

PERSONNEL COMMISSION

MINUTES

February 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, Lydia Campos, Angela Bishop, ,
Lisa Nguyen, Keith Hildreth, Les Phillips

Secretary:

Michele Fort-Merrill

Recording Secretary:

Norma Johnson

2. APPROVAL OF MINUTES

- MSC (Seal/Rothman) to approve the minutes of the Personnel Commission meeting of January 17, 2002.

3. COMMUNICATIONS

- The Instructional Aide testing item is of concern to districts and will probably be a topic at the Spring Personnel Commissioners Conference. We are looking into whether or not we will have to change the qualifications or the examinations to comply. Michele Fort-Merrill will check into the impact this may have on credentials.
- Angela Bishop, Human Resources Specialist, was introduced by Michele Fort-Merrill.

4. LEGISLATIVE UPDATE

- Legislative updates for January and February were reviewed. It is not anticipated that SB 29 will have an impact on JCCS.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- At the request of the Risk Management Director, the vacant Benefits Analyst II (M28) position was recruited as a Benefits Analyst I (M24) position. This action broadened the applicant pool for the position at the needed level. MSC (Rothman/Seal) to ratify the Director's action.

6. CLASSIFICATION/SALARY REVIEW

Classification of existing positions

- **Mid-Career Financial Planning Specialist (M36) to STRS Counseling Supervisor (M28)** – Since the Mid-Career Financial Planning is now part of the function of the Deferred Compensation Manager, it was requested that the vacant position be reclassified to STRS Counseling Supervisor. The professional level technical knowledge is comparable to the Benefits Analyst II job class. The position is compensated for lead

responsibilities at approximately 10% above current retirement counselors. MSC (Seal/Rothman)

- **Program Secretary (R41) to School Administrative Assistant (R44)** – The Program Manager Academies/Community Schools was promoted to Principal. In keeping with the long standard practice, the Program Secretary position will be reclassified to School Administrative Assistant to match the supervisor's position. The incumbent, who has not been in the position for the requisite three years, will be required to take the examination and receive a passing score. MSC (Seal/Rothman)

7. OTHER ITEMS

- **Request for appeal hearing (employee discipline matter)**
An employee has requested an appeal from his discipline (termination). It is the responsibility of the Personnel Commission to determine a date for the hearing and whether or not to use a hearing officer or hear the appeal themselves. Appeal Hearing and Hearing Procedures from the Merit System Rules and Regulations were distributed. MSC (Seal/Rothman) to have a hearing officer conduct the meeting and the Commission sit as a panel. The date was set for the next regular Commission meeting, March 21. Michele Fort-Merrill will make arrangements for a hearing officer.

8. POSITION ANNOUNCEMENTS

- Benefits Analyst I
- #078-01 Special Education Aide
- #081-01 Graphic Clerk
- #082-01 Administrative Assistant II – Bilingual
- #083-01 Administrative Clerk
- #084-01 Bindery Worker
- #085-01 Migrant Education Preschool Instructional Assistant

It was noted that the Bindery Worker position had been filled, but the selected applicant failed to pass the pre-placement physical.

9. ELIGIBILITY LISTS

- #065-01 Clerical Assistant
- #068-01 Migrant Services Aide
- #078-01 Special Education Aide

MSC (Rothman/Seal) to accept eligibility list

10. PERSONNEL DIRECTOR'S REPORT

- The Personnel Commissioners Spring Conference will be in Palm Springs, June 7-9.
- The State Conference will be held in San Diego in January (dates not available yet).
- The County Office has agreed with the A of E for a 3.782% increase; CSEA will ratify their agreement today for 3.318%; the Superintendent has agreed that Management and Confidential employees will receive a 3.87% increase.
- The annual Teacher Job Fair will be held this Saturday, February 23, at the Scottish Rite Temple, 9:30 a.m. to 3:00 p.m. Approximately 2,200 candidates attended last year.

11. PERSONNEL ACTIONS

- Personnel Update as of January 31, 2001

12. NEXT MEETING

- The next meeting will be March 21, 2002 at 9:00 a.m. in the Board Room.

13. ADJOURNMENT

- Meeting adjourned at 9:40 a.m.

Approved: Personnel Commission

By: _____ Date: _____