

PERSONNEL COMMISSION

MINUTES

March 21, 2002

9:00 a.m. – Board Room

1. ROLL CALL

Members Present:

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

Present:

Susan Dixon, Angela Bishop, Lisa Nguyen,
Keith Hildreth, Mike Reese, Shauna Stark for
Les Phillips

Secretary:

Michele Fort-Merrill

Recording Secretary:

Norma Johnson

2. APPROVAL OF MINUTES

- MSC (Rothman/Seal) to approve the minutes of the Personnel Commission meeting of February 21, 2002.

3. COMMUNICATIONS

- CODESP News was reviewed. The “leave no child behind” legislation is still in the discussion stage, and what impact it will have on local districts is not known.

4. LEGISLATIVE UPDATE

- Legislative update for March was reviewed. SB 2061 (not in this update) would greatly expand the scope of collective bargaining. It is one to be on the watch for.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- MSC (Seal/Rothman) to ratify the action of the Director to establish a new Program Secretary position for the Online Production Team, LRET.
- MSC (Rothman/Seal) to ratify the action of the Director to extend the eligibility list for Outdoor Education Program Specialist.

6. CLASSIFICATION/SALARY REVIEW

- **Reclassification of Existing Position**

Human Resources Analyst I to Recruitment Technician III

The Human Resources Analyst I is nearing the end of her probationary period and has expressed a desire to return to her former duties as Human Resources Technician I. In order to accommodate her and meet the needs of the department, the Analyst I position will be reclassified to Human Resources Technician III. It is anticipated that one of the Technicians currently serving in HR will be promoted (through examination) to the Technician III position, thereby creating a vacancy for the Analyst I to move back into. At the same time, the Human Resources Technician III position would be reallocated to Range 50 from Range 52 on the salary schedule. MSC (Rothman/Seal)

- **Reorganization of Information Management Systems**

With the retirement of Skip Sharp, Executive Director, in January 2002, the IMS Division is being reorganized and his responsibilities assumed by several people. It is recommended that two of these positions, Director of Business Software and Services and Director of Network and Video Services, be reclassified to Senior Director in view of their expanded roles in the Division. In the reorganization, the Network and Video Services unit will be transferred to the Educational Technology unit in LRET. MSC (Seal/Rothman)

- **Classification Review**

- Cheryl Warrick, Benefits Analyst I**

Based on a study completed by Ewing and Company, it was recommended that Ms. Warrick be reclassified to Benefits Analyst II. MSC (Rothman/Seal)

- Ricardo Gonzalez, Counselor Aide II**

It was determined that Mr. Gonzalez is performing some of the duties of Registrar but not enough to reclassify him. He will be paid out of class for this fiscal year and the duties of the position reevaluated. MSC (Rothman/Seal)

- Sandra Carney, Student Information Systems Analyst**

An outside consultant was hired to study the SIS Unit and determined that due to the way the entire unit has evolved over the past few years, Ms. Carney's position should be reclassified to Student Information Systems Supervisor (M34) MSC (Seal/Rothman)

- Laurie Reck, Student Information Systems Manager**

As part of the same study, it was recommended that Ms. Reck be reclassified to Director (M45) in light of her assuming some of the responsibilities of Skip Sharp and the way the unit has evolved over the past few years. MSC (Rothman/Seal)

- Student Information Systems Technician II (Bales, Hansen, Lawson, Mohr, Twining)**

The five named Technicians are performing at the Systems Analyst level was the conclusion of the consultant's study. It was recommended that they be reclassified to that level (R58). MSC (Rothman/Seal)

- **Classification of Three New Positions**

- Migrant Services Aide, Human Resources**

This position will be housed in Orange County and will support Newport-Mesa School District. The duties as reported by the Director are consistent with the Migrant Services Aide classification. MSC (Rothman/Seal)

- Migrant Secondary School Advisor, Human Resources**

This position will be housed in San Marcos and will support the Carlsbad area. The duties as reported by the Director are consistent with the Migrant Secondary School Advisor classification. MSC (Seal/Rothman).

- Media Production Technician II, LRET Online Productions**

Will be discussed at a later date.

- **Establishment of Two New Classifications and Classification of Two New Vacant Positions**

- Web Programmer, Online Productions, LRET**

Online Productions is establishing new technical positions to assist instructional staff with the production of online professional development products. The position, as described by the Coordinator, will design, develop, implement and update Professional Development Online Production (PDOP) web-based e-learning products; perform a variety of programming, authoring, and coding using programming languages, scripting, databases, and web-based interactive technologies; develop interactive demo CD's and installation disks adhering to platform independency and user requirements. It is recommended that this position be placed

at R55 to allow a 7.5% differential between the existing Webmaster classification which has a broader scope of responsibility. MSC (Seal/Rothman)

-Web Artist, Online Productions, LRET

The second new position in Online Productions will design and produce graphic illustrations and animation for use in e-learning products; develop original, contemporary graphic designs from concepts and interact with clients and project team. It is recommended that this position be placed at R53 after comparison to similar positions in the Graphic Communication unit. MSC (Rothman/Seal)

• **Revised Job Descriptions**

-**Chef** – Review at next meeting

-**Child Nutrition Supervisor** – Review at next meeting

-**Bindery Worker I** – The job description was revised to include physical abilities required by the job. MSC (Rothman/Seal)

7. OTHER ITEMS

The SD/CSPCA Mini-Conference will be held in Palm Springs June 7-9.

8. POSITION ANNOUNCEMENTS

- #094-01 Occupational Therapy Assistant

9. ELIGIBILITY LISTS

- #007-98 Program Secretary
- #030-01 Occupational Therapist
- #038-01 & #038-01 Administrative Clerk
- #076-01 Clerk Typist Ii
- #077-01 Distribution Clerk
- #079-01 Recruitment Technician
- #080-01 Benefits Analyst I
- #081-01 Graphic Clerk
- 3084-01 Bindery Worker I
- #088-01 STRS Counseling Supervisor

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

10. PERSONNEL DIRECTOR'S REPORT

- Terry Ryan was involved in an automobile accident and is recuperating from broken ribs at home.
- Teacher Job Fair attracted approximately 2,000 candidates. It will be held at a larger facility next year.

11. PERSONNEL ACTIONS

- Personnel Update as of February 28, 2002

12. SCHEDULED EMPLOYEE APPEAL FROM DISCIPLINE

- April 18, 2002, 9:00 a.m., Board Room

13. NEXT MEETING – April 18, 2002, 10:00 a.m. in the Board Room

14. HEARING OF APPEAL FROM DISCIPLINE (10:30 A.M. – 3:15s P.M.)

- Upon conclusion of the appeal hearing, the Personnel Commission acted to sustain the action of the SDCOE in the discipline of Kenneth Sweeney and directed the Director, Human Resources to prepare and issue its findings and decision in accordance with the Merit System Rules and Regulations.

17. ADJOURNMENT

- Meeting adjourned at 3:15 p.m.

Approved: Personnel Commission

By: _____ Date: _____