

PERSONNEL COMMISSION
MINUTES

October 26, 2001

8:00 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, Teri Gast (for Les Phillips)

Secretary: Terry Manges

Recording Secretary: Norma Johnson

2. APPROVAL OF MINUTES

- MSC (Rothman/Beall) to approve the minutes of the Personnel Commission meeting of September 14, 2001.

3. **COMMUNICATIONS** – CODESP News for October was distributed at the meeting. Michele Fort-Merrill reported that she has used the e-mail service for test items from CODESP and was very happy with the results.

4. **LEGISLATIVE UPDATE** – The update from School Services of California was reviewed, including PERS legislation establishing new optional plans for Local Miscellaneous members.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- None

6. CLASSIFICATION/SALARY REVIEW

Classification of New Position

- **Clerical Assistant, JCCS**
MSC Beall/Rothman to classify a new position of Clerical Assistant at Range 36 for JCCS. The position will provide clerical assistance to three teachers located at Monarch High School.
- **Video Resources Specialist, ITV**
ITV requested that a new classification be created which will be responsible for performing research and analysis in a specialized area, and either independently forming recommendations or assisting others in formulating recommendations for programming content. This position will work with district staff and vendors in arranging agreements for acquisition of the resource materials, which makes it comparable to that of the Technology Resources Assistant II. It was recommended that this new class be allocated at Range 54 of the Classified Salary Schedule. MSC Rothman/Beall.

Reclassification of Vacant Position

- **Custodial Services Supervisor, Maintenance & Operations**
Since this position is no longer responsible for the evaluation of assigned staff and will consult with the M&O Manager on selection of staff, it was recommended that it be placed on the Classified Salary Schedule at R42 as opposed to the Management Schedule at M11. MSC Beall/Rothman.
- **Educational Technology/Adaptive Equipment Technician**
With the addition of another Program Specialist in the NCCSE office, the responsibilities of this position have changed. The proposed duties are now more comparable to an Instructional Aide and Audiological Aide since it will no longer provide consultant services to students with exceptional needs for equipment/software. It was recommended that the position be allocated at R36. MSC Rothman/Beall to accept the recommendation for reclassification.

Revised Job Description

- **Maintenance and Operations Manager**
- **Computer Operations Manager**
Two job descriptions were approved by the Commission. The Maintenance and Operations Manager was revised, and the Computer Operations was a new job description for a previously approved position. MSC Rothman/Beall.

7. OTHER ITEMS

- **Reappointment of Personnel Commissioner – Joint Appointee**
The Commissioners reappointed the joint appointee, Miriam Rothman, as of December 1 to another three-year term to expire December 1, 2003. MSC Beall/Seal.
- **Revision of Personnel Commission Rule, Chapter XII, Section 6(a), Initial Salary Placement**
The revised rule Chapter XII, Section 6(a) that was presented for initial consideration last month was presented again for final adoption. MSC Rothman/Beall to authorize the revision to be effective July 1, 2001. The rule was presented to Cabinet for input, and both CSEA and the Superintendent are in agreement with the revision.

8. POSITION ANNOUNCEMENTS

- Coordinator, School Facilities Planning
- #043-01 Offset Equipment Operator I
- #044-01 Offset Equipment Operator II (Promotional only)
- #048-01 Migrant Education Preschool Instructional Assistant
- #051-01 Data Entry Clerk
- #056-01 Foster youth Services Program Aide
- #057-01 Custodial Services Supervisor
- #058-01 Administrative Assistant II
- #060-01 Administrative Assistant IV

9. ELIGIBILITY LISTS

- #004-00 Special Education Assistant
- #026-01, #040-01 Clerk Typist II
- #034-01 Parent and Family Liaison
- #035-01 School Administrative Assistant
- #036-01 School Community Policing Project Specialist
- #037-01 Financial Reporting Assistant
- #039-01 Technology Center Events Assistant
- #044-01 Offset Equipment Operator II
- #045-01 School Facilities Planning Coordinator
- #047-01 Audiological Assistant
- #050-01 Account Clerk III
- #052-01 Senior Director, Human Resources
- #054-01 Computer Operations Manager
- #056-01 Foster Youth Services Supervisor
- #057-01 Custodial Services Supervisor
- #064-01 School Community Policing Project
- #064-98 Account Clerk II
- #066-00 Network Analyst II

MSC (Rothman/Seal) to accept eligibility lists.

10. PERSONNEL DIRECTOR'S REPORT

- Lisa Nguyen, new Human Resources Analyst I, was introduced.
- The examination process for Human Resources Director has been completed. 13 applications were received, 5 candidates were certified in the top three ranks.
- A video for secretarial recruitment has been produced and was shown at the meeting. It will run frequently on ITV.
- A settlement with CSEA is getting closer. The next meeting will be November 19. The next meeting with A of E is October 31.

11. PERSONNEL ACTIONS

- Personnel Update as of September 28, 2001

12. NEXT MEETING

- The next meeting will be November 30, 9:00 a.m. in the Board Room.

13. ADJOURNMENT TO CLOSED SESSION at 8:45 a.m. FOR THE PURPOSE OF INTERVIEWING CANDIDATES FOR SENIOR DIRECTOR, HUMAN RESOURCES.

14. RECONVENE TO REGULAR MEETING AT 1:15

15. REPORT OF ACTION TAKEN IN CLOSED SESSION

- Two candidates were referred to the Superintendent for final interview (Steve Sonnich and Michele Fort-Merrill).

16. ADJOURNMENT

- Meeting adjourned at 1:20.

Approved: Personnel Commission

By: _____ Date: _____