

PERSONNEL COMMISSION

MINUTES

March 4, 2003

3:00 p.m. – Room 307

1. ROLL CALL

Members Present:

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

Present:

Susan Dixon, Angela Bishop, Lisa Nguyen,
Keith Hildreth, Les Philips, Tasha Smith,
Marlys Grodt, Edward Soriano, Peter Stillman,
Maxine Ulibarri

Secretary:

Michele Fort-Merrill

Recording Secretary:

Diane Herrera

2. APPROVAL OF MINUTES

- MSC (Seal/Beall) to approve the minutes of the Personnel Commission meeting of December 20, 2002.

3. COMMUNICATIONS

- CODESP News was provided for information.

4. LEGISLATIVE UPDATE

- Kathy Davis, Senior Director, Internal Business Services, gave a brief update on the current California state budget situation. The California budget is in a deficit condition (anywhere from \$26.1 billion to \$34.6 billion). We are looking at the possibility of mid-year cuts, however, we will not know the extent of the cuts until Gov. Davis and the legislature approve the budget. Until then, the COE is exploring all of our options in regard to budget cuts for this fiscal year and next year. Mrs. Davis will keep us updated.
- School Services of California Legislative Update was provided for information.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- MSC (Seal/Beall) to ratify the action of the Director to establish a new position as Recruitment Specialist, Range M34, at the Teacher Resource Center.
- MSC (Seal/Beall) to accept Executive Order No. 01-03, Designation of Position as Senior Management Position – Assistant Superintendent, Business Services.
- MSC (Rothman/Seal) to ratify the action of the Director to reclassify vacant position #7043 to Office Support Assistant

6. CLASSIFICATION/SALARY REVIEW

- **Classification Review**

- **-Janice Burkhardt, Microcomputer Network Programmer**

- Based on a study completed by Marlys Grodt, it was recommended that Ms. Burkhardt be reclassified from Microcomputer Network Programmer, range 58 (\$3,161-\$4673) to Telecommunications Analyst II range 65 (\$4,324-\$5,543). MSC (Seal/Beall)

- **-Mary Duska, Media Technician II, Online Production/LRET**

- Based on a study completed by Marlys Grodt, it was recommended that Ms. Duska be reclassified from Media Production Technician II, range 42 (\$2,477-\$3,162) to Web Video Specialist, range 54 (\$33,20-\$4,328). MSC (Beall/Seal)

- **-Sandra Filippone, Sr. Computer Operator, IMS Computer Operations**

- Based on a study completed by Marlys Grodt, it was recommended that Ms. Filippone be reclassified from Senior Computer Operator, range 53 (\$3,238-\$4,135) to the existing classification of Computer Operations Supervisor I (Dayshift), range 59 (\$3,750-\$4,788). MSC (Seal/Beall)

- **-Betty Hamelin, Systems Technician I – ROP, Student Services/ROP**

- Based on a study completed by Marlys Grodt, it was recommended that Ms. Hamelin be reclassified from Systems Technician I-ROP, range 48 (\$2,868-\$3,661) to a new classification entitled ROP Finance and Accounting Technician, range 52 (\$3,162-\$4,036). MSC (Beall/Seal)

- MSC (Seal/Beall) to approve the new classification of ROP Finance and Accounting Technician.

- **-Carol Ann Monahan Jones, Program Secretary, Student Services/JCCS Special Education**

- Based on a study completed by Marlys Grodt, it was recommended that the position of Program Secretary remain classified as Program Secretary, range 41 (\$2,477-\$3,162). MSC Beall/Seal)

- **-Kathryn Lahdya, Programmer/Systems Analyst II, Business Services/IMS**

- Based on a study completed by Marlys Grodt, it was recommended that Ms. Lahdya be reclassified from Programmer/Systems Analyst II, range 69 (\$4,788-\$6,112) to Senior Systems and Programming Analyst, range 71 (\$5,027-\$6,419). MSC (Seal/Beall)

- **-Chris Minnehan, Asst. Technical Director/Editor, Ed Technology/ITV**

- Based on a study completed by Marlys Grodt, it was recommended that this position remain classified as Assistant Television Technical Director/Editor, range 48 (\$2,868-\$3,661). MSC (Seal/Beall)

- **-Bill Morrison, Camp Maintenance Worker, Student Services/Outdoor Ed**

- This item was pulled at the request of Mr. Morrison, who was not able to attend the meeting today. It will be placed on the April 18 agenda.

