

PERSONNEL COMMISSION

MINUTES

February 22, 2006

8:00 a.m., Board Room

1. ROLL CALL

Members Present:

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

Present:

Susan Dixon, Mike Reese, Fernando Flores,
SDSU Student

Secretary:

Michele Fort-Merrill

Recording Secretary:

Diane Herrera

2. APPROVAL OF MINUTES

- MSC (Seal/Rothman) to approve the minutes of the Personnel Commission meeting of January 25, 2006.

3. COMMUNICATIONS

- Letter of introduction of new Board member, Sharon Jones, was presented for information.

4. LEGISLATIVE UPDATE

- Legislative Report, February 10, 2006 presented for information.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- None

6. CLASSIFICATION/SALARY REVIEW

- **Job Description Updates**

-School Clerk/Typist II, R40 – Alicia Their

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

- **Classification of Positions (New)**

-Program Secretary, R41, Project PEACE, Safe Schools, Student Services – Susan Dixon

The Safe Schools Unit has received approval to create a new support staff position who will provide secretarial support duties to the Project PEACE program. Based on the duties to be performed the recommendation is to classify one new position in Safe Schools as a Program Secretary, R41. MSC (Rothman/Seal) to approve the recommendation as presented.

- **Establish New Classification**

--Project Specialist, PEACE, M35, Project PEACE, Safe Schools, Student Services – Susan Dixon

Safe Schools has received a grant to fund a new program, Project PEACE. Project PEACE will provide outreach services to students and families with an emphasis in prevention and intervention to support and encourage successful completion of educational requirements. The knowledge base and responsibility level of this new assignment is comparable to those of other Project Specialists in Safe Schools. The recommendation is to establish a new classification of Project Specialist, Project PEACE, allocated to range 35 of the classified management salary and to classify one new position in Safe Schools as such. MSC (Rothman/Seal) to approve the recommendation as presented.

Classification Reviews

ROP Finance & Accounting Technician, R52, vacant position #8166, ROP, Student Services – Susan Dixon

The Senior Director of ROP has reviewed the duties performed by the incumbent in vacant position #8166, it has been determined that the duties performed are more representative of duties performed by a Systems Technician I – ROP, R48. The recommendation is to reclassify vacant position #8166 from ROP Finance & Accounting Technician, R52 to Systems Technician I – ROP, R48. MSC (Rothman/Seal) to approve the recommendation as presented.

7. OTHER ITEMS

- None

8. POSITION ANNOUNCEMENTS

- ##038-05 – Special Education Assistant
- #055-05 – Special Education Aide
- #068-05 – Benefits Analyst I
- #069-05 – Human Resources Clerk

9. ELIGIBILITY LISTS

- #031-05 – Food Services Worker
- #043-05 – Computer/Classroom Instructional Aide
- #055-06 – Special Education Aide
- #063-05 – School Administrative Assistant
- #090-04 – Administrative Assistant I

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

10. PERSONNEL DIRECTOR'S REPORT

- None

11. PERSONNEL ACTIONS

- None

12. NEXT MEETING – March 22, 2006, 9:00 a.m., Board Room

13. ADJOURNMENT TO CLOSED SESSION

- The Personnel Commission adjourned to closed session at 8:30 AM to hear the appeal of an employee dismissal action.

14. RECONVENE TO OPEN SESSION

- The Personnel Commission reconvened to open session at 1:45 PM and announced that direction was given to Glen Hampton, Hearing Officer, to prepare written findings as determined by the Personnel Commission to include:
 1. The Personnel Commission decision to reject two (2) of the charges filed against the appellant.
 2. The Personnel Commission decision to sustain two (2) of the charges filed against the employee; and
 3. The Personnel Commission decision to modify the imposed discipline from termination to a thirty (30) day suspension.
- The findings and decision will be presented to the Personnel Commission for review and adoption.

15. ADJOURNMENT

- Meeting adjourned at 2:00 PM

Approved: Personnel Commission

By: _____ Date: _____