

PERSONNEL COMMISSION

MINUTES

July

26, 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 (Rothman/Seal) to approve the minutes of the Personnel Commission meeting of June 20, 2002 as amended. The motion to approve the recommendation to reclassify Tamika Kirkland to Clerk Typist II was added.

3. COMMUNICATIONS

- CODESP News for June 2002

4. LEGISLATIVE UPDATE

- M. Fort-Merrill reported that Carol Berg informed the ACSA Human Resources Committee that the focus in Sacramento is getting an FY02 budget adopted, therefore, there is not much other legislative activity to report.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- The Student Information Systems unit established a new position to assist school districts. The duties described clearly fall within the existing class of Student Information Systems Technician II. Ratification of the action to classify the position was requested.

MSC (Seal/Rothman) to ratify the director's action.

6. CLASSIFICATION/SALARY REVIEW

Classification Review

- **Craig Robertson, Programmer Systems Analyst II**
In addition to broad system responsibility and participating on the design team for other special projects, the incumbent has taken the lead role in planning, organizing, and overseeing the design, development and implementation of a complex, web-based Leave system. These duties, consistent with Senior Systems and Programming Analyst job class,

will be sustained with the development of a comprehensive, integrated Human Resources/Payroll system; therefore, a reclassification to Senior Systems & Programming Analyst is supported MSC (Rothman/Seal).

- **Clerk Typist II to Purchasing Clerk (Linda McGloughlin)**
Over the past two years a number of changes have occurred in the assignment that have affected the essential function of this position. The incumbent still performs routine clerical duties but in addition has acquired tasks in the areas of purchasing and bidding. It is recommended that a new classification of Purchasing Clerk be established and placed at R42 of the Classified Salary Schedule in light of its comparability to Graphics Control Clerk. MSC (Rothman/Seal)
- **Student Support Specialist, JCCS**
The Director of Juvenile Court and Community Schools has requested that a new job classification be established which combines duties from the existing classifications of Counselor Aide and Registrar. The new job class may perform any combination of the duties of each of the two classes. A single incumbent will be able to provide a full range of services for a student ranging from processing initial intake paperwork to assisting students in vocational opportunities. The Counselor Aide classification will be eliminated, and the Registrar classification will be eliminated through attrition. MSC (Seal/Rothman) to establish a new classification of Student Support Technician and allocate to Range 40.
- **Database Analyst, IMS**
This item was pulled due to additional information being received too late to include at this meeting.
- **Cook, Outdoor Education**
In order to maintain consistency of the staffing patterns at the outdoor schools, the Cook position at Palomar needs to be reclassified to Chef. This will give Palomar the leadership and continuity of services needed in light of the expanded role of the Child Nutrition Supervisor in overseeing the activities at all three outdoor schools. MSC (Rothman/Seal)
- **Parent Liaison, Curriculum, Instruction & Assessment**
A Parent & Family Involvement Coordinator/Project Specialist will soon be hired and will coordinate and supervise the functions of the Parent Liaison unit. This creates a need for a Program Secretary; the Director requested that the vacant Parent Liaison position be reclassified to meet this need. MSC (Rothman/Seal)
- **Director, Teacher Recruitment Center**
This position is currently vacant and has been reviewed by the consultant, Ewing & Company. Given the span of control and the level of positions supervised and the reporting relationship (now to Senior Director, Human Resources) it was concluded that the appropriate management level is Director (M48). MSC (Seal/Rothman) to approve the recommendation.

Classification of New Positions

- **Technology Training Assistant, Migrant Education**
This new position will provide technical training and support in the Dr. Alma Flor Ada Learning Technology Lab located in the Migrant Resource Center. The focus of this position is providing technology training to students and staff. It was compared with Technology Resources Assistant I/II. MSC (Rothman/Seal) to classify the position.
- **Reading Volunteer Program Assistant, Migrant Education**
Located in the Migrant Ed Resource Center, this continuing education program is designed to pair English-speaking adult volunteers with Spanish-speaking parents to assist them in learning to read and write English, as well as complete a primary or secondary education. Duties are consistent with the Reading Volunteer Program Assistant (R50). MSC (Seal/Rothman) to approve the classification and revised job description.
- **School Facilities Planning Coordinator & Financial Reporting Analyst, Facilities Planning**
The Sweetwater Union High School District has contracted with SDCOE to provide consultant services related to the coordination and monitoring of its bond construction program. The Coordinator position relates to facilities design, planning, financing and construction. The Financial Reporting Analyst will provide financial, budgetary and operational support to Sweetwater local bond and state funded construction and modernization program. MSC (Rothman/Seal) to approve the recommendation to classify two new positions in Facilities Planning.
- **Administrative Assistant I, Language Arts Reading Implementation Center**
SDCOE has been selected as a Reading Implementation Center is the state with the objective to increase student achievement in reading/language arts. As a result, the Language Arts Unit has been authorized to add a secretarial support position to its staff. MSC (Seal/Rothman) to approve the recommendation.
- **Lead Delivery Worker, Maintenance & Operations**
Maintenance & Operations has requested establishment of a new position that will relieve the Manager of the day-to-day supervision of delivery service activities and staff. This person will act in a lead capacity in addition to routine duties. MSC (Rothman/Seal) to establish a new position of Lead Delivery Worker at range 50.

7. OTHER ITEMS

- **Meeting Date for November**
November 22 was selected. If the Teacher Recruitment Center is available, the meeting will be there. October 6 was a misprint; the correct date is October 4, Room 310.

8. POSITION ANNOUNCEMENTS

- #004-02 Risk Management Technician I

9. ELIGIBILITY LISTS

- #007-98 Program Secretary
- #065-01, 096-01 Clerical Assistant
- #068-01 Migrant Services Aide
- #104-01 School Administrative Assistant
- #108-01 Attendance Clerk
- #109-01 Student Information Systems Supervisor
- #113-01 Media Services Circulation Technician
- #116-01 Risk Management Analyst
- #117-01 Recruitment Center Support Services Technician

10. PERSONNEL DIRECTOR'S REPORT

- Michele and staff met with Marlys Grodt, Consultant, and are working on a process whereby the appeal of employees to the Personnel Commission will be less disputatious.

11. PERSONNEL ACTIONS

- Personnel Update as of June 30, 2002

12. NEXT MEETING – September 6, 2002, 9 a.m., Room 307

13. ADJOURNMENT

- Meeting adjourned at 10:05 AM.

Approved: Personnel Commission

By: _____ Date: _____