

PERSONNEL COMMISSION
MINUTES

September 6, 2002
9:00 a.m., Room 307

1. ROLL CALL

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

Present: Angela Bishop, Susan Dixon, Keith Hildreth, Lisa
Nguyen, 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 July 26, 2002.

3. COMMUNICATIONS

- CODESP News for July and August 2002

4. LEGISLATIVE UPDATE

- The California State budget was finally approved; it includes a \$3 billion increase for education, but since it is an election year cuts in that money could be made. The budget also includes a 2% COLA. Also California is facing a \$24 billion deficit. No Child Left Behind legislation is the hot topic in Sacramento.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- **Program Secretary, Professional Development Online Production, LRET**
A support position was needed for the Coordinator of Training and Implementation. In accordance with the customary practice, a Program Secretary position was established. MSC (Rothman/Seal) to approve the Director's action.
- **Administrative Assistant I, WRITE Institute, LRET**
A support position was needed for the Director, WRITE Institute. In accordance with the customary practice, an Administrative Assistant I position was established. MSC (Rothman/Seal) to approve the Director's action.

6. CLASSIFICATION/SALARY REVIEW

Salary Review

The Ewing Company completed reclassification reviews of the following positions in the Business Services Division. The Consultant's analysis and recommendations follow.

- **Dreena Jipson, Bridget Bromley, Software Services Project Managers (M40)**
The issues involve parity with other managers in the department and the compression of the manager's salary in relation to subordinated. The recommendation was to reallocate this position to Range M44 equivalent to the recommended level of the Operations Manager as well as the current level of the Communications and Database Managers.
- **Hans Kohls, Computer Operations Manager (M42)**
The Consultant recommended reallocating this position to M44 due to the knowledge, complexity, and accountability associated with it. It is certainly equivalent to the managers in Data Communications and Database.
- **Theresa Petros, Claims Specialist (M36)**
The original scope and intent of this position remains essentially the same even though responsibilities have broadened. The position appears in proper relation to colleagues such as Benefits Specialist (M36) and Risk Management Specialist (M38). No change is recommended.
- **Faye Freeman, Assistant Risk Manager (M47)**
It is recommended that Ms. Freeman be reclassified to Director (M48) due to the fact that she directly supervises most of the majority of Risk Management staff including three management positions and has direct influence over several million dollars of plan assets.
- **Dan Puplava, Deferred Compensation Manager (M40)**
This unique position is equivalent to other strong management positions in Business Services. It is recommended that it be reallocated to M44. The program managed by the incumbent offers programs for deferred compensation to school districts at a reduced administrative fee. The complexities of the relationship with investment and money management companies make this an unusual and remarkable venture that has attracted other county offices in the state.

The Ewing Company completed reclassification reviews of the following positions in the Educational Technology Division. The Consultant's analysis and recommendations follow.

- **Ken Storm, Video Services Manager (M42)**
Mr. Storm's responsibilities are focused on the various networks, hardware and software that operate the extensive ITV activities of the COE. He supervises two engineers; however, the recent advances in ITV technology which migrated the support system from analog to an all digital educational television network has been largely his responsibility. It is recommended that this position be reallocated to M44 and be retitled ITV Engineering Manager to more accurately describe the position.
- **John Cusack, Network Services Manager (M44)**

This position reports to a Senior Director and oversees the design, installation and management of a state-of-the-art network system involving 36 districts. The recommendation is to reallocate this position to M47. This would provide sufficient salary difference with the Senior Director while recognizing the broader technical requirements of this position in relation to the other M44 level managers in this department as well as the programming and operations units.

MSC (Rothman/Seal) to accept the Consultants recommendation in all cases described above.

