

PERSONNEL COMMISSION  
**MINUTES**  
Regular Meeting of February 16, 2001  
9:00 a.m. – Board Room

1. **ROLL CALL**

Members Present:

Miriam Rothman, Commissioner  
Bert Seal, Commissioner  
Mary Beall, Commissioner  
Present: Michele Fort-Merrill, Keith Hildreth, Mike  
Reese, Les Phillips

Secretary: Terry L. Manges

Recording Secretary: Norma Johnson

New commissioner, Mary Beall was introduced by Bert Seal. She gave a brief personal background. Michele Fort-Merrill, Human Resources Specialist, was introduced and described her background.

2. **APPROVAL OF MINUTES**

MSC (Rothman/Beall) to approve the minutes of the Personnel Commission meeting of January 26, 2001. Mr. Manges recognized the attendance of a court reporter at the meeting; however, he noted that the only official record of the Personnel Commission's meetings were the minutes approved by the Commission.

3. **COMMUNICATIONS**

None

4. **LEGISLATIVE UPDATE**

The School Services of California packet summarized negotiation issues of 2000-01. This packet is prepared monthly for the use of Human Resource administrators and County Offices.

5. **RATIFICATION OF ACTIONS BY DIRECTOR**

The purpose of ratification actions was explained. One new position (Administrative Secretary III for Regional Teacher Recruitment Center) and one new classification (Migrant Education Outreach Worker) were established. MSC (Beall/Rothman)

6. **CLASSIFICATION/SALARY RECOMMENDATION**

Classification Salary Reviews

- CSIS (California Student Information Services) Program Manager (M.47), Information Management Systems, Business Services

This position is similar to the SETS (Statewide Educational Technology Services) Manager that was approved recently. The CSIS Program Manager will plan, organize, coordinate and supervise the design, development and implementation of the San Diego County Office of Education participation in the CSIS project.

MSC (Rothman/Beall) to approve the establishment of the CSIS Program Manager position at M.47 of

- Consideration of new classification titles for secretarial series
- Salary range allocation for Administrative Assistant IV (formerly Administrative Secretary IV)
- Establishment of new classification, Administrative Assistant III (reporting to Executive Director)

Michele Fort-Merrill reviewed the background information for recommending secretarial series title changes. Recommendations were as follows:

Title changes

- “Administrative Secretary to Superintendent” to “Executive Assistant to the Superintendent”
  - “Administrative Secretary to the Board” to “Executive Assistant to the Board”
  - “Administrative Secretary IV” to “Administrative Assistant IV”
  - “Administrative Secretary III” to “Administrative Assistant II”
  - “Administrative Secretary I” to “Administrative Assistant I”
  - “School Secretary” to “School Administrative Assistant”
  - “Secretary II” to “Program Secretary”
- The Administrative Secretary II classification would be eliminated.
  - A new classification of Administrative Assistant III would be created to report to the new management classification of Executive Director. This creates salary range placement issues. Traditionally, there has been a difference of two ranges between each secretarial level. Placement of the Administrative Assistant III at Range 51 would leave only one range between Administrative Assistant III and Administrative Assistant IV. The benchmarks used for measurement of salaries and positions were explained as job descriptions that are easily identified in other organizations. Other large public agencies within the city and county will be included in the salary comparisons, along with school districts and other county offices. Job descriptions are currently being revised.

Terry Ryan indicated that the recommendations were endorsed by the County Superintendent and the Cabinet. He emphasized the value of the support staff to the County Office. Terry Manges said of the three major issues involving secretarial classifications, two have now been addressed: (1) Titles, and (2) Establishment of a classification to accommodate the secretaries to Executive Directors. The third issue is to review the salary placement of the secretarial classifications. A report concerning the salary levels of the secretarial classifications will be presented to the Personnel Commission in June. With the implementation of the recommendations stated above, the placement of Administrative Assistant III and Administrative Assistant IV will be retroactive to July 1, 2000.

MSC (Rothman/Beall) to approve the recommendations for title changes, establishment of new classification (Administrative Assistant III at Range 51), placement of Administrative Assistant IV at Range 53, and retroactive pay for Administrative Assistant III and IV to July 1, 2000.

Joyce Whitted, Administrative Assistant IV, Student Services and Programs, addressed the group. She thanked the Commission for its action and read an editorial titled, “Good Ethics is Good Business.”

7. **Other Items**

- None

8. **POSITION ANNOUNCEMENTS**

- #007-01 Systems Technician I – ROP
- #008-01 Administrative Secretary IV

9. **ELIGIBILITY LISTS**

- #001-01 Systems Technician II (SIS)
- #003-01 Administrative Secretary IV
- #060-00 Instructional Aide
- #068-00 Administrative Secretary III

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

10. **PERSONNEL DIRECTOR'S REPORT**

Considerable time has been spent updating Michele Fort-Merrill on background of pending issues.

11. **PERSONNEL ACTIONS**

- Personnel Update – As of January 31, 2001.

12. **DATE OF NEXT MEETING**

The next Personnel Commission meeting will be held on March 30, 2001 in the Board Room, 508.  
The June meeting date was changed to June 14 from June 15 in the Board Room, 508.

13. **ADJOURNMENT**

The meeting was adjourned at 10:00 a.m.

Approved: Personnel Commission

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