

PERSONNEL COMMISSION  
**MINUTES**  
Special Meeting of August 8, 2001  
9:00 a.m. – Board Room

**1. ROLL CALL**

Members Present:	Bert Seal, Commissioner Mary Beall, Commissioner
Present:	Susan Dixon, Michele Fort-Merrill, Keith Hildreth, Les Phillips
Secretary:	Terry Manges
Recording Secretary:	Norma Johnson

**2. APPROVAL OF MINUTES**

- MSC (Beall/Seal) to approve the minutes of the Personnel Commission meeting of July 10, 2001.

**3. COMMUNICATIONS - None**

**4. LEGISLATIVE UPDATE - None**

**5. RATIFICATION OF ACTIONS BY DIRECTOR**

- MSC (Beall/Seal) to ratify the extension of the Account Clerk III eligibility list from July 26, 2001 to August 26, 2001.

**6. CLASSIFICATION/SALARY REVIEW**

Classification Review

- **Louise Tinz, Lead Television Operations Technician, LRET**  
Michele Fort-Merrill reviewed the responsibilities of the position and how they have gradually expanded over time. The recommendation was to reallocate the salary to R51 from R49. The Commission's was informed that this position may be reviewed again in the next year or so due to additional changes that are taking place within ITV.  
MSC (Beall/Seal) to approve the salary reallocation.
- **School Facilities Planning Analyst, Business Services**  
The Facilities Planning Director requested that this vacant position be reclassified to a position of greater responsibility to function as an assistant to the Director. Ewing & Company reviewed the position and concluded that Facilities Planning Coordinator (M45) title would be appropriate and should be sufficient to attract candidates statewide.  
MSC (Beall/Seal) to reclassify the position to School Facilities Planning Analyst (M34) to School Facilities Planning Coordinator (M45) and establish the new classification of School Facilities Planning Coordinator.

### Revised Job Description

- **Financial Reporting Assistant, Business Services**  
Updated to reflect current terminology.  
MSC to approve the revisions (Beall/Seal)
- **Media Production Technician I, II, LRET**  
The Media Production Technician I replaces the Media Production Worker and reflects current procedures and terminology. Media Production Technician II replaces Television Production Technician and reflects current terminology.  
MSC (Beall/Seal) to approve the revisions.
- **Mentoring Community Aide, Student Services & Programs**  
Minor grammatical changes were made.  
MSC (Beall/Seal) to accept the revisions.

### Classification of New Position

- **Data Entry Clerk, Student Services & Programs**  
The need has arisen in the JCCS Special Education program for a person to input student information in a database, perform routine clerical tasks, and generate reports from the database. It was recommended that a Data Entry Clerk (R36) position be established for this purpose.
- **Clerk Typist II, Student Services & Programs**  
JCCS Special Education has a need for someone to type reports, maintain inventory and mailing lists, answer inquiries, and other general office work. A Clerk Typist II (R38) position was recommended.  
MSC (Beall/Seal) to approve the two new positions.

### Reclassification of Vacant Position

- **Network Analyst II to Network Analyst I**  
The Director of Networking and Video Services, Information Management Systems, requested the reclassification of a vacant Network Analyst II position to Network Analyst I in order to give in-house candidates an opportunity to grow into the Network Analyst II position. The department will ask to reclassify back to Network Analyst II when the incumbent is fully qualified.  
MSC (Beall/Seal) to approve the reclassification.

### Establishment of New Classification and Classification of New Position

- **Audiological Assistant, Student Services & Programs**  
The Director of the East County SELPA has identified a need for a new staff member to provide assistance to teachers and students in the area of Deaf and Hard of Hearing. The assignment will be similar to the existing classification of Instructional Aide and it was recommended that this position be placed at R36.  
MSC (Beall/Seal) to establish the new classification and classify one new position at East County SELPA as Audiological Assistant.

- **Instructional Aide (4), Migrant Preschool**

This new position is similar in nature to the Toddler School Assistant (HOPE Program R28), and it was recommended that it be placed at R30 because of the bilingual requirement.

- **Teacher (2), Migrant Preschool**

This new position provides supervision, care and instruction for the children attending the State Preschool. After a comparison of similar positions in three districts, it was recommended that this position be placed at R46 of the classified salary schedule (includes bilingual requirement).

MSC (Beall/Seal) to establish two new classifications and classify two new positions for the Migrant Education State Preschool.

**7. OTHER ITEMS - None**

**8. POSITION ANNOUNCEMENTS**

- #025-01 Media Production Technician II
- #034-01 Parent and Family Liaison
- #035-01 School Administrative Assistant
- #037-01 Financial Reporting Assistant
- #038-01 Administrative Clerk

**9. ELIGIBILITY LISTS**

- #021-01 Accounting Technician
- #023-01 Credentials Technician
- #025-01 Migrant Support Services Assistant
- #028-01 School Facilities Planning Specialist
- #029-01 Custodian
- #031-01 Foster Youth Services Assistant
- #033-01 Media Services Circulation Technician (promotional)
- #3063-00/026-01 Clerk Typist II

MSC (Seal/Beall) to accept eligibility lists.

**10. PERSONNEL DIRECTOR'S REPORT**

- Negotiations with CSEA begin today (August 8) and continue through the week.
- Interviews for the Human Resources Analyst are complete and a selection will be made soon.
- Keith Hildreth reported on the CSEA Conference that took place in Las Vegas. Highlights were that CSEA is now affiliated with AFL/CIO, and legislation affecting K-12 will now include COEs.
- Terry Manges reminded the Commissioners that the term of the commission's "joint appointee" is expiring on December 1. It is the responsibility of the management and classified Commissioners to appoint the "joint appointee". The "intention to reappoint" should be on the September agenda.

**11. PERSONNEL ACTIONS**

- Personnel Update as of July 31, 2001

## 12. NEXT MEETING

- The next meeting will be September 14, 9:00 a.m. in the Board Room.
- The date of the October meeting was changed from October 19 **to OCTOBER 26, Board Room**
- The date of the November meeting was changed from November 16 **to NOVEMBER 30, Board Room**

## 13. ADJOURNMENT

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

Approved: Personnel Commission

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