

PERSONNEL COMMISSION
MINUTES
April 26, 2006
9:00 a.m., Board Room

1. ROLL CALL

Members Present: Mariam Rothman, Commissioner
Bert Seal, Commissioner

Present: Susan Dixon, Alicia Their, Lisa Nguyen, Mike Reese and Shauna Stark. David Velasquez, Mahari Kidane, Angel Carretero, Ben Lewis and Eugene Moore, SDSU

Secretary: Michele Fort-Merrill

Recording Secretary: Linda Gant for Diane Herrera

2. APPROVAL OF MINUTES

- MSC (Rothman/Seal) to approve the minutes of the Personnel Commission meeting of March 22, 2006.

3. FIRST READING - 2006-07 PERSONNEL COMMISSION BUDGET

- MSC (Rothman/Seal) to set the public hearing date regarding the Proposed 2006-07 Budget for the Personnel Commission for May 24, 2006.

4. COMMUNICATIONS

Classified Employee Request for Hearing

- The Commission decided to postpone its regularly scheduled meeting of June 28, 2006 to Wednesday, July 5, 2006 at 9:00 AM. The hearing will be held beginning at 10:00 AM on July 5, 2006. MSC (Rothman/Seal)

5. LEGISLATIVE UPDATE

- None.

6. RATIFICATION OF ACTIONS BY DIRECTOR

- None

7. CLASSIFICATION/SALARY RECOMMENDATION

• **Job Description Updates**

- Programmers/Systems Analyst I – Susan Dixon. MSC (Rothman/Seal) to approve the job description as presented.
- Office Systems Technician – Lisa Nguyen. MSC (Rothman/Seal) to approve the job description as presented.

- **Classification of Positions (New)**

- Technology Center Support Technician, R50, North County Regional Education Center, ITV/Network and Video Services, Human Resources and Technology – Susan Dixon**

The SDCOE will be opening a new Regional Education Center in the North County. The existing classification of Technology Center Support Technician appropriately describes the duties of this new position. The recommendation is to classify one new position at the North County Regional Education Center as Technology Center Support Technician, R50. MSC (Rothman/Seal) to approve the recommendation as presented.

- **Establish New Classification**

-None

- **Classification Reviews**

- Registrar, R42, JCCS – Metro, vacant position #7828, to Student Support Specialist, R40, Student Services – Susan Dixon**

In 2002, it was decided to reclassify the position of Registrar to Student Support Specialists as each current Registrar position became vacant. As such, the recommendation is to reclassify vacant position #7828, Registrar, to Student Support Specialist, R40. MSC (Rothman/Seal) to approve the recommendation as presented.

7. OTHER ITEMS

- None

8. POSITION ANNOUNCEMENTS

- #060-04 – Occupational Therapist, North Costal area
- #060-04 – Occupational Therapist, South County
- #074-05 – Project Specialist, Project PEACE – Outreach
- #085-05 – Receptionist/Office Assistant, Bilingual
- #086-05 – Speech-Language Pathology Assistant
- #087-05 – Project Specialist, Reading Implementation Center
- #088-05 – Coordinator, Reading First Regional Technical Assistance and Reading Implementation Centers
- #090-05 – Coordinator, Regional Occupational Program
- #093-05 – Account Clerk II

9. ELIGIBILITY LISTS

- #060-04 – Occupational Therapist
- #048-05 – Administrative Assistant II
- #055-05 – Special Education Aide
- #066-05 – Coordinator, Crisis Response Planning
- #068-05 – Benefits Analyst I
- #072-05 – Clerical assistant - Bilingual

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

10. PERSONNEL DIRECTOR'S REPORT

- None

11. PERSONNEL ACTIONS

- As of March 2006

12. NEXT MEETING – May 24, 2006, 9:00 a.m., Classrooms A, B, & C, South County Regional Education Center.

13. ADJOURNMENT

- Meeting adjourned at 9:35 AM

Approved: Personnel Commission

By: _____ Date: _____