

PERSONNEL COMMISSION

MINUTES

September 22, 2004

9:00 a.m., Board Room

1. ROLL CALL

Members Present:

Miriam Rothman, Commissioner
Bert Seal, Commissioner
Mary Beall, Commissioner, ABSENT

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/Seal) to approve the minutes of the Personnel Commission meeting of July 28, 2004.

3. COMMUNICATIONS

- None

4. LEGISLATIVE UPDATE

- School Services of California Legislative Update for September 10, 2004, was provided for information.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- Skilled Maintenance Worker (R51), South County Regional Education Center, Human Resources & Technology AND
- Custodian (R38), South County Regional Education Center, Human Resources and Technology

The Assistant Superintendent of Business Services has authorized two new positions to support the South County Regional Education Center. In the first position, the incumbent's duties are consistent with the classification of Skilled Maintenance Worker (R51). The recommendation is to classify one new position at the South County Regional Education Center as Skilled Maintenance Worker, Range 51 of the classified support salary schedule. The incumbent in the second position will be responsible for maintaining the facility in a clean, orderly and safe condition. These duties are consistent with the duties of Custodian (R38). The recommendation is to classify one new position at the South County Regional Education Center as Custodian, Range 38 of the classified support salary schedule.

MSC (Rothman/Seal) to classify one new position of Skilled Maintenance Worker, R51 and one new position of Custodian, R38, at the South County Regional Education Center.

- Web Services Supervisor (R64), Network and Video Services, Human Resources and Technology AND
- Technology Center Support Technician (R50), Network and Video Services, Human Resources and Technology

During the reorganization of the Network and Video Services department, it was determined that the Network Analyst II will report to the Web Services Supervisor. In order to maintain an appropriate salary relationship between the Supervisor and the support services positions for which it supervises it is necessary to reallocate the classification of Web Services Supervisor from range 64 to range 67 on the classified support salary schedule. A revised job description was presented for approval.

The SDCOE, as facilitator of the South County Regional Educational Center, will employ two positions responsible for providing technical support for individuals and groups using the facility. The typical tasks and scope of responsibility for these positions are consistent with the Technology Center Support Technician classification. A revised job description was presented for approval.

MSC (Rothman/Seal) to reallocate Web Services Supervisor from range 64 to range 67; approve the revised Web Services Supervisor job description as presented; classify two new positions as Technology Center Support Technicians and to approve the revised Technology Center Support Technician job description as presented.

6. CLASSIFICATION/SALARY REVIEW

- **Job Description Updates**

- Skilled Maintenance Worker

- Web Programmer

- Physical Therapist

- Computer/Classroom Instructional Aide

MSC (Rothman/Seal) to accept the job description updates are presented.

- **Classification of New Positions**

- Coordinator, M45, Facility Planning, Business Services**

The Facility Planning Services Department has contracted with the San Ysidro School District to provide its facility planning services. The existing class description of School Facilities Planning Coordinator accurately describes the duties the incumbent will be performing. The incumbent will be housed at the District Office of the San Ysidro School District. MSC (Rothman/Seal) to classify one new position in Facility Planning Services as School Facilities Planning Coordinator, Range 45 on the management salary schedule.

- Coordinator, M44, After School Education and Safety Program, Safe Schools, Student Services**

The Safe School unit now provides services to 346 schools and over 150 collaborative partners serving 40,000 students annually. As such, the Senior Director, Safe Schools, has reorganized and expanded the After School Unit. Due to the tremendous growth of this program, it is now necessary to establish a higher-level assignment to oversee the continuing development as well as the budget and day-to-day management of the program. The recommendation is to establish a new classification of Coordinator, After School Education and Safety (ASES) Program, allocated to range 44 of the management salary schedule and to classify one new position as such in Safe Schools. A class description was presented for

review and approval. MSC (Rothman/Seal) to accept the recommendation as presented and to approve the job description as presented.

-After School Education and Safety Program Support Analyst, M28, Safe Schools, Student Services

With the continued growth of the After School Program, it has been determined that there is a need for additional management support. The duties that will be assigned are consistent with other Analyst assignments at the SDCOE. The recommendation is to establish a new classification of After School Education and Safety (ASES) Program Support Analyst allocated to range 28 of the management salary schedule and to classify one new position in safe schools as such. A class description was presented for review and approval.

