant at Fountain Valley Elementary

Application Deadline

1/7/2024 3:30 PM Pacific

Date Posted

12/7/2023

Contact

[Donna Johnson](#)

714-843-3228

Number of Openings

1

Salary

Pay Range

\$5,031 (Range 53, Step1) - \$6,116 (Range 53, Step5) Monthly

Add'l Salary Info

*Per CSEA contract, hiring may be made up to step 3

Length of Work Year

12 months per year

Employment Type

Full Time

Requirements / Qualifications

Please attach a current resume.

Minimum requirements:

Targeted, job-related education with study in the job-related area and job-related experience with increasing levels of responsibility.

Comments and Other Information

The written test will be on Wednesday, January 17, 2023, in the morning. It will be held at the Fountain Valley School District Office located at 10055 Slater Ave., Fountain Valley, CA 92708. Please bring a valid ID such as a driver's license or passport. Allow at least two hours for processing and testing time. Calculators are allowed to be used and will be supplied.

Applications will be screened for minimum qualifications before the written test. Those applicants meeting the minimum requirements will be invited to attend the test. Please watch your email for an invitation to attend.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)



Instructional Assistant - Applied Behavior Analysis at Fountain Valley Elementary

Application Deadline

Until Filled

Date Posted

12/4/2023

Contact

[Donna Johnson](#)

714-843-3228

Number of Openings

2

Salary

Pay Range

\$24.02 (Range 34, Step 1) - \$29.21 (Range 34, Step 5) Per Hour

Add'l Salary Info

*Per CSEA contract hiring may be made up to step 3

Length of Work Year

9.6 months/year

Employment Type

Part Time

Requirements / Qualifications

Experience: Job-related experience is required, including ABA training by WCCCSE or related training by an outside agency.

Education: Community college and/or vocational school degree with job-related studies.

Copies of transcripts, report cards, and ABA training certificate must be attached to your application.

Comments and Other Information

All applicants will be invited to attend the written test. Applicants who have passed the No Child Left Behind written test, please contact Lisa at Ocaidl@fvsd.us to verify scores. The test will be held at the Fountain Valley School District Office, 10055 Slater Avenue, Fountain Valley, CA 92708. Please allow 2.5 hours for directions and the written test. Please bring a valid ID such as a Driver's License or passport. Applications will be screened for the minimum qualifications following the written test. Candidates who pass each part of the written test and technical interview will be considered for hire. Typical work hours are 5.75 hours/day, generally between 8:00 am - 2:30 pm.

Please watch your email for testing dates and times.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only

[CalPERS Retirement Benefits](#)



Substitute School Office Manager at Fountain Valley Elementary

Application Deadline

11/27/2023 3:30 PM Pacific

Date Posted

11/16/2023

Contact

[Donna Johnson](#)

714-843-3228

Number of Openings

1

Add'l Salary Info

\$29.02 per hour

Length of Work Year

10.48

Employment Type

Full Time

Requirements / Qualifications

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Targeted, job related education with study in job-related area.

Certificates: Valid CPR/First Aid Certificate

Please attach a copy of your resume.

Comments and Other Information

Applications will be screened for the minimum qualifications, and those applicants meeting the minimum qualifications will be invited to the written test. Please watch and respond to the email asking you to attend.

The substitute position is 40 hours/week as follows:

7:30 a.m.- 4:30 p.m. (1/2 hour unpaid lunch), Monday- Friday
at Cox Elementary School.

The written test will be on Wednesday, November 29, 2023, at Fountain Valley School District Office at 10055 Slater Ave., Fountain Valley, CA 92708. The test will be held in the morning.

Please bring a valid ID such as a driver's license or passport. Please allow at least two hours for processing and testing time. Calculators will be supplied for use during the test.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)