

PERSONNEL COMMISSION

MINUTES

October 27, 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, Shauna Stark, Steve Amick

Secretary:

Michele Fort-Merrill

Recording Secretary:

Diane Herrera

2. APPROVAL OF MINUTES

- MSC (Rothman/Seal) to approve the minutes of the Personnel Commission meeting of September 22, 2004.

3. COMMUNICATIONS

- None

4. LEGISLATIVE UPDATE

- School Services of California Legislative Update for October 15, 2004, was provided for information.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- Media Production Technician II (R42), PDOP, LRET
Professional Development Online Production has received approval to establish a new classified support position to assist instructional staff with the production of online professional development products. The assigned duties fall within the scope of Media Production Technician II job classification. MSC (Rothman/Beall) to ratify the director's decision to classify one new position as Media Production Technician II (R42) and to approve the job description as revised.

6. CLASSIFICATION/SALARY REVIEW

Job Description Updates

- Technology Acquisitions Analyst – Angela Bishop
- Payroll Services Supervisor – Angela Bishop
- Before & After School Program Clerk – Angela Bishop
- Clerk Typist II – Susan Dixon
- Maintenance and Operations Assistant – Susan Dixon
- Reading Volunteer Program Assistant – Susan Dixon

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

- **Classification of New Positions**

- Clerical Assistant (R36), Facility Planning, Business Services**

- The Facility Planning Department has received approval to establish a new 20 hours per week support staff position to provide a variety of routine clerical and/or data entry tasks. These duties are consistent with the typical tasks contained in the current class description of Clerical Assistant. MSC (Rothman/Beall) to classify one new position in Facility Planning as Clerical Assistant (R36).

- **Establish New Classification**

- Establish new classification of Workers' Compensation Manager, Risk Management, Business Services; reclassify vacant Loss Control Analyst (M28) to Workers' Compensation Manager**

- This item was tabled to the November meeting.

- Establish new classification of Human Resources Clerk (R40), Human Resources, Human Resources & Technology; reclassify Credentials Clerk (R40) to Human Resources Clerk (R40)**

- The Senior Director of Human Resources has restructured the duties of some position in the department. Position #7786, Credentials Clerk, provides clerical support to the Credentials unit. It has been determined that clerical support is needed with the Operations function of the department. Therefore, a new classification has been created that serves a support role to the Operations Supervisor and Lead Human Resources Technician. The recommended salary allocation is Range 40 of the classified support staff salary schedule. MSC (Rothman/Beall) to establish new classification of Human Resources Clerk (R40) and to reclassify Credentials Clerk (R40) position #7786 to Human Resources Clerk (R40).

7. OTHER ITEMS

The commission had the second reading of the proposed amendment to Chapter XIII of the Personnel Commission Rules and Regulations. No objections or concerns were voiced regarding the proposed changes. MSC (Rothman/Beall) to approve the revision to the Personnel Commission Rules and Regulations, Chapter XIII: Complaint Resolution Procedure.

Steve Amick gave an informative presentation on the After School Education and Safety Program.

The following meeting dates have been chosen for the remainder of the 2004-05 school year:

- January 26, 2005
- February 23, 2005
- March 23, 2005
- April 27, 2005
- May 25, 2005
- June 22, 2005

8. POSITION ANNOUNCEMENTS

- #019-04 - Web Services Supervisor
- #030-04 – Technology Center Support Technician
- #033-04 – Migrant Outreach Worker

- #035-04 – Skilled Maintenance Worker
- #036-04 – Media Production Technician II
- #037-04 – Cabin Assistant
- #039-04 – Payroll Services Supervisor
- #043-04 – Technology Acquisitions Analyst
- #046-04 – Before and After School Programs Clerk
- #049-04 – Administrative Assistant I

9. ELIGIBILITY LISTS

- #023-03 – Office Systems Technician I
- #081-03 - Custodian
- #087-03 – Accounting Technician (Open)
- #087-03 – Accounting Technician (Promotional)
- #011-04 – Account Clerk II
- #013-04 – Charter School Technician
- #018-04 – Web Programmer
- #021-04 – Administrative Assistant I
- #023-04 – Office Systems Technician I

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

10. PERSONNEL DIRECTOR'S REPORT

- None

11. PERSONNEL ACTIONS

- Personnel Update as of September 30, 2004

12. NEXT MEETING – November 17, 2004, 1:00 P.M., Board Room

13. ADJOURNMENT

- Meeting adjourned at 10:15 a.m.

Approved: Personnel Commission

By: _____ Date: _____