- **-Cristina Parodi, Parent/Family Liaison, LRET/Curriculum Instruction Assessment**

- Based on a study completed by Marlys Grodt, it was recommended that Ms. Parodi be reclassified from Parent and Family Liaison, range 50 (\$3,011-\$3,844) to Parent and Family Liaison, range 52 (\$3,162-\$4,036). MSC (Beall/Seal)

- **-Marcus Robinson, Houston Deberry, Scott Johnston, Operations/Distribution Worker, Business Services/M & O**

- Based on a study completed by Marlys Grodt, it was recommended that Mr. Robinson, Mr. Deberry, and Mr. Johnston be reclassified from Operations Distribution Worker, range 41 (\$2,415-\$3,083) to Operations Distribution Worker, range 43 (\$2,536-\$3,238). MSC (Seal/Beall)

-Edward Soriano, Charter School Technician, Business Services/Business Advisory Services

Based on a study completed by Marlys Grodt, it was recommended that Mr. Soriano be reclassified from Accounting Technician, range 52 (\$3,163-\$4,036) to a new classification entitled Charter Schools Technician at the same salary range, range 52 (\$3,163-\$4,036). MSC (Seal/Beall).

Mr. Soriano addressed the commission asking that his position either be placed at range 58 (\$3,661-\$4,673) or to wait on reclassification until after the Charter School Coordinator position is filled. Mr. Soriano also asked if he could receive out of class pay for the duties he has been performing. The commission directed Michele Fort Merrill to work with Lora Duzyk to see if out of class pay is warranted for Mr. Soriano and to report back to the commission on the outcome.

-Peter Stillman, Programmer/Analyst II, Business Services/IMS

Based on a study completed by Marlys Grodt, it was recommended that Mr. Stillman be reclassified from Programmer/Systems Analyst II, range 69 (\$4,788-\$6,112) to Senior Systems and Programming Analyst, range 71 (\$5,027-\$6,419). MSC (Seal/Beall)

Mr. Stillman addressed the commission asking that the effective date of his reclassification be changed from September 1, 2002, to July 1, 2000. In his presentation, Mr. Stillman provided a copy of a memo from his supervisor, Drena Jipson, and a written justification for his request. No action was taken on Mr. Stillman's request as this was not an agenda item; however, the Personnel Commission was advised by the Director that the effective date of reclassifications is determined by Personnel Commission rule. Any deviation would require a rule change.

-Jem Turman, Graphic Artist/Designer, Human Resources/Graphics

Based on a study completed by Marlys Grodt, it was recommended that Mr. Turman be reclassified from Graphic Artist/Designer at range 56 (\$3,400-\$4,342) to Graphic Design Specialist at range 62 (\$4,036-\$5,152). MSC (Beall/Seal)

-Maxine Ulibarri, Administrative Clerk, Student Services/JCCS

Based on a study completed by Marlys Grodt, it was recommended that Ms. Ulibarri's position remain classified as Administrative Clerk, range 44 (\$2,601-\$3,320). MSC (Beall/Seal)

Ms. Ulibarri addressed the commission asking why she wasn't reclassified along with another Administrative Clerk that was done previously. Ms. Ulibarri would like another opportunity to address her concerns. After much discussion, it was decided that Michele Fort Merrill, Keith Hildreth and Ms. Ulibarri will meet again to discuss Ms. Ulibarri's concerns that she is entitled to out of class pay. Michele Fort Merrill will report back to the commission the outcome of their meeting.

Also, the last paragraph of Ms. Ulibarri's Classification Analysis (page 77 of this packet) was amended to read "Therefore it is clear that Ulibarri (Administrative Clerk, Range 44) will no longer staff the Teacher Resource Room for the majority of her workday. Since the incumbent will no longer perform the duties which prompted her to file this reclassification review, it is recommended that this position remain classified as Administrative Clerk, Range 44 (\$2,601-\$3,320) ~~until such time as the Senior Director, Human Resources believes the recent changes in assigned duties require a formal split into two classifications, a 4 hour a day Administrative Clerk, range 33, and 4 hour a day Student Support Specialist, range 40.~~ MSC (Seal/Beall)

Ms. Ulibarri will provide a written rebuttal to the Commission which will be included in these minutes once it is received.

