

PERSONNEL COMMISSION
MINUTES
Regular Meeting of January 26, 2001
9:00 a.m. – Board Room

1. **ROLL CALL**

Members Present:

Miriam Rothman, Commissioner
Bert Seal, Commissioner
Present: Susan Dixon, Keith Hildreth, Mike Reese,
Les Phillips

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 December 13, 2000 with the correction on Page 2, Human Resources Analyst II, Range M30 instead of M34.

3. **COMMUNICATIONS**

- The CODESP newsletter for January was included in the packet.
- Commissioner Seal attended the CSPCA Conference in Anaheim, January 11-14. He reported that it was informative as to how other counties operate their Personnel Commissions, who has authority in certain areas (districts or COEs). SDCOE is now putting more Personnel Commission information on the Web site.

4. **LEGISLATIVE UPDATE**

Manges reported that Governor Davis is proposing a 3.91 COLA. This is subject to the May revise. Proposition 98 funding issues need clarification.

5. **RATIFICATION OF ACTIONS BY DIRECTOR**

None

6. **CLASSIFICATION/SALARY RECOMMENDATION**

Classification Salary Reviews

- Program Business Specialist II
David McAdams

The Ewing Company recently completed a classification review of the Program Business Specialist II position occupied by David McAdams. The consultant's analysis indicates, "in view of the responsibility to evaluate and direct six subordinate positions in a program which requires careful control over 22 districts which spend about \$25 million in revenues, it is believed that this position now qualifies for the Program Business Specialist III (M.38) class consistent with allocations for the Juvenile Court Schools and Outdoor Education."

- Program Business Specialist I
Mary Walker

The Ewing Company recently completed a classification review of the Program Business Specialist I position occupied by Mary Walker. The consultant's analysis indicates that, "this position has indeed changed in terms of its overall scope and accountability. The employee's current classification was designed for positions which require only incidental supervision of others in a relatively small program. This position has clearly evolved to direct three positions in a much larger program. We suggest this position be reclassified to Program Business Specialist II (M.34). The position does not have the supervisory challenge nor the breadth of activities supervised to be considered for the Program Business Specialist III."

- TUPE Project Analyst
Elizabeth Garcia

The Ewing Company recently completed a classification review of the TUPE Project Analyst position occupied by Elizabeth Garcia. The consultant's analysis indicates that, "the incumbent clearly qualifies for the Specialist class as described and performs independently on project matters in accordance with the standards for the classification. We support elimination of the Analyst class since, according to the Senior Director, there is no longer a need for a Specialist class and a subordinate Analyst class in this program. The incumbent should be reclassified to the TUPE Project Specialist class at range M.35 and should be shown as a direct report to the Senior Director."

MSC (Rothman/Seal) to approve all three recommendations.

Establishment of New Classification

- Foster Youth Services Technician, Student Services and Programs
As part of expanding services, the Foster Youth Services Coordinator has requested establishment of a new classified position. This position will review and enter data into a database system; prepare, format and review standardized and customized reports; respond to inquiries and requests regarding student data information and reports; assist in providing technical support; and train Program staff. It is recommended that it be placed at Range 42 of the Classified Support Staff Salary Schedule.

MSC (Rothman/Seal) to approve the establishment of a new classification, Foster Youth Services Technician, at Range 42 on the Classified Support Staff Salary Schedule.

- Internal Business Services Specialist, Business Services Division
Due to a 300% increase in the volume of work, the Asst. Superintendent of the Business Services Division has authorized two new positions for the department.

The first position is a professional level assignment which will provide technical expertise and operational support to County Office of Education administrators and program managers regarding business, accounting, and fiscal activities; evaluate needs and prepare comprehensive analytical reports; assure compliance with established laws, policies, and regulations; and train, supervise and evaluate the performance of assigned staff. It is recommended that it be placed at M.38 of the Management Salary Schedule.

