

CARLSBAD UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION OFFICE

6225 EL CAMINO REAL

CARLSBAD, CA 92009

MINUTES OF CLASSIFIED PERSONNEL COMMISSION MEETING

January 24, 2024

CALL TO ORDER

Commissioner Rene called the meeting to order at 4:33 p.m. in Conference room A at the District Office. It was noted that the following were present:

Commissioners Present: Carmen Rene, Chairperson
Jennifer Fornal, Commissioner

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

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Commissioner Fornal motioned to approve the agenda; Commissioner Rene seconded the motion. The motion passed 2-0.

CONSENT AGENDA

Commissioner Fornal motioned to approve the consent agenda; Commissioner Rene seconded the motion. The motion passed 2-0.

APPROVAL/RATIFICATION OF ELIGIBILITY LISTS

- Elementary Campus Monitor
- Lead Grounds Maintenance Worker
- School Office Assistant- Bilingual

Commissioner Fornal motioned to approve and ratify the eligibility lists; Commissioner Rene seconded the motion. The motion passed 2-0.

ACTION ITEMS

There were no items for action.

ITEMS FOR INFORMATION/DISCUSSION

- A. Standing Reports
 - i. Personnel Action Report

Director Austin discussed the January Personnel Action Report which included, four promotions, four new hires, three resignations, and one retirement.

ii. Recruitment Status Report

Director Austin reviewed the current recruitments that were being conducted.

COMMUNICATIONS

A. Commissioners

Commissioner Fornal asked where job descriptions can be accessed. Director Austin said that all job descriptions can be accessed on the District's website. Commissioner Fornal inquired about the funding for Guidance Technicians and how the grant funding worked. Director Austin explained that portions of the position are grant funded and the District has been able to sustain the grant funding to staff the positions and maintain the hours. If the District received grant funding for a project that didn't fall within the scope of any of our job classifications then, the District would ask the Director of Classified Personnel to create a position for that role. The process of conducting a salary study and meeting with the union would begin, then the job description would go to the Personnel Commission for review and approval. Upon approval, the salary recommendation will go for Board approval. Commissioner Rene added that changes to job descriptions come to the Personnel Commission for review and approval as well as new job descriptions.

B. District

Assistant Superintendent, Megan Arias, stated that the District will be partnering with Mira Costa College's teacher aid program. The District already partners with Mira Costa College in so many other great ways and this partnership would be a great addition. They are looking forward to upcoming meetings to define the partnership. Director Austin noted that Personnel Services will assist Mira Costa College students navigate the application process, as well as have the District's Program Specialist talk about the different programs the District has. The Director of Information Technology will be involved in this partnership since there is a pathway for Instructional Assistant – Technology opportunities at the District.

C. LIUNA

No Comments from LIUNA.

D. Director

Director Austin stated that the Semester Break Day is Friday and there were well over 250 classified staff attending the training offerings. Negotiations with CUTA are continuing. Currently we have 52 vacancies. There have been several promotions this year which result in additional recruitments. Director Austin commented on the Mira Costa Partnership as another avenue to fill our Instructional Assistant positions. It is very competitive and there are over 250 Instructional Assistant vacancies between all the north county districts.

E. Audience

Gene Norman thanked the Personnel Commission for allowing her to sit in and learn. The Personnel Commission has been helpful in answering questions. She stated that LIUNA is building their Board and they hope to have a representative at every Personnel Commission meeting.

Gene asked how often jobs are posted, specifically the Skilled Maintenance Worker - HVAC since it has been open for a year and a half, and could the posting be open until the job is filled. Director Austin stated that a recruitment is opened when there is not an established eligibility list for a vacancy. For the Skilled Maintenance Worker - HVAC, the posting is typically opened initially for 15 business days unless we do not have a pool of candidates or we lose candidates during the process, then the recruitment is reopened. In the past year we hired two Skilled Maintenance Workers – HVAC, and one is no longer with the District. Skilled Maintenance Worker - HVAC was posted as a continuous recruitment for approximately four to six months. At the end of December 2023 the recruitment was closed for the year, and was reopened in January 2024. The Skilled Maintenance Worker - HVAC recruitment is currently open for 15 business days. If there are not enough candidates then it will be reopened as a continuous recruitment.

Gene asked a question regarding promoting open jobs and why job postings are not sent to staff, and asked if there is another way to provide this to staff. Director Austin provided numbers to Gene's questions from the December meeting; in 2023 there were 69 recruitments run, 47 jobs that were on flyers that were emailed to all CUSD staff classified and certificated. Six job flyers were sent out last year. Each job flyer lists multiple open positions, typically, the jobs listed are the continuous open positions and may include a one-off recruitment that may be open at the time. All open positions are posted on the website.

OTHER BUSINESS

A. Public Comments Regarding Non-Agenda Items

No Comments from the Audience.

MEETING ADJOURNMENT

The Personnel Commission Meeting adjourned at 5:02 p.m. with a motion from Commissioner Fornal and a second from Commissioner Rene; the motion passed 2-0.