-Florine Belanger, Special Programs Specialist, LRET, School Leadership Center

Based on a study completed by Bill Ewing, it was recommended that Ms. Belanger be moved to range M38 (\$5,343-\$6,510). MSC (Seal/Beall)

-Ali Mottaghi, Program Business Specialist III, Human Resources, Migrant Education

Based on a study completed by Bill Ewing, it was recommended that Mr. Mottaghi remain at the Program Business Specialist III position, range M38 (\$5,343-\$6,510). MSC (Seal/Beall)

- **Salary Review**

- Bonnie Apostol, Webmaster, Business Services Internet Technology, Range 58**

- The recommendation for this position is to reallocate to Range 60, with a maximum salary of \$4,907. MSC (Beall/Seal)

- Velma Bailey, Karen Pettit, Registered Nurse, Student Services Outdoor Education, Range 50**

- Current SDCOE salary is well above the hourly rate for comparable position. SDCOE nurses are compensated for overnight stays and a split shift differential of 5% of hourly rate if they have 2 hour break in day. The recommendation is for no change. MSC (Seal/Beall)

- Richard Berger, Sr. Technical Director/Editor, Ed Tech/ITV Range 58**

- Chris Iandolo, Television Production Technician, Ed Tech/ITV, Range 42**

- Chris Minehan, Asst. Technical Director/Editor, Ed Tech/ITV, Range 48**

- These position have been reviewed by both the HR consultant and the TV consultants who conducted a review of the ITV organization and operations. At this time there is no basis for change in classification or salary allocation. ITV management is implementing operational changes that will serve to clarify roles and responsibilities that may over time impact classification and/or salary but it would be premature to make any recommendations at this time. The recommendation is for no change. MSC (Rothman/Beall)

- Janet Dansuk, Pamela Hayden, Monica Robinson, Credentials Technician, Human Resources, Credentials, Range 48**

- SDCOE is 1.7% below the average monthly max salary of \$3723, a difference not sufficient to warrant reallocation to a higher range. The recommendation is for no change. MSC (Seal/Beall)

- Alberto Hernandez, Deborah Olliff, Graphics Technician II, Human Resources, Graphics, Range 47**

- The SDCOE salary is 1.9% above the average. There is no basis for a salary reallocation. MSC (Beall/Seal)

- Katy Kellers, Sr. Graphic Arts Technician, Human Resources, Graphics, Range 51**

- SDCOE is currently slightly above the most comparable position in a school district. There is a 10% differential between the Sr. level and the lower level position that it leads. The general rule is about a 7.5% differential. There is no basis for a salary reallocation. The recommendation is for no change. MSC (Seal/Beall)

- Carol Mahon, Accounts Payable/Receivable Supervisor, Business Services, Internal Business, Range 58**

- Average monthly maximum salary is \$4323. SDCOE is 8% above the average monthly maximum. There is no basis for salary reallocation. In addition, this position and the salary allocation were reviewed in 2000. There has not been change in the interim to warrant a salary adjustment. The recommendation is for no change. MSC (Beall/Seal)

- Norma Salgado, Secondary School Advisor, Human Resources, Migrant Education, Range 40**

- The average maximum monthly salary is \$2863. SDCOE Migrant SSA is paid 5.2% above the mean monthly salary. The recommendation is for no change. MSC (Seal/Beall)

- **Classification of New Positions**

-Legislative Assistant, Governmental Relations

The Legislative Advocate has established a new position to assist with administrative tasks in support of the operations of the Governmental Relations Office in Sacramento. The position will be responsible for reading legislative bills introduced and amended and compiles those which may impact the SDCOE and/or K-12 education; assist in the development of legislative reports; coordinate, monitor and prepare special projects and activities; establish and maintain complex files and records, including computerized legislative tracking system. The suggested salary allocation for Legislative Assistant is Range 58 of the classified salary schedule. This is made in light of its comparability with the Legal Services Analyst. The recommendation is to establish a new classification of Legislative Assistant at Range 58 of the classified support salary schedule and to classify one new position in the Governmental Relations Office as Legislative Assistant. MSC (Beall/Seal)

-Speech-Language Pathology Assistant, Special Education, Internal Program Support Department

The Special Education, Internal Program Support Department has established a new position to assist Language, Speech and Hearing Specialists in providing instruction and direct speech and language therapy to students identified as having special needs. This position is similar to the existing classification of Occupational Therapy Assistant in terms of the level of typical tasks performed. As with the position for which it is comparable, this position is designated as “itinerant” in that the incumbent will provide speech and language services by traveling to varied school sites. As such, the incumbent works under high-level of autonomy where minimal supervision is provided. The suggested salary allocation for Speech-Language Pathology Assistant is Range 52 of the classified support salary schedule. The salary recommendation is made in light of its comparability with the Occupational Therapy Assistant in terms of typical tasks performed, level of autonomy and specialized knowledge required. The recommendation is to establish a new classification of Speech-Language Pathology Assistant at Range 52 of the classified salary schedule and to classify one new position in the Special Education, Internal Program Support Department as Speech-Language pathology Assistant. MSC (Seal/Beall)

