

Portland Custodians' Civil Service Board  
Established 1937  
February 15, 2022  
Board Minutes Summary

The Official Minutes of the Portland Public Schools Custodian Civil Service Board are Sound Recordings of the Meetings. The following is a summary of the February 15, 2022, meeting.

A meeting of the Portland Public Schools Custodian Civil Service Board was held on February 15, 2022, via Google Meet. Mr. Frank Leavitt attended in person from his office at the Blanchard Education Service Center, 501 N Dixon Street, Portland, Oregon. CCSB Chair Paul Breed, Board Member Brian Caufield, and Board Secretary Jo McClain attended by Google-Meet. The presiding officer of the meeting was Paul Breed.

The meeting was called to order at 4:00

## **OLD BUSINESS**

### **1. Approval of Hiring Lists**

Statistics provided by Mr. Leavitt for this meeting indicated a total of 14 applicants, 11 of whom were interviewed, 10 took the test, and 7 are on the list. The average test score was 92.9%, the average interview score was 77.4%, and the overall average was 85.1%. Seven candidates are on the hiring list. Mr. Leavitt confirmed that all rules had been followed in the testing procedure, and the list was approved as presented.

### **2. Discussion of Rule 3 Revision for possible approval**

Although a copy of the proposed rules revisions was circulated prior to the meeting, Mr. Breed expressed concern that there was not a comparison of the old and new rules. He asked for further time to review the edited rules prior to an opinion from the Board.

Mr. Leavitt said the last rule revision was in 2009, and he had not been able to locate a Word document so he could prepare a red-line edit. (He also said he has since learned how to prepare a word document from a .pdf). He said there were not a lot of substantive changes, mostly reformatting for ease of reading.

Changes included:

1) Omitted language specifying the number of candidates necessary to go forward with the process because it was limiting the number of people on the hiring list.

2) Omitted language about equal standing according to the order of application because that is addressed later.

3) Changed number of oral interview panel from 3 to 2 because very difficult to get 3 together. Panelist deleted as a requirement is HR because they already oversee and approve the process, and HR is contacted for any questions about any interview.

All changes were made by both PPS and SEIU.

Mr. Breed confirmed his understanding of the changes. The Board and Mr. Leavitt, with input from Roshni Sabedra and Nae Hakala, discussed those changes, and the reasons behind them. They also addressed the shortened time frame for the hiring process and the method for advertising open positions.

Both Mr. Breed and Mr. Caufield questioned dropping the Oregon Employment Department as a source of job advertising. Mr. Leavitt explained that the benefit of local advertising with the OR Emp. Dept in 1936 was very different, and Ms. Hakala said, as the Operations Recruiter, she had never received a application via that source and “It is not a good source of candidates for this position.” Mr. Breed acknowledged the rise in the cost of advertising might prohibit putting ads in the local newspapers, but believes job openings should be listed with the Oregon Employment Department.

Mr. Leavitt explained the process by which the rules had been changed – with the involvement of both SEIU and PPS, and Mr. Tim Curtin, for SEIU, concurred that the rule changes had been a joint effort with input from both sides. Board Member Caufield talked about the role of the CCSB board to ensure that the hiring process is free of nepotism and favoritism, and that everyone has a “fair shake.”

Mr. Leavitt noted that the HR Department is fully involved in the hiring process in that they review all documents and help train the panel members who conduct the interviews. Mr. Breed ended this part of the discussion by reiterating his belief HR should be involved.

Mr. Breed asked that further discussion be continued at the next meeting, and Mr. Leavitt and Ms. Sabedra indicated they would work together to get the Board a red-line version of the edits prior to the regularly meeting set for March 15. An interim meeting was set for March 1 for the purpose of a new hiring list.<sup>1</sup>

Meeting adjourned at 4:37 p.m.

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<sup>1</sup>This meeting was subsequently set for February 28, 2022.

Jo McClain  
CCSB Secretary