

PERSONNEL COMMISSION
MINUTES

November 30, 2005
9:00 a.m., Board Room

1. ROLL CALL

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

Present: Angela Bishop, Susan Dixon, Shauna Stark,
Mike Reese, Roger Jones, Craig Winder

Secretary: Michele Fort-Merrill

Recording Secretary: Linda Gant

2. APPROVAL OF MINUTES

- MSC (Beall/Seal) to approve the minutes of the Personnel Commission meeting of September 28, 2005.

3. COMMUNICATIONS

- Classified Employee Request for Hearing
A classified employee has requested a hearing before the Commission. The Commission is available on Dec. 14 after 10:00 AM, Dec. 16 after 11:00 AM, Dec. 21 and 22, January 18, 2005 in the morning, and January 19, 2006. Michele Fort Merrill will contact Glen Hampton, Attorney at Law, to act as the hearing officer. Exact hearing date will be determined after collaboration with Mr. Hampton

4. LEGISLATIVE UPDATE

- Legislative Report, October 14, 2005 and November 4, 2005 presented for information.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- None

6. CLASSIFICATION/SALARY REVIEW

• **Job Description Updates**

-Registered Nurse, R50, Student Services – Susan Dixon

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

-Employment Services Supervisor, M38, Human Resources and Technology – Angela Bishop

-Food Service Worker, R28, Outdoor Education, Student Services – Lisa Nguyen

MSC (Seal/Seal) to approve the job descriptions of Employment Services Supervisor and Food Service Worker as presented.

- **Classification of Positions (New)**

- Custodian, JCCS Hope Regions, R38, Student Services – Susan Dixon**

- The JCCS Program has received approval to establish a new position to perform duties consistent with those contained in the class description for Custodian. The recommendation is to classify one new position in JCCS, Hope Region as Custodian, R38. MSC (Seal/Beall) to approve the recommendation as presented.

- **Classification of Positions (New)**

- Benefits Analyst I, M24, Risk Management, Business Services – Susan Dixon**

- The Senior Director of the Risk Management Department has received approval to establish a new management-level position to work on developing, implementing and evaluating the fringe benefit plans and consulting services for the Fringe Benefits Consortium member districts. Based on the duties to be performed, the appropriate classification for the new position is Benefits Analyst I. The recommendation is to classify one new position in Risk Management as a Benefits Analyst I, allocated to range 24 on the Management Salary Schedule. MSC (Beall/Seal) to approve the recommendation as presented.

- Clerk/Typist II, R38, Risk Management, Business Services – Susan Dixon**

- The Senior Director of the Risk Management Department has received approval to establish a new support staff position to provide clerical support to the Fringe Benefits Consortium. The existing class description of Clerk Typist II accurately describes the duties to be performed. MSC (Seal/Beall) to approve the recommendation as presented.

- **Establish New Classification**

- Health Services Technician, R41, Outdoor Education, Student Services – Susan Dixon**

- This position had been developed to support, not oversee, the Health Services Unit at the Cuyamaca Outdoor School. The incumbent will not be required to hold a Registered Nurse License and will have fewer responsibilities than the Registered Nurse. As such the recommendation is to establish a new classification of Health Services Technician allocated to range 41 of the Classified Support Salary Schedule and to classify one new position in Outdoor Education as such. MSC (Beall/Seal) to approve the recommendation as presented.

- Instructional Aide – Lindamood-Bell Reading Programs, R36, JCCS , Student Services – Susan Dixon**

- The Juvenile Court and Community School program has determined that a large number of students at Rancho del Campo have been assessed and identified as being in need of intensive reading instruction. As such a new classification of Instructional Aide – Lindamood-Bell Reading Programs has been developed which reflects the specialized duties the incumbent will perform. Based on these duties, the recommended salary allocation is to range 36 of the classified support salary schedule. The recommendation is to establish the new classification of Instructional Aide – Lindamood-Bell Reading Programs, allocated to range 36 of the classified support salary schedule and to reclassify vacant position #7572 to Instructional Aide – Lindamood-Bell Reading Programs. MSC (Beall/Seal) to approve the recommendation as presented.

