

PERSONNEL COMMISSION

MINUTES

November 22, 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, Shauna Stark for Les Phillips, Terry Ryan

Secretary: Michele Fort-Merrill

Recording Secretary: Norma Johnson

The emergency procedures were explained by Michele Fort-Merrill.

2. APPROVAL OF MINUTES

- MSC (Rothman/Seal) to approve the minutes of the Personnel Commission meeting of September 6, 2002 as amended to reflect the correct salary range for the Maintenance Worker position as Range 39 instead of Range 40.

3. COMMUNICATIONS

- CODESP News for October 2002.

4. LEGISLATIVE UPDATE

- School Services of California provided for information.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- Migrant Services Aide/Encinitas and Migrant Secondary School Advisor. New positions to support the needs of the program. MSC (Seal/Rothman)
- Administrative Assistant I, ROP/School-to-Career. This position now reports to a Director, so needed to be upgraded correspondingly from Program Secretary. Incumbent was tested and passed the qualifying exam. MSC (Rothman/Seal)
- Administrative Assistant II, Technology Research. This is a new position that reports to a Senior Director. MSC (Seal/Rothman)
- Student Support Specialist (JCCS), Student Services & Programs. This is a new position in the East County Region. MSC (Rothman/Seal)

6. CLASSIFICATION/SALARY REVIEW

Salary Review

- **Linda Hale, Payroll Services Supervisor**

A review of comparable positions in San Diego County School Districts suggests that the SDCOE allocation is lower than the mean for this position. It is the SDCOE Human Resources Department's practice to recommend reallocation if the classification is 5% lower than the mean in the county. The recommendation for this position is to reallocate to Range 58 with a maximum monthly salary of \$4673. MSC (Rothman/Seal)

Classification Review

- **Accounting Technicians**

Rosario Delos Santos – The incumbent and two other Accounting Technicians (Gasang & Baker) submitted requests for reclassification based upon their belief that the duties assigned to their positions have increased in complexity. In comparing this Accounting Technician position with the others and higher level positions, it was found that the incumbent is assigned a role and level of responsibility with regard to budget development that is not typically found in Accounting Technician positions. That is a significant distinction from the other positions in the Internal Business unit (Baker & Gasang). Ms. Delos Santos has the budget monitoring responsibility for a single and large program—the JPA. In this role she has responsibility for revenue calculations that are relied upon and used for the JPA budget preparation. For this reason, it is recommended that this position be reclassified to a new class of Budget Technician at R58. MSC (Rothman/Seal) to establish a new classification and reclassify position #7042 to Budget Technician, R58.

Tina Baker and Myrna Gasang outlined the duties and responsibilities of their positions for the commission which led to considerable discussion and comparison with Ms. Delos Santos' position. The result was a request from the incumbents to table the decision on these two positions until further discussion with their supervisor. This item will appear on the December agenda.

- **Foster Youth Services Project Analyst (M28)**

The Foster Youth Coordinator requested that this management position be reclassified to Educational Liaison II (a lead position) at R54 on the Classified Support Services salary schedule. This is based on the needs and growth of the program.

- **Foster Youth Services Program Assistant (R50)**

The Foster Youth Coordinator requested that this support position be reclassified to Educational Liaison I at R50 based on the needs and growth of the program and an anticipated vacancy. Duties are comparable to similar positions in Migrant and Special Education, and LRET. MSC (Seal/Rothman) to establish the new classification and reclassify the positions.

- **Foster Youth Services Technician (R42)**

This position was established in January, 2001 to assist in establishing a stand-alone database to provide information to program staff. Since that time, the position has evolved to working with consultants, maintaining the database, troubleshooting and resolving problems associated with the database, providing system training to a variety of users, and producing reports. The duties of the position are comparable to System Technician II positions in terms

of typical tasks performed. It is recommended to establish a new position, System Technician II-Foster Youth Services at R52 and reclassify position #7961. MSC (Rothman/Seal).

