

PERSONNEL COMMISSION  
**MINUTES**  
February 25, 2004  
9:00 AM, JCCS Conference Room

**1. ROLL CALL**

Members Present: Miriam Rothman, Commissioner  
Bert Seal, Commissioner  
Mary Beall, Commissioner

Present: Angela Bishop, Lisa Nguyen, Susan Dixon,  
Shauna Stark, Jem Turman, Kay Simpson,  
Roger Jones

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

**2. APPROVAL OF MINUTES**

- MSC (Rothman/Beall) to approve the minutes of the Personnel Commission meeting January 28, 2004.

**3. COMMUNICATIONS**

- None

**4. LEGISLATIVE UPDATE**

- School Services of California, February 6, 2004 was presented for information.

**5. RATIFICATION OF ACTIONS BY DIRECTOR**

- **-Payroll Technician, vacant position #7942, Internal Business, Business Services**  
The Business Services Division has identified a need to establish a new position that will be responsible for calculating and processing payroll and related records for monthly and limited term employees as well as for providing back-up to the Payroll Services Supervisor in the performance of more complex duties. Therefore, the establishment of a new classification Payroll Technician (R52) is recommended. MSC (Beall/Rothman) to establish new classification of Payroll Technician (R52), approve job description for Payroll Technician and reclassify vacant position #7942 from Account Clerk III (R48) to Payroll Technician (R52).

**7. CLASSIFICATION/SALARY REVIEW**

- **Classification of New Positions**

**-Program Business Specialist I (M30), Internal Business, Business Services**

The Assistant Superintendent of the Business Services Division has authorized, as a result of a reorganization of the Internal Business Department, a new position for the Internal Business

Department. Based on information provided by the Director, Internal Business Department, it was determined that the existing classification of Program Business Specialist I is a close match for this position. There are several duties the incumbent will perform which were not contained in the class description for Program Business Specialist I. As such the class description has been revised to reflect these additional duties. MSC (Rothman/Beall) to classify one new position as Program Business Specialist I (M30) and to accept the revised class description as presented.

**-Community Service Program Assistant (R50), Safe Schools, Student Services**

The Safe Schools Unit received funding to establish a new position that will be responsible for establishing, organizing and supporting a regional (San Diego, Orange and Imperial counties) community service program designed to fulfill rehabilitation plans for suspended or expelled students. A new classification of Community Service Program Assistant (R50) has been developed to fulfill this position. The duties and responsibilities assigned to this position are comparable in scope and complexity to the Youth Development Assistant (R50) and Reading Volunteer Program Assistant (R50) classification. MSC (Beall/Rothman) to establish a new classification of Community Service Program Assistant (R50), approve the class description as presented and to classify one new position in Safe Schools as Community Service Program Assistant.

**-GRIP Community Aide (R42), Safe Schools, Student Services**

The Safe Schools Unit received funding to establish a new position to assist in implementing a gang prevention/intervention program in participating school districts. Based on the duties and responsibilities assigned to this position, the classification of GRIP Community Aide was developed. Based on the comparability in scope and complexity to the Mentoring Community Aide and the Migrant Education Outreach Worker, the GRIP Community Aide will be allocated to R42 on the classified Support Salary Schedule. MSC (Beall/Rothman) to establish a new classification of GRIP Community Aide (R42), accept the job description as presented and to classify one new position in Safe Schools as GRIP Community Aide.

**-Early Childhood Professional Development Training Assistant (R50), HOPE, Student Services**

The HOPE Infant and family Support Program received a grant to fund positions related to the Meeting Early Education Needs Through Outreach (MENTOR) program. The new assignment will work with the recently established Early Childhood Professional Development Specialist to provide training, technical assistance and support to early care and education providers within San Diego County. Based on the duties and responsibilities assigned to this position, the classification of Early Childhood Professional Development Training Assistant (R50) has been established. MSC (Beall/Rothman) to establish a new classification of Early Childhood Professional Development Training Assistant (R50), accept the job description as presented and to classify one new position in HOPE Infant Family Support Program as Early Childhood Professional Development Training Assistant.

**-Safe Schools, Student Services, one management position to be determined – insert**

Item was tabled to the March 24, 2004 meeting.

- **Job Description Update**

**-Delivery Worker**

MSC (Beall/Rothman) to accept the revised job description as presented.

- **Classification Review**

**-Sandra Thompson, Program Secretary, Risk Management, Business Services**

The reclassification study of Ms. Thompson found that, even though Ms. Thompson's workload has increased and broadened, these tasks are within the scope of responsibility of a Program Secretary. Therefore a change in classification is not warranted. MSC (Rothman/Beall) to accept the recommendation of no change to Ms. Thompson's classification.

**-Stephen Johnson, Assistive Technology/Adaptive Equipment Aide, NCCSE, Student Services**

The incumbent has taken on the higher-level duties that used to be performed at the archived classification of Educational Technology/Adaptive Equipment Technician (R48) rather than those contained in the class description of Assistive Technology/Adaptive Equipment Aide. MSC (Beall/Rothman) to reclassify Mr. Johnson to Educational Technology/Adaptive Equipment Technician (R48) effective July 1, 2004.