- Foster Youth Services Project Supervisor, M30, Foster Youth Services, Student Services – Susan Dixon**

- The Foster Youth Services Program has identified a need to designate a staff member to oversee the College Connection component of the program. The incumbent would be

responsible for the oversight of ensuring legislative compliance. The recommendation is to establish a new classification of Foster Youth Services Project Supervisor allocated to range 30 of the management salary schedule and to classify one new position in Safe Schools as such. MSC (Seal/Beall) to approve the recommendation as presented.

- **Classification Reviews & Reorganization**

-Senior Director, M52, position #5012, Human Resources, Human Resources and Technology – Susan Dixon

Due to the gradual accretion of duties, including management of the Teacher Recruitment Center, the Legal Services Consortium, the State Teachers Retirement System counseling services, the Classified Employee Development Academy and monthly ACSA meetings, the SDCOE Superintendent of Schools is recommending the reclassification of position #5158, Senior Director, Human Resource Services to Executive Director, Human Resource Services, M56 effective July 1, 2005. MSC (Beall/Seal) to approve the recommendation as presented.

-Administrative Assistant II, C48, position #3011, Human Resources, Human Resources and Technology – Susan Dixon

As has been the long standing practice of the SDCOE, administrative support positions are classified based on the level of the manager to which the employee reports. Due to the reclassification of the Senior Director, Human Resource Services, the recommendation is to reclassify position #3011 from Administrative Assistant II, C48 to Administrative Assistant III, C50 effective July 1, 2005. MSC (Beall/Seal) to approve the recommendation as presented.

-Foster Youth Services Program Aide, R42, position #8017, Foster Youth Services – Susan Dixon

Due to the reorganization of duties in the Foster Youth Services program, and to better meet the needs of foster youth, the unit is requesting a change in the current position of Foster Youth Services Program Aide to Foster Youth Services Educational Liaison I. The recommendation is to reclassify position #8017 from Foster Youth Services Program Aide, R42 to Foster Youth Services Educational Liaison I, R50. MSC (Seal/Beall) to approve the recommendation as presented.

-Teacher of Special Assignment, position #6818, Webcast Services, Human Resources and Technology – Susan Dixon

Bill Ewing, SDCOE Management classification review consultant has determined that position #9015 be classified as a management position as opposed to a Teacher on Special Assignment. The duties performed by the incumbent are consistent with classified duties and are comparable to ITV Production/Programming Manager. Therefore the recommendation is to establish a new position of Webcast Services Specialist, allocated to range 42 of the management salary schedule and to reclassify position #9015 from Teacher on Special Assignment to Webcast Services Specialist. MSC (Beall/Seal) to approve the recommendation as presented.

7. OTHER ITEMS

- Bert Seal has accepted reappointment to the Personnel Commission as the Classified Employee representative.

8. POSITION ANNOUNCEMENTS

- #028-05 - Financial Reporting Technician

- #031-05 – Food Services Worker
- #032-05 – Account Clerk II
- #033-05 – Financial Accounting and Management Reporting Manager
- #034-05 – Graphic Clerk
- #036-05 – Health Services Specialist
- #037-05 – Systems Technician I – Foster Youth Services
- #042-05 – Employment Services Supervisor
- #043-05 – Computer/Classroom Instructional Aide
- #044-05 – Instructional Aide – Lindamood-Bell Reading Programs

9. ELIGIBILITY LISTS

- #007-05 – JCCS Parent Liaison
- #020-05 – Program Business Specialist I
- #022-05 – Communications Assistant
- #027-05 – Custodian
- #029-05 – Instructional Aide, Vision Impaired
- #034-05 – Graphic Clerk

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

10. PERSONNEL DIRECTOR'S REPORT

- Michele Fort-Merrill stated that a presentation of the new HR system will be given at the January 25th meeting. Additionally, HR is working on an electronic signature process for new employees. More information will follow.

11. PERSONNEL ACTIONS

- Personnel Update as of September 30, 2005
- Personnel Update as of October 31, 2005

12. NEXT MEETING – January 25, 2006, 9:00 a.m., Board Room

13. ADJOURNMENT

- Meeting adjourned at 9:22 AM

Approved: Personnel Commission

By: _____ Date: _____