

PERSONNEL COMMISSION

MINUTES

March 23, 2005

9:00 AM, Board Room

1. ROLL CALL

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

Present: Angela Bishop, Lisa Nguyen, Roger Jones,
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 February 23, 2005.

3. COMMUNICATIONS

- None

4. LEGISLATIVE UPDATE

- School Services of California – March 11, 2005 was presented for information.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- None

6. CLASSIFICATION/SALARY REVIEW

- **Job Description Updates**

-Toddler School Assistant job description has been updated and was presented for approval. MSC (Beall/Seal) to approve the job description as presented

- Science Outreach Program Specialist job description has been updated and was presented for approval. MSC (Beall/Seal) to approve the job description as presented.

- **Classification of New Positions**

-Braille Transcriber, R39, NCCSE, Student Services

The NCCSE program has reorganized in such a way as to transfer the functions of Braille Transcribing currently being performed by the Vista Unified School District to NCCSE. The current class description of Braille Transcriber accurately describes the typical tasks the incumbent performs. Per Education Code 45120.2, the incumbent who is currently performing these duties with the Vista Unified School District will be given the option of transferring employment to the SDCOE. MSC (Seal/Beall) to classify one new position at the North Coastal Consortium for Special Education (NCCSE) as a Braille Transcriber allocated to Range 39 of the classified support staff salary schedule.

-Instructional Aide – Vision Impaired, R36, NCCSE, Student Services

The NCCSE program has reorganized in such a way as to transfer the functions of the instructional aide-vision impaired currently being performed by the Vista Unified School District to NCCSE. The current class description of Instructional Aide – Vision Impaired accurately describes the typical tasks the incumbent performs. Per Education Code 45120.2, the incumbent who is currently performing these duties with the Vista Unified School District will be given the option of transferring employment to the SDCOE. MSC (Beall/Seal) to classify one new position at the North Coastal Consortium for Special Education (NCCSE) as Instructional Aide – Vision Impaired allocated to Range 36 of the classified support staff salary schedule.

-Occupational Therapist, R64, South County SELPA, Student Services

The Senior Director of the South County SELPA has received approval to employ an additional staff member in the area of occupational therapy. The duties the incumbent will be performing are consistent with the current class description of Occupational Therapist. MSC (Beall/Seal) to classify one new position at South County SELPA as Occupational Therapist allocated to range 64 of the classified support staff salary schedule.

- **Establish New Classification**

-None

- **Classification Review**

-Delivery Worker, position #7012, R48 to Lead Delivery Worker, R50, Maintenance and Operations, Business Services

The Director of Maintenance and Operations is reorganizing the delivery services function of the department. After the retirement of the Lead Delivery Worker, the Director did not replace the position. It has since been determined that the most efficient use of the Director's time is to once again assign lead responsibilities to one of the existing Delivery Worker positions. The incumbent has qualified for this classification in a previous competitive process. MSC (Seal/Beall) to reclassify position #7012 and incumbent from Delivery Worker, R48 to Lead Delivery Worker (R50)

-Program Secretary, R41, new position, to Clerk Typist II, R38, Project WRITE, LRET

Several months ago a new position was classified as a Program Secretary for the Project WRITE. The position has been temporarily filled by a temporary employee. During this time, the Director has realized that the duties being performed are more clerical in nature and more reflective of the current class description of Clerk Typist II. MSC (Beall/Seal) to reclassify one new position in Learning Resources and Educational Technology, Project WRITE from Program Secretary (R41) to Clerk Typist II (R38).

7. **OTHER ITEMS**

-VEBA Weight Loss Challenge – Information Item

Angela Bishop shared information regarding the participation of SDCOE employees in VEBA's Weight Loss Challenge.

8. **POSITION ANNOUNCEMENTS**

- #081-04 – Human Resources Clerk
- #089-04 – Web Programmer
- #090-04 – Administrative Assistant I

9. ELIGIBILITY LISTS

- #061-04 – Special Education Aide
- #075-04 – Microcomputer Web Programmer
- #077-05 – Business Advisory Services Specialist
- #031-03 – Custodian
- #062-04 – Graphic Control Clerk
- #063-04 – Account Clerk II
- #070-04 – Purchasing Assistant
- #072-04 – Food Services Worker

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

10. PERSONNEL DIRECTOR'S REPORT

- **2004-05 Budget Report, First Reading; Proposed 2005-06 Budget**

The 2004-05 Budget was reviewed and the proposed 2005-06 Budget was presented. MSC (Rothman/Beall) to set the open hearing date for the 2005-06 Budget for April 27, 2005 at 9:00 AM in the Board Room.

11. PERSONNEL ACTIONS

- Personnel Update as of February 28, 2005

12. NEXT MEETING – April 27, 2005 9:00 AM, Board Room

13. ADJOURNMENT

- Meeting adjourned at 9:38 AM.

Approved: Personnel Commission

By: _____ Date: _____