

PERSONNEL COMMISSION
MINUTES
Regular Meeting of May 18, 2001
9:00 a.m. – Board Room

1. ROLL CALL

Members Present:

Miriam Rothman, Commissioner
Bert Seal, Commissioner
May Beall, 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/Beall) to approve the minutes of the Personnel Commission meeting of April 20, 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**

Terry Manges briefly explained the actions taken during the month. MSC (Rothman/Beall) to ratify actions of the director.

- Reclassification of Existing Position – Microcomputer Technical Support Technician (R52) to Internet Help Desk Technician II (R52), LRET
- Program Secretary (R41) to Administrative Assistant I (R44), LRET
- Clerk Typist II, 10 months, (R38) North Inland SELPA
- Program Secretary, 20 hours/week (R41), Curriculum, Instruction & Assessment/SOAR
- Program Secretary, 20 hours/week (R41), Curriculum, Instruction & Assessment/ASPIRE

6. **CLASSIFICATION/SALARY RECOMMENDATION**

Classification/Salary Reviews

- Simeon I. (Sam) Samaniego, Account Clerk III, Payroll
Michele Fort-Merrill reviewed the possibility of establishing an additional classification within the Account Clerk series and determined that it was not appropriate. The recommendation remained for no change in Mr. Samaniego's classification. MSC Rothman/Beall. Seal opposed.
- Jutta Stange, Program Secretary, Human Resources - will be presented next month

- Peter Stillman, Programmer Analyst II, Information Systems Management
The incumbent's assigned duties are largely appropriate to the existing classification. A small portion of this assignment includes database analysis and the major portion of the assignment falls within the job description of Programmer Analyst II. Accordingly, no change in classification was recommended. MSC Beall/Rothman to accept the recommendation.
- Sylvia Su, Programmer Analyst II, Information Systems Management
This position has evolved over the past two years to a level consistent with that of the Senior Systems & Programming Analyst job classification in researching, analyzing, and designing comprehensive applications. It was recommended that the position be reclassified to Senior Systems & Programming Analyst, R71. MSC Beall/Rothman to accept the recommendation.
- Galen Thomas, Programmer Analyst II, Information Systems Management
The level of complexity and scope of responsibility of assignments are comparable to the Senior Systems & Programming Analyst level in that the incumbent acts as section lead in the absence of the manager; he is given the more difficult and complex assignments and is responsible for more comprehensive system analysis. It was recommended that the position be reclassified to Senior Systems & Programming Analyst, R71. MSC Rothman/Beall to accept the recommendation.

Salary Review

- Susan Glentzer, Benefits Technician, Human Resources
This classification has broadened in its scope of responsibility and the incumbent is now required to work with a much greater level of autonomy and independence. In light of this and in comparison with similar positions in Human Resources, it was recommended that the salary be reallocated to R48. MSC Rothman/Beall to approve the recommendation.
- Joseph Mula, Counselor Aide II, JCCS
Data from school districts surveyed indicated the classification is currently being paid at a comparable rate, and no change was recommended. MSC Beall/Rothman to accept the recommendation.
- Houston DeBerry, Scott Johnston, Marcus Robinson, Operations Distribution Worker, Maintenance and Operations
A summary of analysis was distributed which showed that the salary currently being paid is comparable to similar classifications in districts in the county with respect to the various assignment components, and no change was recommended. MSC Beall/Rothman to accept the recommendation.
- Review Salary allocation for Migrant Services Aide Position
A review of the current duties and responsibilities of the MSA classification supports a change in salary range due to the fact that the classification is no longer comparable to the Instructional Aide classification. This is a result of the MSAs working with a significantly higher level of autonomy and independence than Instructional Aides. It was recommended that the Migrant Services Aide be reallocated from R36 to R39.

Fuen Lopez spoke for the many Migrant Services Aides attending the meeting and requesting reallocation to R46. She outlined the many responsibilities they assume and the situations they face on a daily basis. Additional comments were made by several of the Aides who also responded to questions asked of them by the commissioners.

Since some of the issues brought forward had not been discussed with the Director of Migrant Education, it was determined that further meetings with her should be held before making a decision on reallocating the salary. MSC Rothman/Beall to postpone this item for further study.

7. **OTHER ITEMS**

- SDCOE Classified Employee of the Year – Rhonda Wharton
Ms. Wharton, Special Education Aide for JCCS North County, was introduced and presented with a plaque recognizing her accomplishments from the Personnel Commission.
- Proposed Budget for 2001-02 was presented for a first reading.

8. **POSITION ANNOUNCEMENTS**

- #019-01 Special Education Aide
- #021-01 Accounting Technician, Promotional

9. **ELIGIBILITY LISTS**

- #005-01 Migrant Support Services Technician
- #011-01 Counselor Aide I
- #012-01 Migrant Outreach Worker, Promotional
- #012-01 Migrant Outreach Worker, Open
- #013-01 Registrar
- #014-01 Administrative Assistant III, Promotional
- #014-01 Administrative Assistant III, Open

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

10. **PERSONNEL DIRECTOR'S REPORT**

- None

11. **PERSONNEL ACTIONS**

- Personnel Update – As of April 30, 2001.

12. **DATE OF NEXT MEETING**

The next Personnel Commission meeting will be held at 8:30 a.m. on June 14, 2001 in the Board Room, 508. The data and recommendations from a review of the SDCOE Executive and Administrative Assistants and Program Secretary classification will be presented at this meeting. Terry Manges gave a brief summary of how the data collection is progressing.

13. **ADJOURNMENT**

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

Approved: Personnel Commission

By: _____ Date: _____

