

PERSONNEL COMMISSION

MINUTES

August 12, 2005

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, Shauna Stark,
Mike Reese, 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 June 122, 2005.

3. COMMUNICATIONS

- None

4. LEGISLATIVE UPDATE

- None

5. RATIFICATION OF ACTIONS BY DIRECTOR

- None

6. CLASSIFICATION/SALARY REVIEW

- **Classification of Positions (New)**

-JCCS Computer Support Services Supervisor, R58, JCCS, Student Services

The Juvenile Court and Community Schools has received approval to hire additional staff to oversee the day-to-day operations of its Technology Center. The duties to be performed by the incumbent are consistent with the existing class of Computer Support Services Supervisor located in Network Services. As such, the existing class description was modified slightly to allow for the specialization of JCCS computer programs. The recommendation is to establish a new classification of JCCS Computer Support Services Supervisor allocated to Range 58 of the classified support staff salary schedule and to classify one new position in JCCS as a JCCS Computer Support Services Supervisor. MSC (Seal/Beall) to approve the recommendation as presented.

Program Secretary, R41, Safe Schools, Student Services

Safe Schools has received funding to establish a new position to provide secretarial support to two Project Specialists in the Program. The assigned duties are consistent with the classification of program secretary. The recommendation is to classify one new position in Safe Schools as a program secretary. MSC (Beall/Seal) to approve the recommendation as presented.

-Program Secretary, R41, NCPDF, LRET

The NCPDF has received funding to hire an additional support staff member to provide secretarial support to a Project Specialist. The assigned duties are consistent with the classification of program secretary. The recommendation is to classify one new position at NCPDF as a program secretary. MSC (Seal/Beall) to approve the recommendation as presented.

-JCCS Parent Liaison, Six positions, R50, JCCS, Student Services

The JCCS Program has obtained funding to establish six new positions to perform duties in support of the Parent/Teacher Council and Parent Advisory Committee. In order to keep/receive the additional funding, which came from new Title I monies, the JCCS must put in place a strong, formalized parent involvement program. The Parent Liaisons along with the Principals will develop and implement a strong, formalized parent involvement program. The recommendation is to classify six new positions in Juvenile Court and Community Schools as JCCS Parent Liaison and to accept the revision to the Parent Liaison job description. MSC (Beall/Seal) to approve the recommendation as presented.

- **Establish New Classification**

-Communications Assistant, R52, Administration Division

The Administrative Services division has received approval to establish a new position to help the Communications Officer to promote SDCOE Programs as well as prepare press releases and other media reports. An internal look at the duties of the assignment as well as the knowledge and abilities required, support allocating this classification to range 52 of the classified support staff salary schedule. The recommendation is to establish a new classification of Communications Assistant allocated to Range 52 of the classified support staff salary schedule and to classify one new position in Administrative Services as Communications Assistant. MSC (Beall/Seal) to approve the recommendation as presented.

- **Classification Review**

-Behavior Support Technician, R48, HOPE Infant, vacant position #7418 reclassification to Behavioral Support Assistant, R41, Student Services

Certificated staff members have been hired to oversee the day-to-day operations of the autism program as well as providing the supervision and training necessary for the Behavioral support staff. As such, there is currently not a need to replace the existing Behavioral Support Technician position at that level. The work that is currently needed to be performed is strictly related to performing as a member of a team by training and assisting parents in the implementation of effective methods, strategies and techniques for handling and shaping challenging behavior of special needs infants and toddlers. The recommendation is to

reclassify vacant position #7418 from Behavioral Support Technician, R48, to Behavioral Support Assistant, R41. MSC (Seal/Beall) to approve the recommendation as presented.

- **Classification Reviews (From Annual Window Period Requests)**

This item was carried over from the June 22, 2005 meeting.

Ewing Consulting firm conducted the reclassification studies on the management positions listed above. Ewing's findings were share with and approved by Cabinet prior to presentation to the Commission. Ewing made the following recommendations:

-Craig Winder, Purchasing Supervisor, M38, Internal Business, Business Services: no change.

-Maria Victoria DeLaTorre, Benefits Analyst I, M24, Risk Mangement, Business Services: gradual accretion of new duties; reclassify incumbent in accordance with PC rules to Benefits Analyst II, M28.

-Angela Bishop, Human Resources Specialist, M34, Human Resources and Technology: no gradual accretion of duties; change based on reorganization. No reclassification of incumbent. Establish a position in the new classification of Employment Services Supervisor at range M38.

-Cynthia Free, Credentials Supervisor, M38, Human Resources and Technology: gradual accretion of new duties; reclassify incumbent in accordance with PC rules to Credentials LiveScan Services Supervisor, range M40.

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

- **Job Description Update**

- None

7. OTHER ITEMS

- None

8. POSITION ANNOUNCEMENTS

- #123-04 – Administrative Assistant IV
- #128-04 – Account Clerk III
- #129-04 – Network Analyst I
- #003-05 – Behavioral Support Assistant
- #004-05 – Dental Health Program Assistant I/II
- #005-05 – Clerk/Typist II
- #006-05 – Risk Management Technician I
- #007-05 – JCCS Parent Liaison
- #008-05 – Account Clerk II
- #009-05 – After School Education and Safety (ASES) Program Assistant

9. ELIGIBILITY LISTS

- #007-98 – Program Secretary
- #109-04 – Administrative Assistant III
- #117-04 – Retirement Technician

- #121-04 – Youth Development Assistant
- #123-04 – Administrative Assistant IV
- #128-04 – Account Clerk III
- #130-04 – Coordinator Foster Youth Services
- #003-05 – Behavioral Support Assistant

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

10. PERSONNEL DIRECTOR’S REPORT

- Michele Fort-Merrill reported that each of the incumbents from June’s classified support staff reclassification study have tested for the positions that resulted from the reclassification study.

11. PERSONNEL ACTIONS

- Personnel Update as of June 30, 2005
- Personnel Update as of July 29, 2005

12. NEXT MEETING – September 28, 2005, 9:00 a.m., Board Room

13. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54954.5

-Public Employee Performance Evaluation, Senior Director, Human Resource Services

The Personnel Commission adjourned to closed session at 9:20 AM. At the conclusion of the closed session the Commission returned to open session and adjourned the meeting. No action was taken following the closed session

14. ADJOURNMENT

- Meeting adjourned at 9:45 AM

Approved: Personnel Commission

By: _____ Date: _____