

PERSONNEL COMMISSION

MINUTES

April 18, 2003

9:00 a.m., Room 401

1. ROLL CALL

Members Present:

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

Present:

Angela Bishop, Lisa Nguyen, Keith Hildreth,
Shauna Stark, Tasha Smith, Bill Morrison,
Doug Crooks, Maxine Ulibarri

Secretary:

Michele Fort-Merrill

Recording Secretary:

Diane Herrera

2. APPROVAL OF MINUTES

- MSC (Rothman/Seal) to approve the minutes of the Personnel Commission meeting of March 4, 2003, amended as follows: add to Section 6, Classification/Salary Review; Maxine Ulibarri, Administrative Clerk, Student Services/JCCS: *"Ms. Ulibarri will provide a written rebuttal to the Commission which will be included in these minutes once it is received."*

3. COMMUNICATIONS

- Letter of Thanks from Dr. Terry Ryan was provided for information.
- Request for continuance regarding Maxine Ulibarri was pulled.

4. LEGISLATIVE UPDATE

- School Services of California Legislative Update for March 14, 2003, and April 11, 2003, were provided for information. Michele Fort Merrill and Shauna Stark reported that we do not anticipate a California State budget from Governor Davis until the Fall.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- MSC (Seal/Beall) to ratify the action of the Director to reclassify vacant position #8025 (TRC) to Administrative Assistant I

6. CLASSIFICATION/SALARY REVIEW

• **Classification Review**

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

This item was continued from the March 4 meeting. Marlys Grodt, in her February 12, 2003, classification analysis, recommended that Mr. Morrison's current position of Camp Maintenance Worker II remain classified as Camp Maintenance Worker II. Mr. Morrison provided the commission with a written report detailing his current job duties and responsibilities. Mr. Morrison expressed his objections to the recommendation from the

consultant and is requesting reclassification to Building Maintenance Specialist. MSC (Beall/Seal) to continue Mr. Morrison's reclassification request to the June 20 meeting; Michele Fort-Merrill will meet with Wayne Hindle, George Stratman, and Bill Morrison prior to the June 20 meeting and will report back to the commission.

- **Classification of New Positions**

- **-Microcomputer/Web Programmer**

The Software Services Unit in Information Management Services has requested that one vacant Programmer/Systems Analyst II position be reclassified. The principles and methods of web programming and the software applications this position will use are comparable to that of the Web Programmer. The new classification is warranted because the duties do not fall within the scope of an existing classification. MSC (Beall/Seal) to Reclassify position #8108 from Programmer/Systems Analyst II (R69) to Microcomputer/Web Programmer (R58). MCS (Beall/Seal) to classify one new position in the Software Service Unit in Information Management services as Microcomputer/Web Programmer.

- **Job Description Update**

- **Retirement Systems Specialist**

Revised job description was approved as presented. MSC (Seal/Beall)

7. OTHER ITEMS

The proposed 2003-04 Personnel Commission Budget was provided for information. MSC (Seal/Beall) to hold a public hearing on the budget on May 7, at 9:00 a.m.

8. POSITION ANNOUNCEMENTS

- #031-02 Instructional Aide – Vision Impaired (reposted)
- #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

- #02-056 Payroll Audit and System Utilization Manager
- #007-98 Program Secretary
- #031-02 Instructional Assistant-Visually Impaired

- #048-02 Technology Center Operations Clerk
- ~~#058-02 Lead Credentials Technician (pulled)~~
- #064-98 Account Clerk II

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

10. PERSONNEL DIRECTOR'S REPORT

- Michele Fort-Merrill reviewed her written report to the commission summarizing her meeting with Maxine Ulibarri, Doug Crooks, and Keith Hildreth regarding Ms. Ulibarri's request for out of class pay. Doug Crooks and Maxine Ulibarri provided a lengthy rebuttal to Ms. Fort-Merrill's report. Ms. Ulibarri is asking for out of class pay from July 1998 to January 2003. Mr. Crooks and Ms. Ulibarri contend that the classification analysis performed by Marlys Grodt and the review conducted by Ms. Fort-Merrill were incomplete and inaccurate. After much discussion Mr. Seal made a motion to give Ms. Ulibarri a 5% out of class payment effective July 1998 to January 2003. Motion failed due to lack of a second. MSC (Rothman/Beall) to accept Michele Fort-Merrill's report as written with no out of class pay for Ms. Ulibarri. (Yes: Beall, Rothman; No: Seal)

11. PERSONNEL ACTIONS

- Personnel Update as of February 28, 2003

12. NEXT MEETING – Special Meeting and Public Hearing on the Personnel Commission Budget, May 7, 9:00 a.m. in room 401. The May 16, 2003, meeting was adjourned to June 20, 2003, 9:00 a.m. in the Board Room.

13. ADJOURNMENT

- Meeting adjourned at 11:15 a.m.

Approved: Personnel Commission

By: _____ Date: _____