

PERSONNEL COMMISSION

MINUTES

December 21, 2001

9:00 a.m. – Board Room

1. ROLL CALL

Members Present:

Bert Seal, Commissioner
Mary Beall, Commissioner
Miriam Rothman, Commissioner

Present:

Susan Dixon, Michele Fort-Merrill, Keith
Hildreth, Les Phillips, Lydia Campos, Lisa
Nguyen, Arlene Breen

Secretary:

Terry Manges

Recording Secretary:

Norma Johnson

2. APPROVAL OF MINUTES

- MSC (Rothman/Beall) to approve the minutes of the Personnel Commission meeting of November 30, 2001. **The date of the May meeting was changed to Friday, May 17, 8:00 a.m. in the Board Room**

3. **COMMUNICATIONS** – The CODESP Newsletter was included in the packet.

4. **LEGISLATIVE UPDATE** – Mary Beall commented that AB 75 (Principal Training Program) if passed will be a great opportunity to showcase the Tech Center.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- Migrant Education had a need for a new position with duties limited to receiving, sorting, inventorying materials and supplies. This new position was established as Distribution Clerk and recommended to be placed at R33 of the Classified Salary Schedule.
MSC Rothman/Beall

6. CLASSIFICATION/SALARY REVIEW

Classification and Reclassification of Migrant Education Positions

- The Director of Migrant Education requested that two vacant Program Secretary (R41) positions be reclassified to Clerical Assistant (R36) to better fit the needs of the program. MSC Beall/Rothman
- The Director of Migrant Education requested that a vacant Migrant Outreach Worker (R44) position be reclassified to Migrant Services Aide (R40) to better fit the needs of the program at this time. MSC Rothman/Beall
- There is a need for a new position of Clerical Assistant in the Migrant Education Preschool Program to facilitate paperwork flow in that area. MSC Rothman/Beall

Establishment of New Classifications

- **Recruitment Technician I– Teacher Recruitment Center**
The Teacher Recruitment Center has requested establishment of a new classified position to assist administrative and professional staff in the recruitment, employment and operations of the SCTRC at R46. MSC Beall/Rothman
- **Technology Training Specialist - JCCS**
The Executive Director of JCCS has determined the need to establish a new position in the JCCS Technology office due to growth and evolving technology needs of the program. It is estimated that the incumbent will spend at least 80% of the time involved in the implementation and training of technology integration and software utilization for teachers, administrators, support staff and students. It is recommended that the position be titled “System Technician II, JCCS,” and be placed at Range 52. MSC Rothman/Beall

7. OTHER ITEMS

- **Request to amend the minutes of August 8, 2001.** The Migrant Education Preschool Teacher position was established as a classified position at Range 46 at the August 2001 meeting. It was subsequently brought to the attention of HR staff that it should be a certificated position. The minutes should be amended to reflect this change. MSC Rothman/Beall.
- **Consideration of appeal from Director’s decision to deny consideration of request for reclassification review of Dora Huerta.**
Ms. Huerta came to the Commission to appeal the Director’s denial of her request for reclassification. She requested the reclassification based on the fact that she has been working out-of-class for 11 months in the Administrative Assistant II position. She felt that since she has been doing the job successfully, she should be reclassified to the position. She acknowledged that she had been appropriately compensated for the out-of-class assignment, and that she did not feel any Rules of the Merit System had been violated. Terry Manges explained that the position had been held vacant for such a long period of time because the Teacher Recruitment Center Director was anxious to give Ms. Huerta the opportunity to qualify for the position through the regular process. Ms. Huerta acknowledged that she did not take the test for Administrative Assistant II the last time she was invited, and that her name was not on the eligibility list. She was contacted three times to participate in the most recent administration of the test. MSC Rothman/Beall to sustain the denial of the request for reclassification finding there had been no violation on Personnel Commission rules.

8. POSITION ANNOUNCEMENTS

- Project Specialist TUPE
- #076-01 Clerk/Typist II
- #077-01 Distribution Clerk

9. ELIGIBILITY LISTS

- #048-01 Migrant Education Preschool Instructional Assistant
- #063-01 Student Attendant

- #066-01 Recruitment Specialist, SCTRC
- #074-01 Television Resources Specialist

MSC (Rothman/Beall) to accept eligibility lists.

10. PERSONNEL DIRECTOR'S REPORT

- Staff attended two trainings this month:
 - WRIPAC Seminar in Carlsbad regarding Job Analysis (Campos, Dixon, Nguyen)
 - Ewing & Company presented a Classification and Compensation workshop in Anaheim (Campos, Nguyen)
- Commissioners and attendees commented on Terry Manges' tenure as Personnel Director and wished him well in retirement.

11. PERSONNEL ACTIONS

- Personnel Update as of November 30, 2001

12. NEXT MEETING

- The next meeting will be January 17, 9:00 a.m. in the Board Room.

13. ADJOURNMENT

- Meeting adjourned at 10:10 a.m.

Approved: Personnel Commission

By: _____ Date: _____