

PERSONNEL COMMISSION  
**MINUTES**  
Regular Meeting of March 30, 2001  
9:00 a.m. – Board Room

1. ROLL CALL

Members Present:

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

Secretary: Terry L. Manges

Recording Secretary: Norma Johnson

2. **APPROVAL OF MINUTES**

MSC (Rothman/Beall) to approve the minutes of the Personnel Commission meeting of February 28, 2001.

3. **COMMUNICATIONS**

- CODESP News – Terry Manges gave a brief background of the CODESP organization.
- The Personnel Commissioners Association of Southern California Annual Joint Mini-Conference will be held in Palm Springs May 18-20.

4. **LEGISLATIVE UPDATE**

The Commission briefly discussed some the proposed legislation currently being considered in Sacramento.

5. **RATIFICATION OF ACTIONS BY DIRECTOR**

A 50% Program Secretary position in Curriculum, Instruction and Assessment was established during the month of February. MSC (Beall/Rothman) to ratify the Director's action.

6. **CLASSIFICATION/SALARY RECOMMENDATION**

Classification Salary Reviews

- Reclassification of Cabin Assistant (R28) to Outdoor Education Program Specialist (R41), Outdoor Education.

The Director of Outdoor Education requested that two vacant positions in the program be reclassified from Cabin Assistant (R28) to Outdoor Education Program Specialist (R41). This request comes as a result of the Principal of the Fox Outdoor School identifying a need for additional staff time performing duties consistent with the class description of Outdoor Education Program Specialist.

MSC (Rothman/Beall) to approve the reclassification of two Cabin Assistant positions (R28) to Outdoor Education Program Specialist (R41).

- Elliott (Jerry) Shaffrank

Mr. Shaffrank submitted a classification review request since he believes that the duties he is currently performing are more consistent with the class description of Building Maintenance Specialist. Both the Maintenance and Operations Manager and the incumbent provided Human Resources Services with sufficient examples of Mr. Shaffrank's work during the past two years to indicate that he is performing the tasks contained in the class description for Building Maintenance Specialist.

MSC (Rothman/Beall) to approve the reclassification of Elliott (Jerry) Shaffrank to Building Maintenance Specialist (R54).

#### Revised Job Description

- Migrant Outreach Worker, Migrant Education

MSC (Beall/Rothman) to approve the proposed revisions.

#### 7. **Other Items**

- Budget Report

A proposed budget for 2001-02 and a report of the current budget and transactions were enclosed. Each line item was briefly explained.

#### 8. **POSITION ANNOUNCEMENTS**

- #005-01 Migrant Support Services Technician
- #10-01 California Student Information Services (CSIS) Program Manager
- #011-01 Counselor Aide I
- #012-01 Migrant Outreach Worker

#### 9. **ELIGIBILITY LISTS**

- #004-01 Foster Youth Services Educational Liaison
- #007-01 Systems Technician I – ROP
- #009-01 Foster Youth Services Technician
- #010-01 California Student Information Services Program
- #055-00, #066-00 Network Analyst II
- #069-00 Cook

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

10. **PERSONNEL DIRECTOR'S REPORT**

- Disciplinary action against an employee is being pursued and may be brought before the Personnel Commission at a later date.
- Sexual harassment issues, including threats of violence, were dealt with.
- The Teacher Job Fair was held March 10 and was very successful attracting 1800-2000 participants. This will become a function of the new Regional Teacher Recruitment Center in the future.

11. **PERSONNEL ACTIONS**

- Personnel Update – As of February 28, 2001.

12. **DATE OF NEXT MEETING**

The next Personnel Commission meeting will be held on April 20, 2001 in the Board Room, 508.

13. **ADJOURNMENT**

The meeting was adjourned at 9:55 a.m.

Approved: Personnel Commission

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