

PERSONNEL COMMISSION

MINUTES

June 20, 2002

9:00 a.m. Board Room

1. ROLL CALL

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

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

Secretary: Michele Fort-Merrill

Recording Secretary: Norma Johnson

2. APPROVAL OF MINUTES

- MSC (RothmanSeal) to approve the minutes of the Personnel Commission meeting of May 17, 2002.

3. COMMUNICATIONS

- None

4. LEGISLATIVE UPDATE

- SB 1419 Personnel Services Contracting has seen some opposition from the School Boards Association. School districts have expressed concern about this bill as the restrictions are too tight. Districts need some flexibility.
- AB 979 Call to Active Military Duty would have fiscal implications in that employers would have to supplement military pay for up to one year.
- AB 1802 School Employees: Classified Service. This doesn't apply to us as we use a different system to compensate for sick leave.
- AB 2849 has negative cost implications in that it would include part-time playground positions in the classified service.
- SB 1405 regards qualifications of Instructional Aides. There is a great deal of discussion about this bill and the No Child Left Behind legislation.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- The Director took action on a request by the North Inland SELPA Director for a custodial position (4 hours per week)
- The Fallbrook UHSD ceased operation of their Migrant Education Program and it was merged into the County Office Migrant Education Program. This opened the three existing Fallbrook positions as County Office positions.
- MSC (Rothman/Seal) to ratify both actions by the Director.

6. CLASSIFICATION/SALARY REVIEW

- **Classification Review**

Joan Gentry, Retirement Technician, Business Services

After considerable discussion and a recommendation of “no change” to the classification, this item was tabled until the July 26 meeting.

Tamika Kirkland, Data Entry Clerk, Internet Help Desk, Ed Technology

Since being hired in January 2000, the incumbent has been assigned increasingly more responsible clerical functions that are comparable to that of Clerk Typist II. For that reason, it was recommended that the position be reclassified to Clerk Typist II (R38). MSC (Seal/Rothman) to accept the recommendation.

Connie Grimes, School Clerk Typist, Student Services

Following the long standing practice of the County Office to classify support staff positions according to the position of the supervisor, it was recommended that this position (and the other School Clerk Typist at Fox Outdoor School) be reclassified to School Administrative Assistant since it reports to a School Principal. MSC (Rothman/Seal) to approve the recommendation.

- **Classification of New Position and Revise Job Description**

IMS Unit is establishing a new position of one-year duration (with the potential of being funded for an additional year) which will support California School Information Services requirements. The duties described fit the requirements of Programmer/Systems Analyst II (R69) MSC Rothman/Seal) to approve the classification and the revised job description.

- **Classification of New Positions**

The Director of Outdoor Education has received approval to fill two new positions. In discussing the duties these two incumbents will perform, it was determined that Cabin Assistant (R28) is the appropriate classification. MSC (Seal/Rothman) to approve the recommendation.

The Executive Director of the Court and Community Schools has established a new position at Polinsky School. The duties of the position fall within the description of Clerical Assistant (R36). MSC (Rothman/Seal) to approve recommendation.

- **Reclassification of Vacant Position**

The Director of Risk Management has requested that a vacant part-time Account Clerk III (R48) be reclassified to Program Secretary (R41) to better suit the needs of the department. MSC (Seal/Rothman) to approve the recommendation.

Michele Fort-Merrill raised concerns with regard to the appeal of classification studies and suggested that the appeal process needs improvement so that all parties involved are more comfortable with the presentation, the appeal, and the outcome. Some ideas were to itemize the points of disagreement in order for the Commissioners to see both sides of the issue (perhaps a chart format). Another thought was to implement an employee committee to review the application before the study, and then again after the study with the employee and Human Resources staff. It was also suggested that a glossary of terms related to classification of positions would be helpful to the Commissioners. It was agreed that the Director would look into these suggestions and report back to the Commission.

7. OTHER ITEMS

- **SDCOE Classified Employee of the Year, Anthony Duke**
Anthony Duke was presented with a plaque from the Personnel Commission and congratulated on being selected SDCOE Classified Employee of the Year.
- **Tasha Smith** expressed concern about the way Promotional and Open/Promotional positions are announced. She thought someone other than Human Resources staff should determine which positions are announced as Promotional Only and Open/Promotional. Michele Fort-Merrill explained the decision-making process to her and why it is appropriate for HR to make that type of decision.
- **Select Additional Dates for Personnel Commission Meetings**
Dates selected are: September 13, October 11, November 15, December 13. All at 9:00 a.m.

8. Position Announcements

- #092-01 Food Services Worker
- #105-01 Web Artist
- #106-01 Web Programmer
- #112-01 Special Education Parent Liaison
- #115-01 Human Resources Technician III
- #118-01 Administrative Assistant III
- #119-01 Migrant Education Preschool Instructional Assistant

9. ELIGIBILITY LISTS

- #068-01 Migrant Services Aide
- #090-01 Child Nutrition Supervisor
- #091-01 Chef
- #092-01 Food Services Worker
- #095-01 Outdoor Education Program Specialist
- #097-01 Executive Director, District Financial Services
- #105-01 Web Artist
- #106-01 Web Programmer
- #107-01 Counselor Aide I
- #112-01 Special Education Parent Liaison
- #115-01 Human Resources Technician III (promotional only)
- #114-01 Help Desk Supervisor

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

10. PERSONNEL DIRECTOR'S REPORT

- Michele Fort-Merrill and Susan Dixon attended the Personnel Commissioner's Conference in Palm Springs. Approximately 140 participants were involved, and it was a very good working session. The state conference will be here in San Diego in January, and we will be very involved.

11. PERSONNEL ACTIONS

- Personnel Update as of May 31, 2002

12. NEXT MEETING – July 26, 2002, 9:00 a.m. in the Board Room

13. ADJOURNMENT

- Meeting adjourned at 10:45 a.m.

Approved: Personnel Commission

By: _____ Date: _____