

**CASTRO VALLEY UNIFIED SCHOOL DISTRICT**

**Personnel Commission  
4400 Alma Avenue  
Castro Valley, CA 94546**

**Personnel Commission Meeting**

October 12, 2016

***OPENING***

**CALL TO ORDER** Opening the meeting at 4:35 p.m., Personnel Commissioner Wilkerson called the meeting to order.

**OPEN SESSION**

**ROLL CALL** Roll call indicated the following members were present:  
Commissioner Bailey and Commission Chair Wilkerson.

**APPROVAL OF AGENDA** The agenda was unanimously approved with a correction following a motion by Commissioner Bailey and second by Commission Chair Wilkerson who passed the gavel to Commissioner Bailey.

**INTRODUCTIONS** Present at today's meeting:  
Sherri Beetz, Assistant Superintendent HR  
Arlene Cristobal, CSEA President  
Betty Gray, Educational Management Solutions  
Lynn Lewis, Classified Personnel Assistant

**MINUTES** The minutes of September 14, 2016 minutes were unanimously approved following a motion by Commissioner Bailey and second by Commission Chair Wilkerson who passed the gavel to Commissioner Bailey.

**COMMUNICATIONS** The September 22, 2016 Personnel Reports to the Board of Education were reviewed and discussed by the Personnel Commissioners.

**ELIGIBILITY LIST** The eligibility lists for Behavior Specialist Instructional Assistant SH/LH (9/9, 9/16 and 9/27/16), Instructional Assistant (9/9, 9/16 & 9/27/16), Director of Human Resources and Account Clerk were unanimously approved following a motion by Commissioner Bailey and a second by Commission Chair Wilkerson who passed the gavel to Commissioner Bailey.

***CONTINUING BUSINESS***

**EMPLOYMENT STATUS** The open and continuous positions for Instructional Assistant, Buildings & Grounds Worker and Cafeteria Assistant are posted. Recruitment is currently underway for Director of Facilities Construction, Lead Craft Technician, Director of Business, School Secretary, House Secretary, Behavior Specialist, Account Clerk and Cafeteria Lead.

**JOB CLASSIFICATION** Betty Gray, Educational Management Solutions, provided a handout of the Classification and Compensation Study findings & recommendations report. The handout included detailed information about the classification study.

Ms. Gray mentioned that 71 job classifications were analyzed. 5 job classifications were consolidated and the titles of 23 positions were modified. Ms. Gray explained the internal equity analysis and how they determined the salary levels. Job value is based on levels of complexity, responsibility, skills knowledge and working conditions.

Ms. Gray said she appreciated how thorough CSEA and HR had worked together to create the revised job descriptions. She said she will be providing software to the new Director of HR.

Commission Chair Wilkerson said she was sure that Assistant Superintendent Beetz, Director Theide and CSEA had reviewed each job description with a fine tooth comb. Commission Chair Wilkerson said she was confident with the results of the study.

Assistant Superintendent Beetz provided a Reader's Digest version of the final stages of the classification study. Dr. Beetz indicated that a Memo of Understanding proposal/tentative agreement had been signed by CSEA.

#### PUBLIC COMMENTS

No public present at today's meeting.

#### CSEA REPRESENTATIVE COMMENTS

CSEA President Cristobal told the Personnel Commissioners that she would like to see Personnel Commission site visits be reinstated. President Cristobal feels that the classified employees would benefit by meeting the Personnel Commissioners. It was agreed to add the topic to the next Personnel Commission agenda in November.

#### ASSISTANT SUPERINTENDENT HR

Dr. Beetz expressed her satisfaction that the job classification is near completion. Dr. Beetz is very excited and happy that our new HR Director will be on board in a couple of weeks. Dr. Beetz said that CSEA will at tomorrow night's Board meeting to sunshine their initial proposals. Tim DeForest will representing CSEA.

#### COMMISSIONER'S COMMENTS

Commissioner Bailey said he has enjoyed the opportunity to "dive in" with the job classification study. He said that he is impressed with the entire democratic process.

Commissioner Wilkerson commented that she is looking forward to the Conference in Reno. Commission Chair Wilkerson said she was pleased with the results of the Director of HR interviews. She thanked President Cristobal for her presence. Commission Chair Wilkerson said she feels Comfortable with the job classification study and that we can now move forward.

#### FUTURE AGENDA ITEMS

Site visits and electing a Commission Chair. Military Leaves will also be discussed.

NEXT MEETING

The next Commission meeting will be held on **Wednesday, October 26<sup>th</sup> (Special Meeting) and November 9<sup>th</sup> at 4:30 p.m.** The dates were unanimously approved following a motion by Commissioner Bailey and second by Commission Chair Wilkerson who passed the gavel to Commissioner Bailey.

ADJOURNMENT

The meeting was adjourned at 6:23 p.m. following a motion by Commissioner Bailey and a second by Commission Chair Wilkerson who passed the gavel to Commissioner Bailey.