**-Christine Chapman, Audiological Assistant, East County SELPA, Student Services**

Due to the high demand for equipment testing, maintenance and repair, the incumbent does not spend any time providing instructional assistance to students. As the incumbent's familiarity and knowledge of specialized DHH equipment has broadened, her technological skills have been utilized more and more. As such, the SELPA relies on Ms. Chapman to spend the majority of her time traveling from site to site servicing equipment. Additionally, the incumbent has obtained an Audiometrist Certificate. MSC to establish a new classification of Audiological Technician (R40), accept the job description as presented and to reclassify Ms. Chapman from Audiological Assistant (R36) to Audiological Technician (R40) effective September 1, 2003.

**-Martha Robles, Special Education Aide, JCCS Special Education, Student Services**

In reviewing the duties performed by Ms. Robles, it was determined that although she does not provide direct assistance to special education students in the classroom, the majority of the tasks she performs remain within the class description of Special Education Aide. MSC (Rothman/Beall) to accept the recommendation for no change in classification for Ms. Robles.

**-Mylene Croft, Clerical Assistant, JCCS North Region, Student Services**

Ms. Croft's duties have gradually changed over the past year and a half. She now has primary responsibility for maintaining three school budgets, maintaining office and school supplies and processing timesheets for limited term employees and mileage claims for school staff. Ms. Croft also provides relief duties in support of the School Administrative Assistant when she is away from her desk. The duties Ms. Croft performs, the level of responsibility inherent in those duties, and the degree of autonomy with which she works are consistent with the classification of School Clerk/Typist II. MSC (Beall/Rothman) to accept the recommendation to reclassify Ms. Croft from Clerical Assistant (R36) to School Clerk/Typist II (R40) effective September 1, 2003.

**-Julie Bravo, Migrant Services Aide, Migrant Education, Student Services**

Ms. Bravo has assumed additional responsibilities and duties generally associated with the Migrant Secondary School Advisor classification. The level of responsibility Ms. Bravo has for acting as a liaison with parents and school staff and the typical duties she performs are comparable to those of other Migrant Secondary School Advisors in the program. MSC

(Rothman/Beall) to reclassify position #7937 (Bravo) from Migrant Services Aide (R40) to Migrant Secondary School Advisor (R40) effective August 1, 2003.

**-Roger Jones, Programmer/Systems Analyst II, Business Services**

In addition to brad system and special projects responsibility (assigned primary responsibility for major areas within the Financial Information System), the incumbent has taken the lead role in the design, development and implementation of a complex, web-based fixed assets system. These duties, consistent with Senior Systems & Programming Analyst job class, will be sustained with the development of a comprehensive, integrated Budget Preparation System and thereby support reclassification to the higher-level job class. MSC (Rothman/Beall) to reclassify position and incumbent to Senior Systems and Programming Analyst (R71) effective September 1, 2003.

**-Ali Maroufi, Programmer/System Analyst II, Business Services**

The incumbent has performed a variety of complex programming, analysis and design functions for the Financial Information, Payroll and Student Information Systems in the conversion from mainframe to web-based systems. The incumbent's gradual accretion of more complex and comprehensive assignments supports his reclassification to the higher-level job classification. MSC (Beall/Rothman) to reclassify position and incumbent to Senior Systems and Programming Analyst (R71) effective September 1, 2003.

**8. OTHER ITEMS**

**-Reclassification Window Period, Second Reading and Action**

MSC (Rothman/Beall) to approve the final changes to Chapter XI: Classification and Salary Recommendations of the Merit System Rules and Regulations for the Classified Service as presented and to authorize a reclassification window period for the 2004-05 fiscal year to be March 15 to April 15, 2004.

Staff will bring a draft of a salary reallocation schedule to the March meeting.

**9. POSITION ANNOUNCEMENTS**

- #046-03 – Computer Support Services Supervisor
- #051-03 – Early Childhood Professional Development Specialist
- #052-03 – Special Education Resource Assistant – HOPE
- #055-03 – Delivery Worker

**10. ELIGIBILITY LISTS**

- #024-03 – Migrant Education Preschool Instructional Assistant
- #039-03 – Systems Technician II (SIS)
- #041-03 – Computer/Classroom Instructional Aide
- #045-03 – Migrant Outreach Worker
- #049-03 – Assessment Technician

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

**11. PERSONNEL DIRECTOR’S REPORT**

**-None**

**11. PERSONNEL ACTIONS**

- Personnel Update as of January 31, 2004

**12. NEXT MEETING –**

March 24, 2004 at 1:30 PM, room TBD

The June 23, 2004 meeting has been adjourned to June 15, 2004 at 1:00 PM.

**13. ADJOURNMENT**

- Meeting adjourned at 10:20 AM.

Approved: Personnel Commission

By: \_\_\_\_\_ Date: \_\_\_\_\_