

PERSONNEL COMMISSION
MINUTES
Regular Meeting of July 10, 2001
10:00 a.m. – Room 307

1. ROLL CALL

Members Present:	Miriam Rothman, Commissioner 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 (Rothman/Beall) to approve the minutes of the Personnel Commission meeting of June 14, 2001.

3. COMMUNICATIONS

- Terry Manges distributed a memo that expressed his intention to retire as of December 31, 2001. A discussion of the process of recruiting for a new Human Resources Director ensued. The estimated timeline is to start recruiting in September with a start date of December 1. It was agreed that Miriam Rothman would be the Commission's contact person with Terry Ryan in the recruitment process. It is expected that commissioners will participate in the selection of the employee along with panelists selected by COE.
- CODESP News was attached for information.

4. LEGISLATIVE UPDATE - None

5. RATIFICATION OF ACTIONS BY DIRECTOR - None

6. CLASSIFICATION/SALARY REVIEW

- Jenny Browning, Credentials Clerk, Human Resources

It was concluded that this position was properly classified and no change in classification was recommended. Ms. Browning detailed the duties she performs which she believes qualify her for the reclassification and answered questions from the Commissioners. MSC (Rothman/Beall) to accept the recommendation. Seal opposed.

- Classification of New Position

Account Clerk III, Business Services

Due to the changes in state legislation affecting mandated cost claiming, the Assistant Superintendent, Business Services, has authorized a new position in the District Accounting Services section. After applying the standard “test” for placement, Human Resources staff recommends that the position be classified as Account Clerk III (R48). MSC (Rothman/Beall)

School Administrative Assistant, Student Services & Programs

With the establishment of a new principal level assignment in the Juvenile Court and Community Schools, a new secretarial position has been authorized. The position will serve as lead support staff at the San Pasqual Academy; therefore, it is recommended that the new position be classified as a School Administrative Assistant (R44). MSC (Beall/Rothman).

It was noted that San Pasqual Academy is part of a residential facility for foster youth operated by San Diego County. It is a unique concept and is the first of its kind in the county.

Clerk Typist II, Student Services & Programs

The North Inland SELPA has received approval to establish a new support staff position (15 hrs/week) to provide a variety of routine clerical and/or data entry tasks. The typical tasks are consistent with the current class description of Clerk Typist II, and it is recommended that this position be placed as Clerk Typist II (R38). MSC (Beall/Rothman)

- Establishment of a New Classification and Classification of New Position

School Community Policing Partnership Project Specialist, Student Services & Programs

The Safe Schools unit has received a grant to fund a new position related to the School Community Policing Partnership Program (SCPP). Upon analyzing the duties as provided by the Sr. Director and considering the level of knowledge and responsibility required of the incumbent, it is recommended that the classification be allocated to Range 35 of the Management Salary Schedule. MSC (Rothman/Beall) to accept the recommendation.

7. OTHER ITEMS

- A new position in Migrant Education is being developed and the anticipated start date is September 4. It will be necessary to have a special meeting of the Personnel Commission early in August to approve the new classification. The meeting was set for August 8, 9:00 a.m., Board Room, 508

8. POSITION ANNOUNCEMENTS

- #025-01 Migrant Support Services Assistant
- #026-01 Clerk Typist II
- #029-01 Custodian
- #030-01 Occupational Therapist
- #031-01 Foster Youth Services Assistant
- #032-01 Lead Credentials Technician
- #033-01 Media Services Circulation Technician
- School Facilities Planning Specialist

9. ELIGIBILITY LISTS

- #018-01 Outdoor Education Program Specialist, Male
- #018-01 Outdoor Education Program Specialist, Female
- #024-01 Administrative Assistant I, Open
- #024-01 Administrative Assistant I, Promotional

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

10. PERSONNEL DIRECTOR'S REPORT

- With the adoption of the budget for the 2001-02 fiscal year, a 20 hr/week Human Resources Specialist position was approved. This allows for the hiring of a full time Human Resources Analyst. Applications from the last recruitment pool are currently being screened.

11. PERSONNEL ACTIONS

- Personnel Update as of June 30, 2001

12. NEXT MEETING

- The next Personnel Commission meeting will be a special meeting on August 8 at 9:00 a.m. in the Board Room, 508. The next regular meeting will be September 14, 9:00 a.m. in the Board Room.

13. ADJOURNMENT

- The meeting was adjourned at 11:30 a.m.

Approved: Personnel Commission

By: _____ Date: _____