

PERSONNEL COMMISSION

MINUTES

January 17, 2002

9:00 a.m. – Board Room

1. ROLL CALL

Members Present: Bert Seal, Commissioner
Miriam Rothman, Commissioner

Members Absent: Mary Beall, Commissioner

Present: Susan Dixon,, Arlene Breen for Keith Hildreth,
Lydia Campos, Lisa Nguyen

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 December 21, 2001.

3. COMMUNICATIONS –

- The CODESP Newsletter was distributed at the meeting.
- Rick Navarro, Human Resources Analyst II, JCCS, was introduced by Lisa Nguyen

4. LEGISLATIVE UPDATE –

- None

5. RATIFICATION OF ACTIONS BY DIRECTOR

- None

6. CLASSIFICATION/SALARY REVIEW

Classification of two new positions

- JCCS has received funding to establish a new position to assist in the coordination and ongoing maintenance of student attendance records in the Community Day Schools. The list of duties submitted by the unit, as well as the knowledge and ability requirements, are consistent with those of Attendance Clerk (R40). MSC Rothman/Seal to approve the classification.
- JCCS has received funding to establish a new position to provide secretarial support to the support Services Manager in the Community Day Schools. The list of duties provided by the unit, as well as the reporting relationship, indicate the position should be classified as Program Secretary (R41). MSC Rothman/Seal to approve the classification.

7. OTHER ITEMS

- Selection of Personnel Commission Officers for 2002
Mary Beall was selected as Chairperson (MSC Rothman/Seal)
Miriam Rothman was selected as Vice Chairperson for 2002 (MSC Seal/Rothman)

8. POSITION ANNOUNCEMENTS

- Project Specialist, TUPE
- #077-01 Systems Technician II (SIS)
- #079-01 Recruitment Technician

9. ELIGIBILITY LISTS

- #071-01 Payroll Clerk
- #072-01 Human Resources Specialist
- #073-01 Systems Technician II (SIS)

MSC (Rothman/Seal) to accept eligibility lists.

10. PERSONNEL DIRECTOR'S REPORT

- The Human Resources Specialist has been selected. Angela Bishop (SD City Schools) will start February 4, 2002.
- Arlene Breen (representing CSEA) was introduced.

11. PERSONNEL ACTIONS

- Personnel Update as of December 31, 2001

12. NEXT MEETING

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

13. ADJOURNMENT

- Meeting adjourned at 9:15 a.m.

Approved: Personnel Commission

By: _____ Date: _____

