

PERSONNEL COMMISSION
MINUTES
Regular Meeting of November 17, 2000
9:00 a.m. - Room 309

1. **ROLL CALL**

Members Present:

Allen Compton, Commissioner
Miriam Rothman, Commissioner
Bert Seal, Commissioner
Present: Susan Dixon, Anna Renstrom (CSEA for
Hildreth), Mike Reese (CSEA), Les Phillips
(COMET)

Secretary: Terry L. Manges

Recording Secretary: Norma Johnson

2. **APPROVAL OF MINUTES**

MSC (Seal/Compton) to approve the minutes of the Personnel Commission meeting of October 23, 2000.

3. **COMMUNICATIONS**

The CODESP newsletter was briefly reviewed.

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

- Secretary II (Range 41) AVID, LRET – Crystal Read
One of the AVID Coordinators has been reclassified to Director; therefore, it is recommended that the Secretary II assignment which reports to that manager be reclassified to Administrative Secretary I. This is consistent with the long-standing practice of the San Diego County Office of Education Human Resources office of classifying secretarial support based on the level of the management position it provides service for.

MSC (Seal/Compton) to approve recommendation.

Establishment of New Position

- SETS (Statewide Educational Technology Service) Program Manager (Range M47), IMS SDCOE has been awarded a grant to provide services to school districts and staff throughout the state in the area of educational technology. A statewide search will be undertaken to fill this position.

MSC (Compton/Seal) to approve the establishment of a new classification, SETS Program Manager on the Management Salary Schedule.

Revision of Class Descriptions

- Legal Services Technician (Range 52), Business Services
The revision in the job description was needed due accurately reflect changes in responsibilities to districts and governmental agencies that have evolved over time.

MSC (Seal/Compton) to approve the revision.

7. Other Items

- Recognition of Allen Compton's service as a Personnel Commissioner
Terry Manges presented a resolution from the County Board of Education commending Allen Compton for 18 years of service to the SDCOE, classified employees and the Personnel Commission. Miriam Rothman presented Mr. Compton with a plaque from the Personnel Commission commemorating his service.

8. POSITION ANNOUNCEMENTS

- #058-00 JCCS Program Assistant
- #059-00 Legal Services Technician
- #060-00 Instructional Aide
- #061-00 Migrant Support Services Technician
- #063-00 Clerk Typist II
- #064-00 Outdoor Education Program Specialist
- Executive Director, Juvenile Court and Community Schools
- Coordinator, Statewide System of School Support S⁴ (Region IX Director)
- Coordinator, Child Welfare and Attendance
- Human Resources Analyst/Human Resources Specialist
- School Psychologist

9. ELIGIBILITY LISTS

- #044-00 Clerical Assistant
- #046-00 Special Education Aide
- #053-00 Parent & Family Liaison
- #054-00 Account Clerk III
- #064-98 Account Clerk II

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

10. PERSONNEL DIRECTOR'S REPORT

Manges and Dixon met with a consultant from Ewing & Company. The consultant is being retained to work on pending requests for salary and classification reviews. In light of Jodi Vinson's resignation, this action is intended to maintain regular progress toward the completion of pending study requests.

The Human Resources office will be remodeled over the holiday break. New carpet, work stations, and some new furniture will be in place by January 2.

11. PERSONNEL ACTIONS

Personnel Update – As of October 31, 2000

12. DATE OF NEXT MEETING

The next Personnel Commission meeting will be held on December 13, 2000 in Room 508.

13. ADJOURNMENT

The meeting was adjourned at 9:35 a.m.

Approved: Personnel Commission

By: _____ Date: _____