

PERSONNEL COMMISSION

MINUTES

January 28, 2004

11:00 a.m., Board Room

1. ROLL CALL

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

Present: Angela Bishop, Lisa Nguyen, Shauna Stark,
Tasha Smith

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

2. ELECTION OF OFFICERS

Elections for the positions of President and Vice President were held. MSC (Rothman/Beall) to nominate Bert Seal for the position of President. MSC (Rothman/Seal) to nominate Mary Beall for the position of Vice-President. Both Mr. Seal and Mrs. Beall accepted the nominations.

3. APPROVAL OF MINUTES

- MSC (Rothman/Beall) to approve the minutes of the Personnel Commission meeting December 18, 2003.

4. COMMUNICATIONS

- The County Board Officers/Meeting Schedule for 2004 was provided for information.

5. LEGISLATIVE UPDATE

- None

6. RATIFICATION OF ACTIONS BY DIRECTOR

- None

7. CLASSIFICATION/SALARY REVIEW

- **Classification of New Positions**

-Special Education Resource Assistant – HOPE (R48), Student Services

The HOPE Infant Family Support Program has requested to establish a new position that will participate as a team member in the planning, development and implementation of Special Education Early Childhood Administrator Program (SEECAP) activities. The Senior Director has provided a comprehensive list of tasks the incumbent will perform. Duties and responsibilities fall within the scope of the Special Education Resource Assistant – HOPE job classification. MSC (Rothman/Beall) to classify one new position in HOPE Infant Family

Support Program as Special Education Resource Assistant – HOPE (R48) and to approve the updated class description as presented.

-Program Secretary (R41), NCCSE, Student Services

The Discovery Valley School has received approval to establish a new 10 hours per week support staff position to provide a variety of office/secretarial tasks. These duties are all consistent with the typical tasks contained in the current class description of Program Secretary. MSC (Beall/Rothman) to classify one position as Program Secretary, range 41 on the classified support salary schedule.

-Early Childhood Professional Development Specialist (M28), Hope Infant Family Support Program, Student Services

The HOPE Infant Family Support Program has received a grant to fund two new positions related to the Meeting Early Education Needs Through Outreach program. Upon analyzing proposed job duties it is recommended that the classification be titled Early Childhood Professional Development Specialist, allocated to M28 on the Management Salary Schedule. The proposed job description was reviewed. MSC (Beall/Rothman) to establish new classification of Early Childhood Professional Development Specialist allocated at range M28 on the Management Salary Schedule and to classify two new positions in HOPE Infant Family Support Program as Early Childhood Professional Development Specialist.

8. OTHER ITEMS

-Rule Revision and Salary Schedule – First Reading

Michele Fort-Merrill presented a proposed rule change that would affect reclassification and salary review requests. Currently, employees may request a salary review from January to March with change effective July 1 of next fiscal year. Employees/management may request reclassification reviews from July to September with change effective 1st day of the month request is submitted. The issues with the current rule are that it is not in sync with the budget development cycle, salary reviews are initiated by employees rather than HR/SDCOE; the window periods are too long and employees are confused about the two processes.

The proposed solution is to eliminate the salary review window. Job families would be placed on a rotating schedule for salary review by HR (no need for employee to request one). After consultation with CSEA, COMET and Cabinet, a review schedule will be created by the Personnel Commission. Reviews/implementation of the recommendations would be subject to the SDCOE budget considerations – reviews delayed due to budget constraint would result in the adjustment to the review schedule. Review by HR would coincide with the budget development cycle. Salary Adjustments would be effective with the new budget year (July 1).

The reclassification window period would be moved to January to coincide with the budget development cycle. For 2004 the reclass window would be February to March; for 2005 and thereafter the reclass window would be February 1 to March 1. Reclassifications would be effective with the new budget year (July 1).

The proposed revisions to Chapter XI: Classification and Salary Recommendations was reviewed.

A draft of the proposed revised salary schedule was presented for review. The new salary schedule lists jobs by family rather than alphabetically.

MSC (Rothman/Beall) to take action on the revision to Chapter XI: Classification and Salary Recommendations and the change to the salary schedule at the next meeting, February 25, 2004.

9. POSITION ANNOUNCEMENTS

- #027-03 – Accounting Technician
- #032-03 – Account Clerk III
- #039-03 – Systems Technician II
- #045-03 – Migrant Outreach Worker
- #046-03 – Assessment Technician

10. ELIGIBILITY LISTS

- #026-03 – Behavioral Support Assistant
- #027-03 – Accounting Technician
- #031-03 – Custodian
- #032-03 – Account Clerk III
- #034-03 – Student Information Systems Supervisor
- #037-03 – Student Information Systems Analyst

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

11. PERSONNEL DIRECTOR'S REPORT

-HR Strategic Plan

Michele Fort Merrill distributed and reviewed the new HR Strategic Plan handout. At the February meeting we will review what HR has done to accomplish our goals.

-Assembly Bill 424

A request from LACOE to support Assembly Bill 424 was reviewed. Discussion was held regarding the request. The commission asked for additional information from LACOE, so prior to responding to LACOE, Michele Fort Merrill talk with LACOE to clarify exactly what actions/support they are seeking and report back to the Commission.

11. PERSONNEL ACTIONS

- Personnel Update as of December 31, 2003

**12. NEXT MEETING – ~~February 13, 2004, 1:00 PM, Board Room, Hearing~~ CANCELLED
February 25, 2004, 9:00 AM, Board Room**

13. ADJOURNMENT

- Meeting adjourned at 12:15 PM.

Approved: Personnel Commission

By: _____ Date: _____