

PERSONNEL COMMISSION

**MINUTES**

January 26, 2005

9:00 AM, Board Room

**1. ROLL CALL**

Members Present:

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

Present:

Susan Dixon, Angela Bishop, Lisa Nguyen,  
Mike Reese

Secretary:

Michele Fort-Merrill

Recording Secretary:

Diane Herrera

**1a. APPOINTMENT OF COMMISSIONER**

- MSC (Beall/Seal) to reappoint Miriam Rothman as the joint appointee to the Personnel Commission for a term ending December 1, 2007.
- MSC (Seal/Beall) to appoint Miriam Rothman as chair.

**2. APPROVAL OF MINUTES**

- MSC (Beall/Seal) to approve the minutes of the Personnel Commission meeting of December 15, 2004.

**3. COMMUNICATIONS**

- Michele Fort Merrill introduced Mike Reese, the new CSEA President.

**4. LEGISLATIVE UPDATE**

- None

**5. RATIFICATION OF ACTIONS BY DIRECTOR**

- None

**6. CLASSIFICATION/SALARY REVIEW**

**Job Description Updates**

-The following job descriptions were updated: Purchasing Assistant and Lead Television Operations Technician. MSC (Seal/Beall) to approve the job descriptions as presented.

- **Classification of New Positions**

**-Program Secretary, R41, WRITE Institute, LRET**

The LRET division has received approval to establish a new support staff position. Based on the duties the incumbent will be performing as well as the reporting relationship, the

recommendation is to classify the new position as Program Secretary. MSC (Beall/Seal) to classify one new position in LRET, Project WRITE as Program Secretary, R41.

**-Attendance Clerk, R40, East Mesa JCCS, Student Services**

The JCCS program has received approval to hire an additional support staff member to perform duties related to attendance accounting. MSC (Seal/Beall) to classify one new position in JCCS as an Attendance Clerk allocated to Range 40 of the classified support staff salary schedule.

**-Clerical Assistant, R36, Foster Youth Services, Student Services**

The Coordinator, Foster Youth Services has received approval to establish a new, part-time position to assist the department with filing, data entry, recordkeeping and answering the telephone. MSC (Beall/Seal) to classify one new position in Foster Youth services as a Clerical Assistant allocated to Range 36 of the classified support staff salary schedule.

- **Establish New Classification**

-None

- **Classification Review**

**-Programmer II R69, IMS, Business Services to Microcomputer Web Programmer R58, vacant position #7711**

At the request of the IMS department, it is recommended that the Programmer/Systems Analyst II positions be reclassified to the lower level assignment of Microcomputer Web Programmer. The position is vacant and the job duties have been modified to reflect the new duties. MSC(Beall/Seal) to reclassify vacant position #7711 from Programmer/Systems Analyst II, R69 to Microcomputer Web Programmer, R58.

**-Bill Carpenter, Director M48, Maintenance and Operations, Business Services**

A review of the duties of the Maintenance and Operations Manager is warranted due to additional responsibilities placed on the position with the recent opening of the South County Regional Education Center and the anticipated opening of the North County Regional Education Center. Mr. Carpenter, the incumbent, has been and will continue to be expected to oversee the physical operations of these two sites and to play a significant role in the construction activities of the new North County Center. The recommendation for change to this classification is based on a specific new set of responsibilities rather than on a gradual accretion of duties. MSC (Seal/Beall) to establish a new classification of Director, Maintenance and Operations allocated to Range 48 of the Management Salary schedule and to reclassify position #5031 from Maintenance and Operations Manager (M47) to Director, Maintenance and Operations effective January 1, 2007.

**-Kathie Grennon, Administrative Assistant I, R45, Maintenance and Operations, Business Services**

Due to the reclassification of the Maintenance and Operations Manager to Director, M & O, the recommendation is to reclassify position #7356 from a Program Secretary (R41) to Administrative Assistant I (R45) effective January 1, 2005. MSC (Beall/Seal) to approve the recommendation as presented.

**-System Technician II, R52, Foster Youth Services, vacant position #8154, to System Technician I – Foster Youth Services, Student Services**

The Coordinator of Foster Youth Services has determined that the need exists for a staff member to maintain a database as well as troubleshoot and resolve problems associated with

it. This function is best described by the classification of Systems Technician I – Foster Youth Services. MSC (Beall/Seal) to establish new position of Systems Technician I – Foster Youth Services allocated to Range 48 of the classified support staff salary schedule and to reclassify vacant position #8154 from a Systems Technician II – Foster Youth Services (R52) to Systems Technician I – Foster Youth Services (R48).

**7. OTHER ITEMS**

A report of employee discipline was presented for information.

**8. POSITION ANNOUNCEMENTS**

- #060-04 – Occupational Therapist
- #065-04 – Project Specialist, Grant to Reduce Alcohol Abuse
- #068-04 – Lead Television Operations Technician
- #069-04 – Attendance Clerk
- #070-04 – Purchasing Assistant

**9. ELIGIBILITY LISTS**

- #046 – Before & After School Programs Clerk
- #047-04 – Reading Volunteer Program Assistant (Bilingual)
- #048-04 – Computer/Classroom Instructional Aide
- #049-04 – Administrative Assistant I
- #043-04 – Technology Acquisition Analyst
- #050-04 – Special Education Assistant (Bilingual)
- #053-04 – Web Services Supervisor
- #058-04 – Workers’ Compensation Manager
- #061-04 – Special Education Aide
- #068-04 – Lead Television Operations Technician

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

**10. PERSONNEL DIRECTOR’S REPORT**

- None

**11. PERSONNEL ACTIONS**

- Personnel Update as of December 31, 2004

**12. NEXT MEETING** – February 23, 2005 9:00 AM, Board Room

**13. ADJOURNMENT**

- Meeting adjourned at 9:27 AM.

Approved: Personnel Commission

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