

PERSONNEL COMMISSION
MINUTES
May 17, 2002
8:00 a.m. Board Room

1. ROLL CALL

Members Present: Miriam Rothman, Commissioner
Bert Seal, Commissioner

Members Absent: 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 (Seal/ Rothman) to approve the minutes of the Personnel Commission meeting of April 19 and 25, 2002.

3. COMMUNICATIONS

- CODESP News was included in the packet.

4. LEGISLATIVE UPDATE

- Michele Fort-Merrill will review the lengthy update and report back anything pertinent to the Commission at the next meeting.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- The Director of Risk Management is utilizing the retirement of a current Risk Management Specialist to reorganize his unit and requested that the position (#5030-M38) be reclassified to Risk Management Analyst (M28). MSC (Seal/Rothman) to approve the ratification by the Director.

6. CLASSIFICATION/SALARY REVIEW

- **Classification Review**
Rhonda Wharton, Martin “Jim” Banks, Katherine Barnett, Special Education Aides, Student Services & Programs. Angela Bishop reviewed these positions and concluded that even though the incumbents may have assumed more responsibility and workloads may have increased, the function of the position remains within the class description. No change was recommended. The job description was revised to include physical requirements. MSC (Seal/Rothman) to approve the recommendation and revised job description. CSEA requested that any revisions to job descriptions be discussed with them prior to presentation to the Commission.

Marguerite Marks, Legal Services Technician, Business Services

In consideration of the increased amount of research and analysis required in this assignment as well as the level of autonomy, accountability and criticality of error, it was recommended that the assignment be reclassified to Legal Services Analyst at R58. MSC (Seal/Rothman) to approve the recommendation and the job description.

Ray Simpson, Custodian, Fox Outdoor School, Student Services & Programs

As a result of identifying duties outside the normal scope of a custodian assignment, it is recommended that a new class of Custodian-Outdoor Education be established at R40. The class description includes all standard custodial tasks as well. Three positions are affected by the establishment of the new class (to include custodians from Palomar and Cuyamaca outdoor schools). MSC (Seal/Rothman) to approve the recommendation and the class description.

• **Establish New Position and Establish New Classification**

Recruitment Center Support Services Technician

The Southern California Recruitment Center has requested establishment of a new classified position to provide technical support to the Recruitment Center and satellite offices. Duties and scope of responsibilities are comparable to that of Migrant Support Services Technician and Foster Youth Services Technician classifications. It was recommended to establish the new classification and classify one new position at R42. MSC (Seal/Rothman) to approve the recommendation.

• **Reclassify Vacant Position**

Bindery Worker II, Graphic Communications

The Graphic Communications Manager has identified a need for someone to perform entry level bindery work and serve as a back up for delivery of completed materials to departments. Therefore, he is requesting that this position be reclassified to Bindery Worker I, R36. MSC (Seal/Rothman).

7. OTHER ITEMS

• **Personnel Commission Budget for 2002-03**

MSC (Rothman/Seal) to declare open meeting for discussion of proposed budget. MSC (Rothman/Seal) to declare the meeting closed. MSC (Seal/Rothman) to approve the budget for 2002-03 as presented.

8. Position Announcements

- #090-01 Chef
- #090-01 Child Nutrition Supervisor
- #103-01 Groundskeeper
- ##104-01 School Administrative Assistant (open/promotional)
- #105-01 Web Artist
- #106-01 Web Programmer
- #107-01 Counselor Aide I
- #108-01 Attendance Clerk
- #110-01 Director, Student Information Systems (promotional)
- #111-01 Student Information Systems Supervisor (promotional)
- #112-01 Special Education Parent Liaison
- #113-01 Media Services Circulation Technician
- #114-01 Help Desk Supervisor (promotional)

9. ELIGIBILITY LISTS

- #030-01 Occupational Therapist
- #048-01 Migrant Ed Preschool Instructional Assistant
- #064-98 Account Clerk II
- #082-01 Administrative Assistant II (Bilingual)
- #094-01 Occupational Therapy Assistant
- #098-01 Director, Information Management Services
- #099-01 Director, Network Video Services
- #100-01 Systems Technician II JCCS
- #101-01 Migrant Support Services Supervisor
- #103-01 Groundskeeper
- #110-01 Director, Student Information Systems

10. PERSONNEL DIRECTOR'S REPORT

- Michele Fort-Merrill, Susan Dixon and Miriam Rothman will attend the Personnel Commissioners Mini Conference in Palm Springs, June 7-9.
- Michele Fort-Merrill announced that she is changing the format of the Personnel Commission packet from folders to notebooks. Everyone agreed to the change. Everyone will return his/her binder to Norma Johnson before the following commission meeting so that it can be reused.

11. PERSONNEL ACTIONS

- Personnel Update as of April 30, 2002

12. NEXT MEETING – June 20, 2002, 8:00 a.m. in the Board Room

13. ADJOURNMENT

- Meeting adjourned at 8:45 a.m.

Approved: Personnel Commission

By: _____ Date: _____