

PERSONNEL COMMISSION

MINUTES

October 22, 2003

9:00 a.m., Room 310

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, Keith Hildreth,
Craig Winder

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 September 3, 2003.

3. COMMUNICATIONS

- None

4. LEGISLATIVE UPDATE

- October 10, 2003 Legislative Report was provided for your information. New to this report is a table of contents page that was provided by Carol Berg. The table of contents page will allow us to quickly view a list of the legislation included in the report. Both AB 290 (Classified Employees: Notice of Layoff) and AB 457 (Public Employees' Retirement: Incentives) have been signed by Gov. Davis. AB 1070 (Classified School Employees: Reclassification) may have an impact on our reclassification procedure. Michele will keep the commission informed. SB253 (Public School Employees: Confidential Employee) addresses the definition of a "Confidential" employee.

5. RATIFICATION OF ACTIONS BY DIRECTOR

-Custodian (R38), North Coastal Consortium for Special Education Discovery Valley, Student Services Division

MSC (Seal/Beall) to ratify the Director's action to classify one new position at Discovery Valley School as Custodian (R38) on the classified support salary schedule.

-Custodian (R38), JCCS, Student Services Division

MSC (Beall/Seal) to ratify the Director's action to classify one new position at the Juvenile Court and Community Schools North Region as Custodian (R38) on the classified support salary schedule.

-Preschool Custodial Worker, La Piñata State Preschool, Migrant Education, Student Services Division

MSC (Seal/Beall) to ratify the Director's action to establish a new classification of Preschool Custodial Worker allocated at Range 24 of the classified support salary schedule.

MSC (Seal/Beall) to ratify the Director's action to reclassify one new position in Migrant Education State Preschool (Santa Ana) as Preschool Custodial Worker.

-Program Secretary, .50%, LRET Division

MSC (Beall/Seal) to ratify the Director's action to classify one new part-time (.50%) position in LRET, Language Arts Unit as Program Secretary (R41).

6. CLASSIFICATION/SALARY REVIEW

• **Classification Review**

-Simone Grays, Administrative Assistant III, JRRTC, (R50) to Web cast Services/Events Assistant (R50) Human Resources and Technology Division

With the creation of the new Human Resources and Technology Division, the role and responsibilities of the Administrative Assistant III (Simone Grays) have changed. The responsibilities assigned to Ms. Grays in relation to the new Virage Webcasting system is comparable to the Technology Center Events Assistant (R50).

MSC (Beall/Seal) to reclassify the existing Administrative Assistant III (R50), position #8071, to Webcast Services/Events Assistant.

-Vacant position #5046, Special Programs Specialist, (M38) to Special Programs Assistant (R50), Administrative Services Division

The role and level of responsibility of position #5046 have been changed such that the incumbent will not have the degree of independent responsibility of the former incumbent. The responsibility will include more administrative support rather than independent planning and coordination. The incumbent will not supervise other staff members. The position is comparable to the Technology Center Events Assistant (R50).

MSC (Beall/Seal) to reclassify vacant position #5046 to Special Programs Assistant, R50 of the classified support salary schedule.

MSC (Beall/Seal) to approve the new classification of Special Programs Assistant, R50 of the classified support salary schedule.

-Vacant position #7865, Senior Systems and Programming Analyst, Information Management Services, (R71) to Microcomputer/Web Programmer (R58), Business Services Division

The Information Management Services Payroll Unit has requested that vacant position #7865 currently classified as a Senior Systems and Programming Analyst be reclassified to Microcomputer/Web Programmer. At the request of the Senior Director (Morales) and in an attempt to establish a candidate pool to meet the needs of the department, it is recommended that the position be downgraded to the Microcomputer/Web Programmer level.

MSC (Seal/Beall) to reclassify position #7856 from Senior Systems and Programming Analyst (R71) to Microcomputer/Web Programmer (R58).

-Fiscal Coordinator, M44 to Budget and Accounting Manager (M47), Internal Business, Business Services Division

Kathy Davis, Senior Director in the Internal Business Unit, has proposed a reorganization which primarily affects the current Fiscal Coordinator role. The Fiscal Coordinator role will be broadened to establish a clear second-in-command in the unit while bringing together the budget development, payroll and special programs accounting functions under a single manager. The position will also expand its role to accept a more general management accountability. Due to the highly technical nature of this work and the expanded management role, it is recommended that the position be reclassified to Budget & Accounting Manager (M47).

MSC (Beall/Seal) to Reclassify Fiscal Coordinator (M44) to Budget and Accounting Manager (M47).

-Theresa Campa, Administrative Assistant II (R48) to Administrative Assistant III (R50), Migrant Education, Student Services Division

Due to the reclassification of the Executive Director of Migrant Education, it is recommended that the assigned secretarial support position be reclassified from Administrative Assistant II to Administrative Assistant III.

MSC (Seal/Beall) to reclassify position #8140 from Administrative Assistant II (R48) to Administrative Assistant III (R50).