-Director, Assessment, Accountability & Research, LRET, Range M48

The LRET Division has established a new management assignment to lead the planning, organization, and coordination of the assessment and accountability services provided by, and for, the Learning Resources and Educational Technology Division. It is recommended that the classification be allocated to M48 of the management salary schedule. The recommendation is to establish a new classification of Director, Assessment, Accountability and Research allocated to M48 of the Management Salary schedule and to classify on new position in LRET as Director, Assessment, Accountability and Research (M48). MSC (Beall/Seal)

-Coordinator, Learning Resource Center Technology Services, JRRTC

The JRRTC has established a new management assignment that will provide leadership and support to district in the use and integration of current and emerging technologies into education; develop and implement web-based services and online professional development resources and training; coordinate the JRRTC instructional software collection and use of Mobile Technology Vehicles; research emerging technology and prepare reports; and supervise and evaluate assigned staff. The recommendation is for allocation to M45 on the management salary schedule. The recommendation is to establish a new classification of Coordinator, Learning Resource Center Technology Services allocated to M45 of the Management Salary Schedule and to classify one new position in JRRTC as Coordinator, Learning Resource Center Technology Services (M45)

-Administrative Assistant II, JCCS, Range 48

The Executive Director of the Juvenile Court and Community Schools Program recently reorganized some of the Program's administrative functions. It is the San Diego County Office of Education practice to classify secretarial support assignments based on the level of the management assignment it reports to. The recommendation is to establish one new support staff position in JCCS Administration and classify one new position as Administrative Assistant II allocated to Range 48 of the classified support staff salary schedule. MSC (Beall/Seal)

- **Classification Changes – Reorganization**

- **-Payroll Audit and Systems Utilization Manager, Business Services, Range M44**

As a result of the retirement of the Payroll/Training Director, the Assistant Superintendent of Business Services as well as the Executive Director of District Financial/Accounting Services, have reevaluated the needs of the Payroll/Training Unit. The recommendation is to establish a new position of Payroll Audit and Systems Utilization Manager allocated to range 44 of the Management Salary Schedule and to reclassify position #5084 from Payroll/Training Director (M48) to Payroll Audit and Systems Utilization Manager (M44). MSC (Seal/Beall)

- **Revised Job Descriptions**

- **-Lead Credentials Technician and Consultant, Business Advisory Services**

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

7. OTHER ITEMS

Meeting Dates

The March 19, 2003 meeting was adjourned to April 18, 2003.

8. POSITION ANNOUNCEMENTS

- #031-02 Instructional Aide – Vision Impaired
- #040-02 Special Education Assistant
- #042-02 Account Clerk III
- #044-02 Behavioral Support Assistant
- #045-02 Foster Youth Services Educational Liaison II
- #047-02 Systems Technician II – Foster Youth Services
- #048-02 Technology Center Operations Clerk
- #049-02 Youth Development Assistant
- #049-02 Foster Youth Services Educational Liaison I
- #050-02 Before and After School Program Assistant
- #051-02 ITV Program/Traffic Technician
- #051-02 TechSets Project Technician
- #053-02 Office Support Assistant
- #055-02 ITV Programming and Promotions Supervisor
- #056-02 Payroll Audit and Systems Utilization Manager
- #057-02 Legislative Assistant
- #058-02 Lead Credentials Technician

9. ELIGIBILITY LISTS

- #007-98 Program Secretary
- #030-01 Occupational Therapist

- #032-02 Special Education Aide
- #038-02 ROP System Technician I (Promotional)
- #038-02 ROP System Technician I (Open)
- #029-02 Technology Center Support Technician
- #040-02 Special Education Assistant
- #041-02 Clerical Assistant (Orange)
- #042-02 Account Clerk III
- #045-02 Foster Youth Services Educational Liaison I
- #046-02 Foster Youth Services Educational Liaison I
- #047-02 System Technician II – Foster Youth Service
- #049-02 Youth Development Assistant
- #050-02 Before and After School Program Assistant
- #051-02 ITV Program/Traffic Technician
- #056-02 TechSets Project Technician
- #068-01 Migrant Services Aide
- #119-01 Migrant Ed Preschool Instructional Assistant
- #126-01 Programmer/System Analyst II

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

10. PERSONNEL DIRECTOR'S REPORT

- The Personnel Commissioners Code of Conduct (draft) was presented for information.

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11. PERSONNEL ACTIONS

- Personnel Update as of December 31, 2002
- Personnel Update as of January 31, 2003

12. NEXT MEETING – April 18, 2003, 9:00 a.m. in room 401

13. ADJOURNMENT

- Meeting adjourned at 6:15 p.m.

Approved: Personnel Commission

By: _____ Date: _____