

PERSONNEL COMMISSION
MINUTES
Regular Meeting of April 20, 2001
9:00 a.m. – Board Room

1. **ROLL CALL**

Members Present:

Miriam Rothman, Commissioner
Bert Seal, Commissioner
Present: Susan Dixon, Michele Fort-Merrill,
Les Phillips, Mike Reese,

Secretary: Terry L. Manges

Recording Secretary: Norma Johnson

2. **APPROVAL OF MINUTES**

MSC (Rothman/Seal) to approve the minutes of the Personnel Commission meeting of March 30, 2001.

3. **COMMUNICATIONS**

- CODESP monthly newsletter was attached for information.

4. **LEGISLATIVE UPDATE**

The Commission reviewed the monthly summary of new and pending legislation.

5. **RATIFICATION OF ACTIONS BY DIRECTOR**

The Director of Juvenile Court and Community Schools requested that a vacant position in the program be reclassified from Technology Resource Assistant I (R52) to Office Systems Technician II (R52) to accommodate the more technical needs arising from the implementation of the Digital High School grant. MSC (Rothman/Seal)

6. **CLASSIFICATION/SALARY RECOMMENDATION**

Classification/Salary Reviews

- Simeon I. (Sam) Samaniego, Account Clerk III, Payroll
Michele Fort-Merrill reviewed the classification analysis that concluded that the duties performed by the incumbent are consistent with the class description, and no change was recommended. There was some discussion of creating a class between Account Clerk III and Accounting Technician and the affect that would have on the entire Account Clerk series. MSC (Rothman/Seal) to table the recommendation pending a further review of the classification options available, including the addition of a class between the existing classes of Account Clerk III and Accounting Technician.

- Anna Spaulding, Administrative Clerk, Media Services
Susan Dixon reviewed the classification analysis that concluded that the duties performed in this classification are consistent with the class description, and no change should be made at this time. The incumbent (who has recently left the assignment) and supervisor requested out of class pay for the period of January 1 through April 16 when she was performing duties inconsistent with the job description. MSC (Rothman/Seal) to make no change in the classification.

- Houston DeBerry, Scott Johnston, Marcus Robinson, Operations Distribution Workers, Maintenance and Operations – delayed until next meeting.
- Carol Mahon, Accounts Payable/Receivable Supervisor, Internal Business
The Ewing and Company consultant found the position is appropriately compensated based on salary and supervisory comparisons of like positions. No change was recommended. MSC (Rothman/Seal) to make no change in the classification.
- Janice Thompson, School Secretary, JCCS
The Ewing and Company consultant’s review of this classification found that the position is properly classified. MSC (Rothman/Seal) to make no change in the classification of Ms. Thompson’s position.

Classification of New Position

- Special Education Aide (R36) North Coastal Consortium for Special Education (5 positions)
The North Coastal Consortium has received approval to hire five new supports staff members to provide clerical and instructional assistance to its newly created Special Day Class. The duties outlined by the NCCSE staff are consistent with those contained in the class description of Special Education Aide. The class description has been modified to reflect that positions may occur in all SDCOE Programs rather than specifying that this classification is unique to the JCCS Program. MSC (Rothman/Seal) to approve the recommendation and revised job description.

7. **Other Items**

- Intent to continue membership in CODESP. MSC (Rothman/Seal).

8. **POSITION ANNOUNCEMENTS**

- #016-01 Food Services Worker
- #018-01 Outdoor Education Program Specialist

9. **ELIGIBILITY LISTS**

- #006-01 Migrant Services Aide
- #007-98 Program Secretary
- #015-01 Financial Systems Analyst

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

10. **PERSONNEL DIRECTOR’S REPORT**

- None

11. **PERSONNEL ACTIONS**

- Personnel Update – As of March 30, 2001.

12. **DATE OF NEXT MEETING**

The next Personnel Commission meeting will be held on May 18, 2001 in the Board Room, 508.

13. **ADJOURNMENT**

The meeting was adjourned at 10:50 a.m.

Approved: Personnel Commission

By: _____ Date: _____