Classification Review (July 2001 Window Period)

- **Barbara Pfeifer, Account Clerk III (R48)**
Susan Dixon originally presented this study in June. Since that time she has further discussed the outcomes with the incumbent and her supervisor. The recommendation is for no change. MSC (Rothman/Seal) to approve the recommendation.
- **Joan Gentry, Retirement Technician (R52)**
Angela Bishop originally presented this study in June. Since that time she has further discussed the outcomes and rationale with the incumbent and her supervisor. One issue stems from the fact that this request was originally filed in 2000, and over time the duties of the position evolved. The incumbent feels that in the time that has elapsed, duties evolved and then re-evolved. Michele Fort-Merrill offered to speak with the supervisors in Business Services to determine if there are any outstanding temporary out an out-of-class issues that need to be addressed. MSC (Rothman/Seal) to approve the recommendation of no change with the stipulation that there would be such a discussion.

Classification of Positions

- **Student Support Services Technician, JCCS San Pasqual**
Enrollment at San Pasqual Academy has increased to the point where additional staff is justified. The duties required are consistent with the newly established Student Support Services Technician classification (R40). MSC (Seal/Rothman) to approve the position.
- **Maintenance Assistant, JCCS**
JCCS has received approval to hire an additional staff member to perform duties related to custodial, general building maintenance and delivery work. This work will be performed throughout the county. It is also recommended that the position be retitled to Maintenance Worker (R40) to more accurately describe the duties of the position. MSC (Seal/Rothman) to approve the recommendation. **NOTE: Minutes amended at November 22 meeting to reflect placement at Range 39.**
- **Clerical Assistant and Attendance Clerk, JCCS South Region**
Two new positions have been authorized for JCCS South Region. After review with the Principal, it was determined that the duties fall into the classification of Clerical Assistant (R36) and Attendance Clerk (R40). MSC (Rothman/Seal) to approve the positions.
- **Database Analyst and Sr. Systems & Programming Analysts, Business Services**
The Software Services Unit Director has requested that these two positions be reclassified to a lower level to aid in establishing a candidate pool to meet the needs of the department. MSC (Seal/Rothman) to approve the reclassifications.

Revised Job Description

- **Telephone Operator/Information Clerk**
This position is currently open; therefore, it is timely to revise the job description to include physical abilities, update of peripheral duties, and to add a bilingual requirement. MSC (Rothman/Seal) to accept the recommendation.

7. OTHER ITEMS

- **None**

8. POSITION ANNOUNCEMENTS

- Director, TRC
- Senior Director, Risk Management
- Coordinator, School Facilities Planning
- Recruitment Specialist, TRC
- #006-02 Administrative Assistant I (open/promotional)
- #008-02 Financial Reporting Analyst
- #011-02 Cabin Assistant
- #021-02 Student Support Specialist
- #114-02 Lead Delivery Worker (promotional only)
- #114-02 Clerk/Typist II & Clerk/Typist II Bilingual (English/Spanish)
- #113-02 Circulation/Catalog Technician II (promotional only)
- #126-02 Programmer/Systems Analyst II
- #118-02 Software Services Project Manager

9. ELIGIBILITY LISTS

- #004-02 Risk Management Technician I
- #013-02 Circulation/Catalog Technician II
- #093-01 Cook
- #114-02 Lead Delivery Worker
- #118-02 Software Services Project Manager
- #118-01 Administrative Assistant III
- #123-01 Custodian
- #126-01 Programmer/Systems Analyst II
- #128-01 Senior Director, Risk Management

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

10. PERSONNEL DIRECTOR'S REPORT

- The reclassification/salary review guidelines are in the process of being developed.
- The HR database system development is under way. HR staff, along with IMS staff, have been visiting sites to view their systems. We are working toward less paper and more online functions.
- Michele requested a date change for October. The preferred date is October 8, 2:00 p.m. The alternate date is October 7, 9:00 a.m. Date to be confirmed.

11. PERSONNEL ACTIONS

- Personnel Update as of July 31 and August 31, 2002

12. NEXT MEETING – To Be Announced

13. ADJOURNMENT

- Meeting adjourned at 10:15 AM.

Approved: Personnel Commission

By: _____ Date: _____