

PERSONNEL COMMISSION

**MINUTES**

December 18, 2003

11:00 a.m., Board Room

**1. ROLL CALL**

Members Present:

Miriam Rothman, Commissioner  
Bert Seal, Commissioner  
Mary Beall, Commissioner

Present:

Angela Bishop, Lisa Nguyen, Jem Turman,  
Tasha Smith, Keith Hildreth

Secretary:

Michele Fort-Merrill

Recording Secretary:

Diane Herrera

**2. APPROVAL OF MINUTES**

- MSC (Beall/Seal) to approve the minutes of the Personnel Commission meeting of November 19, 2003.

**3. COMMUNICATIONS**

- None.

**4. LEGISLATIVE UPDATE**

- School Services of California Legislative Update for November 14, 2003, was provided for information. Due to AB290, which changes the notification dates for lay-offs, a draft rule change will be presented at the next meeting in January for review. Also, we are watching SB2 which will impact all employers with more than 200 employees by requiring employers to provide health care benefits for part time employees.

**5. RATIFICATION OF ACTIONS BY DIRECTOR**

- None

**6. CLASSIFICATION/SALARY REVIEW**

- **Classification of New Positions**

**-Clerk Typist (R38) – Reading Implementation Center, LRET**

The Katherine Dronenburg Reading Implementation Center has requested to establish a new position that will be responsible for providing clerical support to the AB466/AB475 institutes coordinated and conducted by the unit. The duties are consistent with the Clerk Typist II classification. The recommendation is to classify one position as Clerk Typist II, R38 on the classified support salary schedule. MSC (Seal/Beall)

- **Classification Changes – Reorganization**

**-Administrative Assistant III (R50) to Administrative Assistant II (R48), IMS, Business Services Division**

Following the retirement of the Executive Director of IMS in January 2002, the department was reorganized and the director position was reclassified to Senior Director. In keeping with the practice of the SDCOE Human Resources Office to classify secretarial support based on which level management position it provides services for, it is recommended reclassification of vacant position #7939 from Administrative Assistant III (R50) to Administrative Assistant II (R48). MSC (Seal/Beall)

**-Program Secretary I (R41) to Administrative Assistant I (R44), Administrative Services**

Due to the transfer of a Certificated Director to the Administrative Services Coordinator position, we are recommending the reclassification of the secretarial support position assigned to it. The incumbent, Ms. Milam will now be reporting to a Director and as such will assume the higher-level duties of an Administrative Assistant I. The recommendation is to reclassify position #7808 from Program Secretary I (R41) to Administrative Assistant I (R44) MSC (Beall/Seal)

**-Office Systems Supervisor (R58) to Computer Support Services Supervisor (R58), Network Services, Human Resources and Technology**

As a result of a recent resignation, the Office Systems and Internet Help Desk units were realigned to form a new Computer Support Services Unit responsible for providing technical support to Internet account holders, and computer hardware and software technical support to SDCOE staff. The recommendation is to establish a new classification of Computer Support Services Supervisor allocated at Range 58 on the Classified Support Staff Salary Schedule and to reclassify position #7440 from Office Systems Supervisor to Computer Support Services Supervisor. MSC (Beall/Seal)

**-Microcomputer Web Programmer (R58) to Web Services Supervisor (R64), Network Services, Human Resources and Technology**

Due to the recent establishment of a Web Services Unit it is recognized that a continued supervisory position is necessary. The position will plan, coordinate and supervise assigned staff and the day-to-day operations of the unit responsible for SDCOE intra-and internet programming projects. The new classification is warranted because the duties do not fall within the scope of an existing classification. This position will have supervisory responsibility for two positions – Web Programmer and Webmaster and as such the range recommendation is for a 10% differential above the Graphic Design Specialist. The Recommendation is to establish a new classification of Web Services Supervisor, allocated at range 64 on the Classified Support Staff Salary Schedule and to reclassify position #8066 from Microcomputer/Web Programmer to Web Services Supervisor. MSC (Beall/Seal)

**-Internet Help Desk Technician II (R52) to Web Programmer (R55), Network Services, Human Resources and Technology**

As a member of the web services team this position will perform programming activities for SDCOE website and information kiosk projects. The principles and methods of web design and the software applications this position will utilize are commensurate with the Web Programmer classification. The recommendation is to reclassify position #7979 from Internet Help desk Technician II to Web Programmer, allocated at range 55 on the classified support staff salary schedule. MSC (Beall/Seal)

- **Job Description Update**

- Account Clerk III
- SIS Supervisor
- SIS Analyst
- Systems Technician II
- Migrant Education Preschool Instructional Assistant

Revised job descriptions were approved as presented. MSC (Beall/Seal)

**7. OTHER ITEMS**

None

**8. POSITION ANNOUNCEMENTS**

- #031-03 – Custodian
- #032-03 – Account Clerk III
- #034-03 – Student Information Systems Supervisor
- #037-03 – Student Information Systems Analyst

**9. ELIGIBILITY LISTS**

- #007-98 – Program Secretary
- #011-03 – Administrative Assistant I
- #022-03 – Preschool Student Worker
- #022-03 – Migrant Education Preschool Instructional Assistant
- #025-03 – Fingerprint Clerk
- #026-03 – Accounts Payable/Receivable Supervisor
- #030-03 – Information Clerk

MSC (Beall/Seal) to approve the eligibility lists.

**10. PERSONNEL DIRECTOR'S REPORT**

- Michele Fort Merrill thanked Keith Hildreth for his service to CSEA and the Personnel Commission during his tenure as CSEA President. Miriam Rothman presented Keith with a framed certificate of appreciation from the commission.

**11. PERSONNEL ACTIONS**

- Personnel Update as of October 31, 2003
- Personnel Update as of November 30, 2003

**12. NEXT MEETING** – January 28, 2004, 11:00 AM, Board Room

**13. ADJOURNMENT**

- Meeting adjourned at 11:50 AM

Approved: Personnel Commission

By: \_\_\_\_\_ Date: \_\_\_\_\_