

PERSONNEL COMMISSION

**MINUTES**

April 19, 2002

12:30 p.m.– Room 309

**1. ROLL CALL**

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

Present: Angela Bishop, Doug Crooks, Susan Dixon, Keith  
Hildreth, Lisa Nguyen, Les Phillips and Tasha Smith

Secretary: Michele Fort-Merrill

Recording Secretary: Linda Gant

**2. APPROVAL OF MINUTES**

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

**3. COMMUNICATIONS**

- In response to CSEA's letter to the Personnel Commission a special meeting has been scheduled for Thursday, April 25, 2002 at 12:00 p.m.

**4. LEGISLATIVE UPDATE**

- The Personnel Commission reviewed the School Services of California Legislative report. The Commission will continue to watch AB 2160 (Goldberg).

**5. RATIFICATION OF ACTIONS BY DIRECTOR**

- MSC (Seal/Rothman) to ratify the Director's action to classify one new position in the Juvenile Court and Community Schools program as Clerical Assistant (R36).

**6. CLASSIFICATION/SALARY REVIEW**

- **Reclassification of Existing Position**  
**Art Alari, Building Maintenance Worker, Maintenance and Operations**  
It was recommended that position #7858 be reclassified from Building Maintenance Worker (R48) to Skilled maintenance Worker (R51) due to the way the position has evolved since Mr. Alari assumed the job in April 2000. (MSC Rothman/Seal)

**Diana Oliver, Program Secretary, NCCSE**

Even though the workload for this position has increased significantly over time, the position does not function in a lead secretarial role. Therefore, no change to the existing classification was recommended. (MSC Rothman/Seal)

- **Classification of One New Position**

- **Counselor Aide I, Juvenile Court and Community Schools (JCCS)**

- This position will be housed in the JCCS South Coastal Region. It was recommended to classify one new position in the Juvenile Court and Community Schools program as Counselor Aide I (R34) (MSC Rothman/Seal)

- **Revised Job Descriptions**

- Lisa Nguyen recommended that the following job description be revised:

- **Chef** – The revision reflects the current duties and responsibilities and physical requirements. MSC (Rothman/Seal)

- **Child Nutrition Supervisor** – This job description was updated to include current duties and responsibilities and physical requirements. MSC (Rothman/Seal)

- **Help Desk Supervisor** –It was recommended to rename the title of Internet Support Services supervisor to Help Desk Supervisor (Range 58) and revise the class description. Please see page 45 for revisions to this job description. MSC (Rothman/Seal)

## **7. 2002-02 PERSONNEL COMMISSION BUDGET**

- The Personnel Commission 2001–02 Budget Report and Proposed 2002-03 Budget was received by the Commission. Michele Fort-Merrill reported that the proposed budget was prepared during the COE budget preparation process as is traditionally done. The Personnel Commission scheduled the Public Hearing on the budget on May 17, 2002 in accordance with Education Code 45253. MSC (Rothman/Seal)

## **8. INTENT TO CONTINUE CODESP MEMBERSHIP**

- Michele Fort-Merrill recommended that the Personnel Commission continue the CODESP member. MSC (Seal/Rothman).

## **9. POSITION ANNOUNCEMENTS**

- Executive Director, District Financial Services
- #085-01 Migrant Education Preschool Instructional Assistant
- #092-01 Food Services Worker
- #093-01 Cook
- #096-01 Clerical Assistant-Bilingual
- #098-01 Director, Information Management Services
- #099-01 Director, network Video Services
- #101-01 Migrant Support Services Supervisor
- #103-01 Groundskeeper
- #104-01 School Administrative Assistant

## **10. ELIGIBILITY LISTS**

None

## **11. PERSONNEL DIRECTOR'S REPORT**

- The classification studies requested during the fall 2001 window period for will be completed by June 30, 2002. The window period for salary review requests has closed and those reviews will begin following the completion of the classification reviews.

**12. PERSONNEL ACTIONS**

- Personnel Update as of March 31, 2002

**13. CLOSED SESSION (SCHEDULED EMPLOYEE APPEAL FROM DISCIPLINE)**

- The Personnel Commission disclosed its intent to adjourn to Closed Session at 1:30 p.m., Room 610 to conduct the disciplinary appeal hearing requested by a classified employee.

**14. HEARING OF APPEAL FROM DISCIPLINE (1:30 P.M. – 10:30 P.M.)**

- Upon conclusion of the appeal hearing, the Personnel Commission reconvened to Open Session and announced its unanimous decision to sustain the disciplinary action taken by the County Office of Education to dismiss a permanent Custodian from the classified service.

**15. NEXT MEETING – May 17, 2002, 10:00 a.m. in the Board Room**

**16. ADJOURNMENT**

- Meeting adjourned at 10:30 p.m.

Approved: Personnel Commission

By: \_\_\_\_\_ Date: \_\_\_\_\_