Classification of Positions (new)

- **Migrant Education Preschool Instructional Assistant (2)**, Migrant Education
The Senior Director of Migrant Education has requested that two new positions be classified as Preschool Instructional Assistants to provide support to the State Preschool Program located in Fallbrook. MSC (Rothman/Seal) to approve the two new positions.
- **Legislative Advocate**, Business Services
This position is being established to provide legislative and legal liaison and advocacy to school districts and the County Office of Education and will report directly to the Superintendent of Schools. Such services have recently been provided through legislative advocacy services; however, there is a need to bring those services into the COE to provide more direct assistance to COE administrative staff and local school districts. MSC (Rothman/Seal) to approve the new classification at M56 on the Management Salary Schedule.
- **Technology Center Support Technician (R50)**
The Network Technologies, Video Services & Internet Help Desk Unit of the Technology Research & Network Services Division has requested establishment of a new classified position to provide technical assistance during JRRTC events. Duties and responsibilities assigned to this position are typical of the Technology Center Support Assistant classification. MSC (Seal/Rothman) to approve the recommendation.
- **ITV Programming Technician (R52)**
This vacant position is part of the classification review of classified positions in ITV. ITV administrators have revised the duties and responsibilities of the position to reflect the needs of the department's reorganization. The changes in title and duties do not warrant a change in salary range. The recommendation is to reclassify this position as ITV Program/Traffic Technician at the current range of 52 and approve the revised job description. MSC (Rothman/Seal)
- **ITV Resources Specialist (R54)**
As part of the ITV reorganization, the duties and responsibilities of this position have been expanded resulting in greater independence of action and direct supervision of one employee. The position now reports directly to the Senior Director, Network/Technology Video Services. The consultant conducting the study recommends the position be reclassified to ITV Programming and Promotions Supervisor and placed at M34 on the Management Salary Schedule.

Revised Job Description

- ITV Senior Television Technical Director/Editor
- ITV Television Operations Technician
- ITV Television Production Technician
- ITV Lead Television Operations Technician
- Migrant Education Preschool Instructional Assistant

ITV job descriptions are being revised due to the reorganization. Preschool Instructional Assistant description had minor changes. MSC (Rothman/Seal) to accept the revised job descriptions as presented.

7. OTHER ITEMS

Meeting dates for next year: January 24, March 19, April 18, May 16, June 20, July 18. Rooms to be announced.

8. POSITION ANNOUNCEMENTS

- Executive Assistant to the Board
- Director, Assessment, Accountability and Research
- Legislative Advocate
- #024-02 Information Clerk-Bilingual (open/promotional)
- #026-02 Maintenance Worker
- #028-02 Accounting Technician (promotional only)
- #030-02 Administrative Assistant II (open/promotional)
- #126-01 Programmer/Systems Analyst II

9. ELIGIBILITY LISTS

- #006-02 Administrative Assistant I
- #007-02 Coordinator, School Facilities Planning
- #007-98 Program Secretary
- #010-02 Recruitment Specialist (SCTRC)
- #015-02 Reading Volunteer Program Assistant-Bilingual
- #016-02 Technology Training Assistant-Bilingual
- #021-02 Student Support Specialist
- #024-02 Information Clerk-Bilingual
- #029-02 Director, Assessment, Accountability and Research
- #064-98 Account Clerk II
- #068-01 Migrant Services Aide
- #076-01, #014-02 Clerk Typist II
- #095-01, #023-02 Outdoor Education Program Specialist (males)
- #095-01, #023-02 Outdoor Education Program Specialist (females)
- #126-01 Programmer/Systems Analyst II

MSC (Rothman/Seal) to accept eligibility lists.

10. PERSONNEL DIRECTOR'S REPORT

Michele Fort-Merrill presented guidelines for position classification prior to discussion of the classification reviews on the agenda for today. The presentation was fairly extensive and included the reasons for reclassification, what tools are used to determine classification, and the role of the Personnel Commission.

11. PERSONNEL ACTIONS

Personnel Updates for September 30 and October 31, 2002

12. NEXT MEETING – December 20, 9:00 a.m., Board Room

13. ADJOURNMENT

- Meeting adjourned at 11:30 AM.

Approved: Personnel Commission

By: _____ Date: _____