MSC (Rothman/Seal) to approve the establishment of a new classification, Internal Business

- Account Clerk III, Internal Business, Business Services Division
The second position will perform difficult accounting clerical work in keeping and reviewing financial and statistical records. The bulk of the incumbent's time will be spent auditing various expenditure accounts to ensure fiscal accountability as well as correct budget classification. Additionally, the incumbent will audit accounts payable transactions and monitor receivables for collection; prepare journal entries and post to FIS accounting system, calculate, reconcile and file with appropriate state agency sales and use tax reports, explain financial and accounting procedures to program managers and other SDCOE staff. Upon review of the duties of the position as provided by Internal Business, it was determined that the position fit best into the Account Clerk III classification. Therefore, it is recommended that the new position be classified as Account Clerk III (R48).

MSC (Rothman/Seal) to approve the establishment of a new position, Account Clerk III, Internal Business Services.

- Clerical Assistant, Communications Unit, Administrative Services
The Communications Unit has received approval to establish a new 50% support staff position to provide a variety of routine clerical and/or data entry tasks and telephone reception. The incumbent's primary responsibility will be to review several newspapers on a daily basis, clip any news articles related to education, prepare a "pasted" compilation of those articles, and then distribute the packets as appropriate. These duties are all consistent with the typical tasks contained in the current class description of Clerical Assistant. As such, it is recommended that the new position be classified as a Clerical Assistant (R36).

MSC (Rothman/Seal) to approve the establishment of a new position, Clerical Assistant, Communications Unit.

7. Other Items

- None

8. POSITION ANNOUNCEMENTS

- #001-01 Systems Technician II (SIS)
- #003-01 Administrative Secretary IV
- #005-01 Migrant Support Services Technician
- #006-01 Migrant Services Aide
- #067-00 Occupational Therapist
- #068-01 Administrative Secretary III
- #069-00 Cook

9. ELIGIBILITY LISTS

- #007-98 Secretary II
- #051-00 Instructional Aide Vision Impaired
- #059-00 Legal Services Technician
- #061-00 Migrant Support Services Technician
- #062-00 Human Resources Analyst/Specialist
- #063-00 Clerk Typist II
- #064-00 Outdoor Education Program Specialist
- #065-00 SETS Program Manager

- #067-00 Occupational Therapist

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

10. PERSONNEL DIRECTOR'S REPORT

- Michele Fort Merrill has been selected to replace Jodi Vinson as Human Resources Specialist. She will report to Human Resources on February 5. Thanks were expressed to Miriam Rothman and CSEA for their participation in the selection process.
- The unused salary for the Human Resources Analyst position was appropriated to hire a consultant (based with Ewing & Co.) to complete some of the pending salary review requests in an attempt not to unnecessarily delay processing them in the absence of regular HR staff (due to vacancies). Employees requesting a review have been interviewed, and the study should be completed in the near future.
- Step placement for new employees is a topic to be discussed/studied over the next several months. The standard SDCOE practice has been to place new classified support employees at Step 1 of the salary range for their classification. Some consideration of an "advanced placement" policy is merited. Alternatives include allowing placement up to a designated step based upon prior experience and/or salary history. The purpose of a change in this policy would be to enhance our ability to attract experienced candidates whose current salary might outstrip the SDCOE minimum rate, but might be attracted by another rate within the existing range. This would have to be phased in slowly in order to make it equitable for current employees who were hired in at Step 1.

11. PERSONNEL ACTIONS

Personnel Update – As of December 31, 2000

12. DATE OF NEXT MEETING

The next Personnel Commission meeting will be held on February 16, 2001 in the Board Room, 508.

Note: Mary Beall's appointment as a Personnel Commissioner to replace Chuck Lee is pending Board approval; she will attend the next meeting.

13. ADJOURNMENT

The meeting was adjourned at 9:45 a.m.

Approved: Personnel Commission

By: _____ Date: _____