

PERSONNEL COMMISSION

MINUTES

July 23, 2003

9:00 a.m., Board Room

1. ROLL CALL

Members Present:

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

Present:

Angela Bishop, Lisa Nguyen, Shauna Stark,
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 June 20, 2003.

3. COMMUNICATIONS

- Neither Michele Fort Merrill nor the Commissioners will be attending the Northern California Annual School Personnel Commissioners Association Conference.

4. LEGISLATIVE UPDATE

- School Services of California Legislative Update for July 9, 2003, was provided for information.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- The Professional Development Online Production Team is establishing a new position that will assist instructional staff with the production and creation of graphics and animation design components for online production web-based e-learning products. The duties and responsibilities fall within the existing Web Artist classification. The recommendation is to ratify the action of the Director in classifying one new position in the Professional Development Online Production Unit as Web Artist (R53) on the classified support staff salary schedule. MSC (Beall/Seal).

6. CLASSIFICATION/SALARY REVIEW

- **Classification of New Positions**

-Assessment Technician (R40) – Student Services Division

The Student Services Division has received approval for the establishment of a part-time position in the Juvenile Court and Community Schools. The position will be responsible for implementing state mandated student assessment programs, as well as generating specialized record keeping and reporting activities and serving as an informational resource to JCCS staff

regarding test administration protocols. Therefore, establishment of a new classification, Assessment Technician, allocated at Range 40 of the classified salary schedule is recommended. The recommendation is to establish a new classification of Assessment Technician allocated to Range 40 of the classified salary schedule and to classify one new position in the Juvenile Court and Community Schools as Assessment Technician. MSC (Seal/Beall)

-Occupational Therapist (R64), NCCSE and North Inland SELPA

The North Coastal Consortium for Special Education (NCCSE) and the North Inland SELPA have each received approval to employ an individual to perform occupational therapy services. The existing classification of Occupational Therapist accurately describes the duties to be performed. The recommendation is that positions 8184 and 9719 be classified as Occupational Therapist (R64). MCS (Beall/Seal).

-Attendance Clerk (R40), JCCS

The Student Services Division has received approval for the establishment of three new positions for the Juvenile Court & Community Schools Program. The first position will be responsible for entering data into Student Information System, contacting teachers to verify data or gather missing data, producing reports and/or spreadsheets used to compile statistics related to average daily attendance and monthly/yearly attendance patterns as well as providing information to the public and staff. The list of duties submitted by the unit as well as the knowledge and ability requirements are consistent with those of Attendance Clerk (R40). The recommendation is that one new position in JCCS be classified as Attendance Clerk (R40) of the classified support salary schedule. MSC (Seal/Beall).

The second and third positions will be responsible for a variety of routine clerical tasks. Additionally, the incumbents will post student transcript information into a database and maintain related records and files. These duties are consistent with the typical tasks contained in the current class description of Clerical Assistant (R36). The recommendation is that two new positions in JCCS East Region be classified as Clerical Assistant, range 36 of the classified support salary schedule. MSC (Seal/Beall)

• **Job Description Update**

- Financial Reporting Analyst
- School Administrative Assistant
- Graphic Control Clerk
- Attendance Clerk

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

7. OTHER ITEMS

-Meeting Dates:

The following meeting dates for 2003-04 were approved: MSC (Seal/Beall)

Sept. 3	Room 310	9:00 a.m.
Oct. 22	Board Room	9:00 a.m.
Nov. 19	Board Room	9:00 a.m.

Dec. 17	Board Room	9:00 a.m.
Jan 28	Board Room	9:00 a.m.
Feb. 25	Board Room	9:00 a.m.
March 24	Board Room	9:00 a.m.
April 28	Board Room	9:00 a.m.
May 26	Board Room	9:00 a.m.
June 23	Board Room	9:00 a.m.
July 28	Board Room	9:00 a.m.

-Reclassification Window Period

Michele Fort Merrill demonstrated the new web-based reclassification request. This year the reclassification form has undergone major revision and will not be available until July 25, so any employee who had intended to submit a review request in July will have a short period of time in which to do so. The recommendation is that, in this case only, classification changes authorized by the Personnel Commission will have a July 1, 2003, effective date if the classification review requests are received in the Human Resources Office on or before August 15, 2003. The effective date for changes authorized for requests received between August 16, 2003, and August 31, 2003, will be August 1, 2003 and the effective date for changes authorized for requests received between September 1, 2003 and September 30, 2003 will be September 1, 2003. MSC (Beall/Seal)

8. POSITION ANNOUNCEMENTS

- #002-03 – Financial Reporting Analyst
- #01-03 – Claims Specialist
- #02-03 – Graphic Control Clerk
- #02-080 – Credentials Technician
- #02-081 - Senior Claims Investigator
- #02-082 - Senior Claims Adjuster
- #02-083 – Claims Coordinator
- #02-087 – Web Artist
- #076-02 – Business Advisory Services Specialist
- #078-02 – School Administrative Assistant
- #085-02 – Dental Health Program Assistant II
- #086-02 – Office Systems Technician II
- #088-02 – Attendance Clerk

9. ELIGIBILITY LISTS

- #070-02 – Systems Technician II
- #071-02 – Financial Systems Analyst
- #076-02 – Business Advisory Services Specialist
- #085-02 – Dental Health Program Assistant II

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

10. PERSONNEL DIRECTOR'S REPORT

- None

11. PERSONNEL ACTIONS

- Personnel Update as of June 30, 2003

12. NEXT MEETING – September 3, 2003, 9:00 a.m.,

13. ADJOURNMENT

- Meeting adjourned at 9:45 a.m., Room 310

Approved: Personnel Commission

By: _____ Date: _____