

PERSONNEL COMMISSION  
**MINUTES**

November 17, 2004  
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,  
Tasha Smith, Jem Turman

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

**2. APPROVAL OF MINUTES**

- MSC (Rothman/Beall) to approve the minutes of the Personnel Commission meeting of October 27, 2004.

**3. COMMUNICATIONS**

- None

**4. LEGISLATIVE UPDATE**

- None

**5. RATIFICATION OF ACTIONS BY DIRECTOR**

- **Instructional Assistant, Vision Impaired, R36, NCCSE, Student Services, two positions**  
The North Coastal Consortium for Special Education has received approval to establish two new support staff positions to provide duties that are identical to the essential function of the class description of Instructional Aide – Vision Impaired. The recommendation is to classify two new positions at NCCSE as Instructional Aide – Vision Impaired, allocated to range 36 of the classified support staff salary schedule.
- **Administrative Assistant I, R44, Leadership and Accountability, LRET**  
The Leadership and Accountability Department has received approval to establish a new secretarial support position to provide a full range of secretarial services for a newly established Director position. As such, the appropriate classification for this new position is an Administrative Assistant I. The recommendation is to classify one new position in LRET as Administrative Assistant I, allocated to range 44 of the classified support staff salary schedule.
- **Program Secretary, R41, HOPE, Student Services, two positions**  
The HOPE Infant Family Support Program has received approval to establish two new secretarial support positions to provide a full range of secretarial services in support of the PEAK-3 Program and the Elementary Math/Early Childhood Education Program. The incumbents will report to a Coordinator and a Program Specialist. The Program Secretary class description accurately describes the typical tasks the incumbents will be performing.

The recommendation is to classify two new positions in Student Services and Programs as Program Secretary, allocated to range 41 of the classified support staff salary schedule.

- **Early Childhood Professional Development Training Assistant, R50, HOPE Infant, Student Services, two positions**

The HOPE Infant Family Support Program has received additional money to establish two new positions to assist in providing training and support for professional development needs of Early Care and Education providers and parents in San Diego County. The two new incumbents will be performing the duties contained in the class description of Early Childhood Professional Development Training Assistant. The recommendation is to classify two new positions in Student Services and Programs as Early Childhood Professional Development Training Assistant, allocated to range 50 of the classified support staff salary schedule.

MSC (Beall/Rothman) to approve four ratification actions by the Director as presented.

## 6. CLASSIFICATION/SALARY REVIEW

### Job Description Updates

- The revised Reading Volunteer Program Assistant job description was presented for approval. MSC (Rothman/Beall) to approve the revised job description as presented.
- The revised Instructional Aide – Vision Impaired job description was presented for approval. MSC (Beall/Rothman) to approve the revised job description as presented.

- **Classification of New Positions**

- Project Specialist, Grant to Reduce Alcohol Abuse (GRAA), M35, Safe Schools, Student Services**

The Safe Schools unit has received funding to establish a position to work primarily with continuation schools to tackle the problem of alcohol abuse. The duties outlined by the Senior Director and Lead Coordinator are consistent with duties other Project Specialists perform in their area of prevention. The recommendation is to establish a new classification of Project Specialist, Grant to Reduce Alcohol Abuse (GRAA) allocated to range 35 of the Management Salary Schedule and to classify one new position in Safe Schools as a Project Specialist, GRAA. MSC (Rothman/Beall) to approve the recommendation as presented.

- Workers' Compensation Manager, M44, Business Services**

Risk Management has received approval to establish a new position to oversee the Workers' Compensation Program. Ewing and Company has reviewed the classification and has completed its point-factor analysis of the position and recommends a salary placement of M44 on the Management Salary Schedule. The recommendation is to establish a new classification of Workers' Compensation Manager, allocated to range 44 of the Management Salary Schedule. MSC (Beall/Rothman) to approve the recommendation as presented.

- **Establish New Classification**

- None

- **7. OTHER ITEMS**

None

**8. POSITION ANNOUNCEMENTS**

- #038-04 – JCCS Student Transition Technician
- #047-04 - Reading Volunteer Program Assistant – Bilingual
- #048-04 - Computer/Classroom Instructional Aide
- #050-04 – Special Education Assistant
- #051-04 – Clerk/Typist II – Bilingual
- #053-04 – Web Services Supervisor
- #054-04 – Maintenance & Operations Assistant

**9. ELIGIBILITY LISTS**

- #012-04 – Physical Therapist
- #026-04 – After School & Education Safety Program Coordinator
- #027-04 – After School Education Safety Program Analyst
- #033-04 – Migrant Outreach Worker
- #036-04 – Media Production Technician
- #037-04 – Cabin Assistant
- #082-04 – After School Education and Safety Program Assistant
- 

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

**10. PERSONNEL DIRECTOR'S REPORT**

- None

**11. PERSONNEL ACTIONS**

- Personnel Update as of October 31, 2004

**12. NEXT MEETING** – December 15, 2004, 1:00 P.M., Board Room

**13. ADJOURNMENT**

- Meeting adjourned at 1:35 PM.

Approved: Personnel Commission

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