

PERSONNEL COMMISSION  
**MINUTES**  
Regular Meeting of June 14, 2001  
8:30 a.m. – Board Room

**1. ROLL CALL**

Members Present:	Miriam Rothman, Commissioner Bert Seal, Commissioner Mary Beall, Commissioner
Present:	Susan Dixon, Michele Fort-Merrill, Keith Hildreth, Mike Reese
Secretary:	Terry Manges
Recording Secretary:	Norma Johnson

**2. APPROVAL OF MINUTES**

- MSC (Rothman/Beall) to approve the minutes of the Personnel Commission meeting of May 18, 2001.

**3. COMMUNICATIONS**

- None

**4. LEGISLATIVE UPDATE**

- AB 1614 summary provides “this bill would delete the exemption”. Commissioner Seal asked what exemption was referred to. Terry Manges will review the bill.

**5. RATIFICATION OF ACTIONS BY DIRECTOR**

- The North Coastal Professional Development Coordinator was reclassified to Director. In keeping with the convention for classifying secretarial assignments, it was recommended that the Program Secretary (R41) reporting to the director be reclassified as an Administrative Assistant I (R44). MSC (Beall/Rothman) to ratify the Director’s action.

**6. CLASSIFICATION/SALARY REVIEW**

- Jenny Browning, Credentials Clerk, Human Resources –will be presented next month.
- Jutta Stange, Program Secretary, Human Resources  
Michele Fort-Merrill reported that the incumbent performs duties well within the classification of Program Secretary and recommended no change. Ms. Stange was present and provided additional information concerning her assignment. MSC (Beall/Rothman) to accept the recommendation.

- **Review of Salary Allocation for Migrant Services Aide**  
After further review of the duties of the position, Susan Dixon reported that the recommendation for reallocation to R39 was still appropriate. After a discussion of risk factors and possible payment of stipends, the Commission acted to reallocate the classification to R40. MSC (Rothman/Seal).
- **Vacant Position #7523, Migrant Support Services Technician (R42), Migrant Education**  
The Migrant Education Program requested this position be reclassified due to current needs in the Program for data entry staff. MSC (Rothman/Beall) to accept the recommendation of reclassifying the vacant Migrant Support Services Technician (R42) position to Migrant Support Services Assistant (R36).
- **Reorganization of Media Services**  
In light of changes in services required by contracting clients, Media Services is being restructured with respect to classified support positions. It was recommended that a new classification of Media Services Circulation Technician (R39) be established, and that the existing Audio Visual Circulation Technician be reclassified to the new class; also, the existing Library Clerk position would be replaced with the Media Services Circulation Technician. MSC (Beall/Rothman) to accept the recommendation.
- **Establishment of a New Classification and Classification of New Position**  
With the expansion of services in the Foster Youth Program it was recommended that a new classification of Foster Youth Services Program Assistant (R50) be established and one new position be classified. MSC (Rothman/Beall) to approve the recommendation.
- **Reestablishment of Classification and Reclassification of Vacant Position (effective 7/01)**  
Due to increased duties of the Credentials Supervisor, a need has arisen to reestablish the Lead Credentials classification. The class description has been revised to accurately reflect the duties the incumbent will perform and to update language associated with the Education Code, laws, and computer terminology. The recommended salary allocation is R52. MSC (Beall/Rothman) to approve the recommendation.
- **Salary Review of Executive and Administrative Assistants, Program Secretary**  
Terry Manges presented the results of a study that compares SDCOE secretarial salaries with those of San Diego County school districts with enrollments of 2,000 or greater and with the seven largest San Diego metropolitan public agency employers. The data demonstrates that the SDCOE maximum salaries for the subject classifications are consistently higher than the average maximum salaries paid in the surveyed agencies. Accordingly, no changes were recommended to the current range allocations for the subject classifications. After much discussion the Commission voted unanimously to accept the recommendation. MSC (Rothman/Beall)

## **7. OTHER ITEMS**

- None

**8. POSITION ANNOUNCEMENTS**

- #023-01 Credentials Technician
- #024-01 Administrative Assistant I

**9. ELIGIBILITY LISTS**

- #016-01 Food Services Worker
- #064-98 Account Clerk II

MSC (Rothman/Beall) to accept the eligibility lists.

**10. PERSONNEL DIRECTOR'S REPORT**

- None

**11. PERSONNEL ACTIONS**

- Personnel Update as of May 31, 2001

**12. NEXT MEETING**

- The next Personnel Commission meeting will be July 10 at 10:00 a.m. in Room 307. The September meeting date was changed to September 14, 9:00 a.m. in the Board Room.

**13. ADJOURNMENT**

- The meeting was adjourned at 11:00 a.m.

Approved: Personnel Commission

By: \_\_\_\_\_ Date: \_\_\_\_\_