

PERSONNEL COMMISSION
MINUTES
Regular Meeting of December 13, 2000
9:00 a.m. – Board Room

1. **ROLL CALL**

Members Present:

Chuck Lee, Commissioner
Miriam Rothman, Commissioner
Bert Seal, Commissioner
Present: Susan Dixon, Keith Hildreth, Mike Reese

Secretary: Terry L. Manges

Recording Secretary: Norma Johnson

Terry Manges introduced new commissioner, Chuck Lee, and welcomed him to the Personnel Commission.

2. **APPROVAL OF MINUTES**

MSC (Seal/Lee) to approve the minutes of the Personnel Commission meeting of November 17, 2000.

3. **COMMUNICATIONS**

The CODESP newsletter and organization was briefly reviewed. Chuck Lee was encouraged to attend the upcoming conference, particularly the sessions that would be beneficial for new commissioners.

4. **LEGISLATIVE UPDATE**

The School Services of California legislation report was reviewed.

5. **RATIFICATION OF ACTIONS BY DIRECTOR**

None

6. **CLASSIFICATION/SALARY RECOMMENDATION**

Classification Salary Reviews

- Human Resources Analyst II, Human Resources
Susan Dixon

The Ewing Company recently completed a classification review of the Human Resources Analyst II position, and the consultant's analysis indicates that the duties currently performed by the incumbent are consistent with the scope and intent of the Human

Resources Specialist class which is the advanced level of the series. It is recommended that the Human Resources Analyst II (M30) position in Human Resources be reclassified to Human Resources Specialist (M34).

MSC (Seal/Lee) to approve the recommendation.

- Special Projects Coordinator, Learning Resources & Educational Technology
Doug Langdon

The Ewing Company study concluded that the responsibilities of this position are comparable to the Coordinator level, and they recommended abolishing the Special Projects Coordinator classification in favor of the generic “Coordinator” at Range M45.

MSC (Seal/Lee) to approve recommendation.

Establishment of New Classification

- Foster Youth Services Project Analyst, Student Services and Programs

Safe Schools Unit has created a new professional level assignment that will be responsible for ensuring that educational needs of students in foster care are being met. This position will work under the supervision of the Foster Youth Services Coordinator. It is recommended that it be placed at Range 28 of the Management Salary Schedule.

MSC (Lee/Seal) to approve the establishment of a new classification, Foster Youth Services Project Analyst, at Range 28 on the Management Salary Schedule.

7. Other Items

- Annual Personnel Commission Organizational Meeting

The commissioners selected Bert Seal as next year’s chair, and Chuck Lee will serve as vice chair.

- Establishment of Personnel Commission Meeting Dates

Tentative dates were scheduled for 2001: January 26, February 16, March 23, April 20, May 18, June 15, July 20, September 21, October 19, November 16, December 21.

8. POSITION ANNOUNCEMENTS

- #065-00 SETS Program Manager
- #066-00 Network Analyst II

- #067-00 Software Services Project Manager

9. ELIGIBILITY LISTS

- #052-00 Groundskeeper
- #056-00 Migrant Services Aide
- #058-00 JCCS Program Assistant

MSC (Seal/Lee) to approve the eligibility lists.

10. PERSONNEL DIRECTOR'S REPORT

Terry Manges gave an update on the status of the recruitment/examination/selection process for Human Resources Analyst/Specialist position. Four candidates will be interviewed for the position on December 20. Susan Dixon gave a brief description of the background of each candidate.

11. PERSONNEL ACTIONS

Personnel Update – As of November 30, 2000

12. DATE OF NEXT MEETING

The next Personnel Commission meeting will be held on January 26, 2001 in the Board Room, 508.

13. ADJOURNMENT

The meeting was adjourned at 9:50 a.m.

Approved: Personnel Commission

By: _____ Date: _____