MSC (Rothman/Seal) to establish the new classification of After School Education and Safety (ASES) Program Support Analyst allocated to range 28 of the management salary schedule, classify one new position in Safe Schools as such and to approve the job description as presented.

-After School Education and Safety Program Assistant, R50, Student Services

The Senior Director of Safe Schools is requesting to change the title of Before and After School Program Assistant to After School Education and Safety (ASES) Program Assistant as that is the grant that is funding this position. Additionally, Safe Schools has received additional grant money that will be used to fund a new support staff position. The incumbent will perform all of the duties currently contained in the class description of Before and After School Program Assistant. MSC (Rothman/Seal) to re-title the Before and After School Program Assistant classification to After School Education and Safety (ASES) Program Assistant, R50, and to classify one new position in Safe Schools as such.

-Clerk Typist II, R38, South County Regional Education Center, Human Resources and Technology

The Assistant Superintendent of Human Resources and Educational Technology has authorized a new classified position to support the regional education center located in South County. The typical tasks and level of responsibility assigned to this position are consistent with those of the existing classification of Clerk Typist II. MSC (Rothman/Seal) to classify one new position at the South County Regional Education Center as Clerk Typist II, range 38 on the classified support salary schedule.

-Juvenile Court and Community Schools Transition ~~Specialist~~ Technician, Student Services

The JCCS system is in need of a position that can oversee the transition process that occurs as students move in and out of the system. Funding has been secured to established this new position. The essential function of this position will be to act as the technical resource with respect to transitioning students in and out of the JCCS system. The typical tasks the incumbent will perform are of a technical nature and the responsibility of the position is similar to that of positions at the SDCOE that are at or about range 52. In discussing the position, it was suggested that the classification should be titled technician as opposed to specialist. MSC (Rothman/Seal) to establish new classification of Juvenile Court and Community Schools Student Transition Technician, R52 on the classified support salary schedule and to classify one new position in JCCS as such.

7. OTHER ITEMS

The commission had the first reading of the proposed amendment to Chapter XII of the Personnel Commission Rules and Regulations. The second reading and action will be at the next commission meeting, October 27, 2004 at 9:00 AM.

Angela Bishop gave an informative demonstration of the Ed-Join system. Our application procedure is almost entirely paperless.

8. POSITION ANNOUNCEMENTS

- #081-03 – Custodian
- #009-04 – Clerk/Typist II
- #010-04 – Special Programs Assistant II
- #011-04 – Account Clerk II
- #012-04 – Physical Therapist
- #014-04 – Administrative Assistant II
- #018-04 – Web Programmer
- #020-04 – Clerical Assistant – Bilingual
- #021-04 – Administrative Assistant I
- #022-04 – Skilled Maintenance Worker
- #023-04 – Office Systems Technician I
- #026-04 – Coordinator, After School Education and Safety (ASES) Program
- #027-04 – After School Education and Safety (ASES) Program Support Analyst
- #028-04 – After School Education and Safety (ASES) Program Assistant

9. ELIGIBILITY LISTS

- #024-03 – Migrant Education Preschool Instructional Assistant
- #094-03 – Graphic Clerk
- #096-03 – Data Communications Technician
- #097-03 – Early Childhood Professional Development Training Assistant
- #098-03 – School Facilities Planning Specialist
- #003-04 – Distribution Clerk
- #005-04 – Coordinator, School Facilities Planning
- #006-04 – Behavioral Support Assistant
- #009-04 – Clerk Typist II
- #010-04 – Special Programs Assistant II
- #014-04 – Administrative Assistant II
- #020-04 – Clerical Assistant (Bilingual)

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

10. PERSONNEL DIRECTOR'S REPORT

- None

11. PERSONNEL ACTIONS

- Personnel Update as of July 31, 2004
- Personnel Update as of August 31, 2004

12. NEXT MEETING – October 27, 2004, 9:00 a.m., Board Room

13. ADJOURNMENT

- Meeting adjourned at 10:30 a.m.

Approved: Personnel Commission

By: _____ Date: _____