

# CARLSBAD UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION OFFICE

6225 EL CAMINO REAL

CARLSBAD, CA 92009

### MINUTES OF CLASSIFIED PERSONNEL COMMISSION MEETING

December 20, 2023

#### CALL TO ORDER

Commissioner Rene called the meeting to order at 4:30 p.m. in Conference room A at the District Office. It was noted that the following were present:

Commissioners Present: Carmen Rene, Chairperson  
Suzanne O'Connell, Vice-Chairperson  
Jennifer Fornal, Commissioner

Staff Present: Rachel Austin, Director, Classified Personnel  
Karen Knapp, HR Analyst, Classified Personnel

#### PLEDGE OF ALLEGIANCE

#### APPROVAL OF AGENDA

Commissioner O'Connell motioned to approve the agenda; Commissioner Fornal seconded the motion. The motion passed 3-0.

#### CONSENT AGENDA

Commissioner Fornal motioned to approve item 6A, Meeting Minutes for November 15, 2023; Commissioner O'Connell seconded the motion. The motion passed 3-0. Commissioner O'Connell motioned to approve item 6B, Meeting Minutes for December 4, 2023; Commissioner Fornal seconded the motion. The motion passed 3-0. Commissioner O'Connell motioned to approve items 6C and 6D, the Monthly Budget Summary and Upcoming Meeting Dates; Commissioner Fornal seconded the motion. The motion passed 3-0.

#### APPROVAL/RATIFICATION OF ELIGIBILITY LISTS

- Director, Fiscal Services
- Elementary Campus Monitor
- Grounds Maintenance Irrigation Specialist
- Grounds Maintenance Worker
- Instructional Assistant/Special Education-Behavioral Intervention
- Lead Custodian II
- Nutrition Services Assistant
- Senior Buyer

Commissioner O'Connell motioned to approve and ratify the eligibility lists; Commissioner Fornal seconded the motion. The motion passed 3-0.

## **ACTION ITEMS**

There were no items for action.

## **ITEMS FOR INFORMATION/DISCUSSION**

### **A. Standing Reports**

#### **i. Personnel Action Report**

Director Austin discussed the November Personnel Action Report which included, four promotions, 12 new hires/rehires, eight resignations/retirements and processed 37 coaches. The December Personnel Action Report included two promotions, ten new hires, and six resignations/retirements.

#### **ii. Recruitment Status Report**

Director Austin reviewed the current recruitments that were being conducted.

## **COMMUNICATIONS**

### **A. Commissioners**

Commissioner O'Connell wished everyone happy holidays and thanked Director Austin for the amazing job she has done with the challenges of this year's recruitments. Commissioner Rene thanked the personnel commission staff for their hard work as well as the Carlsbad Unified School District's board and leadership team.

### **B. District**

Ray Pearson, Board of Trustees President, thanked the Personnel Commission for the work that they do. Eric Dill, Assistant Superintendent, Business Services and Megan Arias, Assistant Superintendent, Personnel Services, also thanked the Personnel Commission and were looking forward to the New Year.

### **C. LIUNA**

*No Comments from LIUNA.*

### **D. Director**

Director Austin stated that the Personnel Commission staff is working on the upcoming Semester Break Day plans which is scheduled for January 26, 2024. Semester Break Day trainings will include ADL Anti-bias training for classified staff.

### **E. Audience**

Gene Norman stated she is attending the meeting to learn how the Personnel Commission works, to better support classified staff as a LIUNA representative.

## **OTHER BUSINESS**

### **A. Public Comments Regarding Non-Agenda Items**

Gene Norman asked a question regarding the Senior Buyer recruitment that was recently recruited for. An employee asked her if a job flyer for the Senior Buyer position should have been sent via email. Gene had thought that an email is typically sent when a position is posted. She noted that she had pulled all the past

postings and thought that they had all come through an email, but the Senior Buyer position did not, and wanted to find out why that position was not sent on a job flyer.

Director Austin stated that we do not advertise open jobs through email and that open positions are posted on the website. Periodically a job flyer will be sent as a recruitment tool if needed, but this is not a requirement. Many years ago, the past practice was to email job postings since that was the only way to advertise job openings. For several years we have used NEOGOV and all job opportunities are posted on the website, as well as the "Get Job Alerts" where people can select areas of interest and receive notifications of open job opportunities once they arise. Job Flyers are sent out periodically through email, Peach Jar or Edjoin to increase interest in job openings.

Gene had additional questions regarding the change from recruiting a Buyer position to a Senior Buyer position. Director Austin said the Senior Buyer position was previously collapsed so the department would have three Buyer positions. Once one of the Buyer positions became vacant, it was reevaluated to see what the district needs were, and the Business Services department chose to go back to the model of having a Senior Buyer position and two Buyers. Director Austin asked Gene to refer the person who had questions to Personnel so they can assist and explain how to fill out the "Get Job Alerts" on the website. It was suggested that an email be sent to staff on how to access job postings and "Get Job Alerts". Director Austin said that an email to staff regarding the "Get Job Alerts" would be something they could send to staff.

#### **MEETING ADJOURNMENT**

The Personnel Commission Meeting adjourned at 4:51 p.m. with a motion from Commissioner O'Connell and a second from Commissioner Fornal; the motion passed 3-0.