

PERSONNEL COMMISSION
MINUTES
October 18, 2006
9:00 a.m., Board Room

1. ROLL CALL

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

Present: Susan Dixon, Alicia Their, Lisa Nguyen,
Mike Reese, Shauna Stark

Guests/Speakers: Anne Spaulding, Craig Winder

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

2. APPROVAL OF MINUTES

-MSC (Rothman/Seal) to approve the minutes of September 27, 2006 as presented.

3. COMMUNICATIONS

-Notice of Board Action to Appoint Personnel Commissioner – Michele Fort Merrill

Michele Fort Merrill announced that the Board of Education has re-appointed Mary Beall as the representative to the Personnel Commission for a three year term beginning 12-1-06.

-Statement From Anna Spaulding

Mike Reese read a written statement from Ms. Spaulding in which she expressed her disappointment in the reclassification process. Mr. Reese asked that the written statement be included in the minutes (statement attached). After discussion, the Commission asked Michele Fort Merrill to work with CSEA to prepare a draft of possible classification appeal procedures. These changes would include addressing issues of time allotment, content, and the amount of paperwork the employee could submit.

4. LEGISLATIVE UPDATE

-Legislative Report – Michele Fort Merrill

Michele Fort Merrill provided an overview of recent legislation and reported that the governor vetoed the merit system director evaluation bill.

5. RATIFICATION OF ACTIONS BY DIRECTOR

-Recruitment Specialist, 2 positions (1 FTE & .85 FTE), M34, Teacher Recruitment and Support Center, Human Resources and Technology – Susan Dixon

As a result of the SDCOE absorbing the statewide Troops to Teachers program from the Sacramento County Office of Education two existing Recruitment Specialists will become part of SDCOE. The recommendation is to classify two new positions at the Teacher Recruitment and Support Center as Recruitment Specialist, M34 and to approve the revised job description. MSC (Rothman/Seal) to approve the recommendation as presented.

6. **CLASSIFICATION/SALARY RECOMMENDATION**

Job Description Updates

-None

Classification of Positions (New)

-Program Secretary, (.50 FTE), R41, Teacher Recruitment & Support Center, Human Resources and Technology – Susan Dixon

As a result of the SDCOE absorbing the statewide Troops to Teachers program and the addition of two Recruiting Specialists, there is a need for additional secretarial support. The recommendation is to classify one new position at the Teacher Recruitment and Support Center as Program Secretary, R41, .50 FTE. MSC (Seal/Rothman) to approve the recommendation as presented.

Establish New Classification

-Project Specialist, *Picture This* Model Development and Dissemination Grant, M35, Educational Technology/Media Services, human Resources and Technology – Susan Dixon

The North County Regional Education Center has received funding to establish a new position to implement the *Picture This* Model Development and Dissemination Grant. The duties, education, experience, level of responsibility and accountability are consistent with the Project Specialist I job description. The recommendation is to establish a new classification of Project Specialist, *Picture This* Model Development and Dissemination Grant allocated to Range 35 of the management Salary Schedule. MSC (Rothman/Seal) to approve the recommendation as presented.

Classification Reviews

-Administrative Assistant II, R48, position #7993, Risk Management, Business Services – Susan Dixon

As the Senior Director of Risk Management was reclassified to an Executive Director; the secretarial assignment should be reclassified to the corresponding Administrative Assistant position. The recommendation is to reclassify position #7993 from Administrative Assistant II, R48 to Administrative Assistant III, R50. MSC (Rothman/Seal) to approve the recommendation as presented.

-Graphic Design Specialist, R62, vacant position #8169, Graphics, Business Services – Susan Dixon

At the request of the Assistant Superintendent of Business Services, a study was conducted to determine if the existing classification of Graphic Design Specialist was appropriately classified and allocated. In 2004 an outside consultant determined that the position was misaligned with external and internal positions and should be reallocated to a range 58. At the time, it was decided not to reduce the compensation of the incumbent. Now that the position will be vacant it is appropriate to review the salary allocation to ensure the correct internal and external relationships. In an effort to bring the classification back into alignment with the typical SDCOE lead differential (10%) as well as the average salary in the local labor market, the recommendation is to create a new classification of Senior Graphic Arts Technician allocated to range 55 of the classified support staff salary schedule and to reclassify vacant position #8169, Graphic Design Specialist to Senior Graphic Arts Technician, R55 and to approve the revised class description for related position of Graphic Arts Technician. Fort Merrill stated that she has reviewed this recommendation with Bill Ewing, the consultant who reviewed the

allocation in 2004 and he concurs with the analysis and the recommended reallocation to range 55. MSC (Rothman/Seal) to approve the recommendation as presented.

7. OTHER ITEMS

-None

8. POSITION ANNOUNCEMENTS

#031-06 – Student Support Specialist

#032-06 – Migrant Services Aide

#033-06 – Program Business Specialist I

9. ELIGIBILITY LISTS

#096-05 – Cabin Assistant

#019-06 – Science Outreach Program Specialist

#022-06 – Migrant Secondary School Advisor

#026-06 – Project Specialist Preschool For All

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

10. PERSONNEL DIRECTOR'S REPORT

-None

11. PERSONNEL ACTIONS

-As of September 2006

12. NEXT MEETING – November 15, 2006, 9:00 AM, Board Room – ADJOURNED TO 12/20/06, 9:00 AM, JRRTC (MSC Rothman/Seal).

13. ADJOURNMENT – the meeting was adjourned at 10:00 A.M.

Approved: Personnel Commission

By: _____ Date: _____