

PERSONNEL COMMISSION

**MINUTES**

December 15, 2004

1:00 PM., Board Room

**1. ROLL CALL**

Members Present:

Bert Seal, Commissioner  
Mary Beall, Commissioner

Present:

Susan Dixon, Tasha Smith, Jem Turman,  
Shawn Stark, 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 November 17, 2004.

**3. COMMUNICATIONS**

- Michele Fort Merrill reviewed the written response sent to Doug Crooks, CSEA Field Representative regarding Maxine Ulibarri. No response was received from Mr. Crooks. Jem Turman stated that he does not have any additional comment regarding the response.

**4. LEGISLATIVE UPDATE**

- Update dated November 19, 2004 was presented for information.

**5. RATIFICATION OF ACTIONS BY DIRECTOR**

- None

**6. CLASSIFICATION/SALARY REVIEW**

**Job Description Updates**

-The following job descriptions were updated: Occupational Therapy Assistant, Occupational Therapist, Graphic Control Clerk, Instructional Aide, Vision Impaired. MSC (Beall/Seal) to approve the job descriptions as presented.

- **Classification of New Positions**

-None

- **Establish New Classification**

-None

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**7. OTHER ITEMS**

None

**8. POSITION ANNOUNCEMENTS**

- #056-04 – Instructional Aide Vision Impaired
- #059-04 – Occupational Therapy Assistant
- #060-04 – Occupational Therapist
- #061-04 – Special Education Aide
- #062-04 – Graphic Control Clerk
- #063-04 – Account Clerk II
- #064-04 – Executive Director, District Financial Services

**9. ELIGIBILITY LISTS**

- #022-04 – Skilled Maintenance Worker
- #030-04 – Technology Center Support Technician
- #039-04 – Payroll Services Supervisor
- #042-04 – Coordinator, School Facilities Planning
- #051-04 – Clerk Typist II – Bilingual
- #054-04 – Maintenance & Operations Assistant

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

**10. PERSONNEL DIRECTOR'S REPORT**

- None

**11. PERSONNEL ACTIONS**

- Personnel Update as of November 30, 2004

**12. NEXT MEETING** – January 26, 2005 9:00 AM, Board Room

**13. ADJOURNMENT**

- Meeting adjourned at 1:22 PM.

Approved: Personnel Commission

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