

PERSONNEL COMMISSION
MINUTES SPECIAL MEETING

November 2, 2001
1:00 p.m. –Room 309

1. ROLL CALL

Members Present: Bert Seal, Commissioner
Mary Beall, Commissioner
Miriam Rothman, Commissioner

Present: Lydia Campos, Michele Fort-Merrill, Keith
Hildreth, Lisa Nguyen, Les Phillips

Secretary: Terry Manges

Recording Secretary: Norma Johnson

2. ESTABLISHMENT OF NEW POSITION

Terry Manges explained that the Teacher Recruitment Center is anxious to move forward with recruiting for a Recruitment Specialist. Since it is a new position, he was not willing to ratify the action without Personnel Commission approval.

Lisa Nguyen presented the specifications and placement recommendation for the Recruitment Specialist at the Southern California Teacher Recruitment Center. The position is similar to the Human Resources Specialist in that the incumbent will perform research and analysis in a specialized area and formulate recommendations as appropriate. Furthermore, the scope of responsibilities and level of difficulty in performing tasks and/or special projects were also variables in determining its comparability. MSC Rothman/Beall to establish the new position to be placed at M34 of the Management Salary Schedule and to approve the job specification as presented.

3. Next Meeting – November 30, 2001, Board Room 508, 9:00 a.m.

4. Adjournment at 1:15 p.m.

Approved: Personnel Commission

By: _____ Date: _____