-Vacant position #8066, Help Desk Supervisor (R58) to Microcomputer/Web Programmer (R58), Human Resources and Technology Division

To better meet the needs of the Help Desk in providing microcomputer web/programming responsibilities to COE programs and other clients, the Senior Director of Network Technologies has requested that the vacated position #8066 be reclassified to Microcomputer/Web Programmer (R58).

MSC (Seal/Beall) to reclassify vacant position #8066, Help Desk Supervisor (R58) to Microcomputer Web/Programmer (R58) of the classified support salary schedule.

- **Classification of New Positions**

-Work Readiness Assistant, JCCS, Student Services Division, R38

The Director of the JCCS program has received approval to create a new position responsible for developing and maintaining relationships with community-based public and private organizations to foster school-to-career employment and training opportunities. It is recommended that a new classification of Work Readiness Assistant (R38) be established.

MSC (Beall/Seal) to establish a new classification of Work Readiness Assistant allocated at Range 38 of the classified salary schedule and to classify one new positioning the JCCS Program as Work Readiness Assistant

-Elementary School Prevention Specialist, M35, Safe Schools, Student Services Division

Due to an increase in services requested by several small school districts as well as the receipt of a large grant, the Safe Schools Unit has created five (5) new professional-level assignments that will be responsible for providing prevention and intervention services to elementary school children. After review of the required duties, it is recommended that the classification be titled Elementary School Prevention Specialist and allocated at a range M35 of the management salary schedule.

MSC (Seal/Beall) to establish a new classification of Elementary School Prevention Specialist allocated to M35 of the Management salary schedule and to classify five (5) new positions in Safe Schools as Elementary School Prevention Specialist.

-Science Outreach Program Specialist, R41, Outdoor Education, Student Services Division

The Director of the Outdoor Education Program has received approval to establish a new position to work with the Outdoor Education Outreach Programs. Assigned duties are consistent with the current classification of Science Outreach Program Specialist (R41).

MSC (Beall/Seal) to classify one new position in the Outdoor Education Program as Science Outreach Program Specialist, R41, on the classified support salary schedule.

-Occupational Therapist, R64, North Inland SELPA, Student Services Division

The Director of the North Inland SELPA has received approval to create a new position responsible for providing occupational therapy services. It is recommended that this position be classified as Occupational Therapist.

MSC (Seal/Beall) to classify one new position at North Inland SELPA as an Occupational Therapist, R64, of the classified support salary schedule.

-Special Education Aide, Discovery Valley (one position) and Discovery Hills (two positions), Student Services Division

NCCSE has received approval to establish three (3) new positions in the Discovery Valley/Hills schools with duties and responsibilities consistent with the current classification of Special Education Aide.

MSC (Beall/Seal) to classify three new positions at Discovery Valley/Hills schools as Special Education Aide, R36, on the classified employees salary schedule and to accept the revised Special Education Aide job description as presented.

-Fingerprint Clerk (R40), Credentials, Human Resources and Technology Division

It is recommended that the support position of Human Resources Assistant (R42) be retitled and revised to accurately reflect the duties the position will perform in support of the LiveScan function.

MSC (Seal/Beall) to retitle and reallocate existing classification of Human Resources Assistant (R42) to Fingerprint Clerk (R40) on the classified support staff salary schedule.

- **Job Description Update**

- -Account Clerk II
 - -Accounts Payable/Receivable Supervisor
- Revised job descriptions were approved as presented. MSC (Beall/Seal)

7. OTHER ITEMS

- None

8. POSITION ANNOUNCEMENTS

- #017-03 – Project Specialist, Before & After School Programs
- #019-03 – Elementary School Prevention Specialist
- #020-03 – Account Clerk II
- #021-02 – Special Education Aide
- #023-03 – Special Programs Assistant
- #024-03 – Migrant Education Preschool Instructional Assistant
- #025-03 – Fingerprint Clerk
- #026-03 – Accounts Payable/Receivable Supervisor

9. ELIGIBILITY LISTS

- #003-03 – Graphic Control Clerk
- #007-03 – Custodian
- #007-98 – Program Secretary
- #008-03 – Migrant Outreach Worker
- #012-03 – Special Education Aide
- #012-03 – Clerk Typist II
- #013-03 – Food Services Worker
- #015-03 – Office Systems Technician I
- #016-03 – Retirement Technician
- #017-03 – Project Specialist Before & After Schools Program
- #088-02 – Attendance Clerk

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

10. PERSONNEL DIRECTOR'S REPORT

- **Dismissal Hearing**
MSC (Seal/Beall) to set hearing date for Shawn Gallahue on November 19, 2003 at 9:00 AM.
- **Selection of Hearing Officers**
MSC (Seal/Beall) to appoint Glen Hampton, Attorney At Law for the Shawn Gallahue hearing on November 19, 2003.

11. PERSONNEL ACTIONS

- Personnel Update as of August 31, 2003
- Personnel Update as of September 30, 2003

12. NEXT MEETING – November 19, 2003, 8:30 a.m., Board Room

13. ADJOURNMENT

- Meeting adjourned at 10:05 a.m., Room 310

Approved: Personnel Commission

By: _____ Date: _____