

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 The word clerk is outdated, and technician is standard for platforms and the ability to search.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.

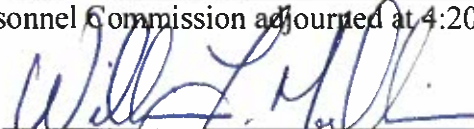
PDC room

ADJOURNMENT

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



Mr. McCombs, Chairperson



Mr. Mullin, Vice-Chairperson