

PERSONNEL COMMISSION

MINUTES

June 20, 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, Susan Dixon,
Shauna Stark, Tasha Smith,

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 April 18, 2003.
- MSC (Beall/Seal) to approve the minutes of the Personnel Commission meeting of May 7, 2003.

3. COMMUNICATIONS

- Carolyn Clayton has been named as the 2002-03 Classified Employee of the Year. Twyla Knoblock has been named as the 2002-03 Teacher of the Year.
- MSC (Beall/Seal) to accept the amendment to the April 18, 2003 minutes submitted by Maxine Ulibarri.

4. LEGISLATIVE UPDATE

- School Services of California Legislative Updates for May 9, 2003, and June 13, 2003, were provided for information. Michele Fort Merrill reported that due to budget concerns there has not been much action in Sacramento regarding legislative bills. We do have projects/programs that may be impacted by the final State budget, but until the budget is finalized, we don't know what those impacts may be. The 2003-04 fiscal year may likely open without a budget. Vacant positions are currently undergoing Cabinet review prior to being filled. At this time, Dr. Castruita has committed to ensuring that the SDCOE will not lay-off employees for 2003-04. AB 290 is a concern to employers. This bill increases the time that employers must keep employees facing lay-off due to reduced workloads on the payroll (from 30 days to 60 days).

5. RATIFICATION OF ACTIONS BY DIRECTOR

- None

6. CLASSIFICATION/SALARY REVIEW

- Classification of New Positions

-Claims Coordinator, Senior Claims Adjuster, and Senior Claims Investigator

The JPA in the Risk Management Department is bringing the claims function in-house. As such, the SDCOE Risk Management Department will now have responsibility for a wide range of activities pertaining to the investigation, evaluation, and negotiation of claims. Three new positions have been approved to implement and maintain these new responsibilities. Three recommendations were submitted: 1) Establish a new classification of Claims Coordinator allocated to M45 of the Management Salary Schedule and to classify one new position in Risk Management; 2) Establish a new classification of Senior Claims Adjuster allocated to M36 of the Management Salary Schedule and to classify one new position in Risk Management; and 3) Establish a new classification of Senior Claims Investigator allocated to M36 of the Management Salary Schedule and to classify one new position in Risk Management. MSC (Seal/Beall).

-Office Systems Technician II, Human Resources and Technology

The Senior Director of Network Technologies, Video Services and Internet Help Desk has requested establishment of a new position in the Office Systems unit that will address the needs of a large group of Apple (Macintosh) computer users at the SDCOE. The typical tasks and minimum qualifications identified for the assignment are comparable to the typical tasks and minimum qualifications required of Office Systems Technician II (R52). The recommendation is to classify one new position in the Office Systems Unit as Office Systems Technician II, Range 52 of the classified salary schedule. MSC (Beall/Seal).

-Custodian, Student Services, Migrant Education State Preschool

The Senior Director of Migrant Education has requested establishment of a 10-hour permanent assignment at the State Preschool Program located in Orange County. In discussing the duties the incumbent will perform it was determined that Custodian (R38) is the appropriate classification. The recommendation is to classify one new position in the Migrant Education State Preschool Program as Custodian, Range 38 of the classified support salary schedule. MSC (Seal/Beall).

-Dental Health Program Assistant II, LRET

The Dental Project Specialist has identified the need for establishing a Dental Health Program Assistant II classification allocated at Range 41. This allocation is made in light of its comparability to Science Outreach Program Specialist classification (R41) as well as recognizing the higher-level responsibilities and the experience requirements necessary to perform the assigned duties. Currently there is a Dental Health Program Assistant (R37) classification that performs lower level duties than the proposed Dental Health Program Assistant II classification. The recommendation is to re-title and revise the existing Dental Health Program Assistant (R37) to Dental Health Program Assistant I (R37); establish and classify four new part-time positions in the Dental Disease Prevention Program as Dental Health Program Assistant II (R41) MSC (Beall/Seal).

• **Classification Changes – Reorganization**

-Fiscal Coordinator (M44), Vacant Position #5515, Business Services Division to Consultant, Business Advisory Services

The Executive Director of the District Financial Services unit has reorganized responsibilities to better serve the needs of the district. The vacant position of Fiscal Coordinator, Business Advisory (#5515) will now be responsible for the duties and responsibilities that are commensurate with the Consultant, Business Advisory Services classification. The

recommendation is to reclassify vacant position #5515 from Fiscal Coordinator (M44) to Consultant – Business Advisory Services (M47), effective 7/1/03. MSC (Seal/Beall).

-Accounting Systems Specialist (M38), Vacant Position #5001, Business Services Division, to Systems Technician II (R52)

The Payroll Audit and Systems Utilization Unit in Business Services has requested that vacant position #5001, Accounting Systems Specialist, be reclassified to Systems Technician II. The duties and responsibilities will be commensurate with the Systems Technician II – SIS classification. The recommendation is to re-title and revise the existing Systems Technician II –SIS (R52) to Systems Technician II (R52) and to reclassify position #5001 from Accounting Systems Specialist (M38) to Systems Technician II (R52). MSC (Beall/Seal).

• **Job Description Update**

-Youth Development Assistant

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

-Business Advisory Services Specialist

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

-Financial Systems Analyst

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

-Charter School Technician

This item will be reviewed at the July 23 meeting.

7. OTHER ITEMS

None

8. POSITION ANNOUNCEMENTS

- #068-02 Microcomputer/Web Programmer
- #070-02 Systems Technician II
- #071-02 Financial Systems Analyst

9. ELIGIBILITY LISTS

- #007-98 Program Secretary
- #058-02 Lead Credentials Technician
- #059-02 Consultant Business Advisory Services
- #061-02 Retirement System Technician I
- 1. #069-02 Occupational Therapy Assistant

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

10. PERSONNEL DIRECTOR'S REPORT

- Bill Morrison met with Michele Fort-Merrill, George Stratman and Wayne Hindle. During the meeting it became clear that Mr. Morrison's primary goal was to have an avenue for presenting his ideas for camp maintenance and that the reclassification process wasn't that avenue. Mr. Stratman and Mr. Hindle have an open door policy and would value hearing

Mr. Morrison's camp maintenance ideas. It was also determined that if Mr. Morrison is required to work out of class, he will receive appropriate compensation.

11. PERSONNEL ACTIONS

- Personnel Update as of March 31, 2003 – it was noted that the salary Range/Step and Annual Salary columns on the Separation Actions was missing. These figures will be added to the official copies.
- Personnel Update as of April 30, 2003 – it was noted that the salary Range/Step and Annual Salary columns for the Management Actions was missing. This figure will be added to the official copies.
- Personnel Update as of May 31, 2003

12. NEXT MEETING – July 23, 2003, 9:00 a.m., Board Room

13. ADJOURNMENT

- Meeting adjourned at 10:00 a.m.

Approved: Personnel Commission

By: _____ Date: _____