

PERSONNEL COMMISSION

MINUTES

November 30, 2001

9:00 a.m. – Board Room

1. ROLL CALL

Members Present:

Bert Seal, Commissioner
Mary Beall, Commissioner
Miriam Rothman, Commissioner

Present:

Susan Dixon, Michele Fort-Merrill, Keith
Hildreth, Les Phillips, Lydia Campos, Lisa
Nguyen

Secretary:

Terry Manges

Recording Secretary:

Norma Johnson

2. APPROVAL OF MINUTES

- MSC (Rothman/Beall) to approve the minutes of the Personnel Commission meeting of October 26, 2001.

3. **COMMUNICATIONS** Terry Manges announced that Michele Fort-Merrill has been selected for the Human Resources Senior Director position. He noted that the selection process was a collaborative effort at several levels: Ultimately, the Personnel Commission and the County Superintendent reached a consensus regarding the final selection decision.

4. **LEGISLATIVE UPDATE** – The update from School Services of California was reviewed. On the PERS issue (3% at 60), a request for an actuarial study has been submitted. Any modification would be subject to negotiations with CSEA.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- The growth at JCCS requires more staff in the Business Office, and the director requested that a vacant Program Secretary position be reclassified to an Account Clerk II where the need is greater. MSC Beall/Rothman to approve the ratification of the reclassification.

6. CLASSIFICATION/SALARY REVIEW

Classification Review

- Louise Bryant, Administrative Clerk, JCCS
This position has evolved over the last year or so to include many duties typical of the Circulation/Catalog Technician. Also, the JCCS library is now considered a lending library by the State and is required to adhere to numerous rules and regulations imposed by the State. Because Ms. Bryant has a background in School Library Services, JCCS has relied upon her to act as the individual who supports meeting these new requirements.

It was recommended that a new classification be created titled Circulation/Catalog Technician I (R47) and that the current Circulation/Catalog Technician be retitled

Circulation/Catalog Technician II (R49). It was further recommended that the Administrative Clerk position in JCCS be reclassified to Circulation/Catalog Technician I. MSC Rothman/Beall to approve the recommendations.

7. OTHER ITEMS

- Consideration of appeal from Director's decision to deny consideration of request for reclassification review of Dora Huerta. This item was withdrawn at Ms. Huerta's request. It may be discussed at a future meeting. Terry Manges gave the Commission background information on the issues.

8. POSITION ANNOUNCEMENTS

- Human Resources Specialist
- Recruitment Specialist, Teacher Recruitment Center
- #063-01 Student Attendant
- #065-01 Clerical Assistant
- #068-01 Migrant Services Aide
- #071-01 Payroll Clerk (Open/Promotional)

Michele Fort-Merrill explained the use of Open/Promotional exams. If there is not a sufficient pool of current employees to fill a position, outside applicants are recruited and merged into the list. Employees are awarded bonus points on their exams for length of service that the outside applicants do not receive. Some employees feel this does not always work to their benefit. They believe the exams should be promotional first, and then open if necessary.

9. ELIGIBILITY LISTS

- #007-98 Program Secretary
- #049-01 Human Resources Technician I and II
- #055-01 Benefits Specialist
- #058-01 Administrative Assistant II
- #059-01 Loss Control Analyst
- #060-01 Administrative Assistant IV
- #061-01 Deferred Compensation Program manager

Terry Manges noted that the Human Resources Technician I and II positions have been filled. Shirley Ross (HR Tech I, Human Resources) and Richard Navarro (HR Tech II, JCCS)

MSC (Rothman/Seal) to accept eligibility lists.

10. PERSONNEL DIRECTOR'S REPORT

- Negotiations between the County Office and CSEA are progressing. The next meeting is in January. There is a meeting scheduled with A of E in December.
- The transition between HR Directors is progressing smoothly.

11. PERSONNEL ACTIONS

- Personnel Update as of October 31, 2001

12. NEXT MEETING

- The next meeting will be December 21, 9:00 a.m. in the Board Room.
- The Commission selected the following meeting dates for 2001: January 17, February 21, March 21, April 18, May 16, June 20, July 18. All meetings begin at 9:00 a.m. Rooms to be announced.

13. ADJOURNMENT

- Meeting adjourned at 10:00 a.m.

Approved: Personnel Commission

By: _____ Date: _____