

PERSONNEL COMMISSION

MINUTES

July 19, 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

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 June 21, 2006.

3. COMMUNICATIONS

- Michele Fort Merrill informed the Commission that our new Superintendent, Randolph Ward will begin August 14, 2006.

4. LEGISLATIVE UPDATE

- None

5. RATIFICATION OF ACTIONS BY DIRECTOR

- None

6. CLASSIFICATION/SALARY RECOMMENDATION

• **Job Description Updates**

-Outdoor Education Program Specialist and Network Analyst I – Susan Dixon

MSC (Rothman/Seal) to approve the revised job descriptions s presented.

• **Classification of Positions (New)**

-Parent and Family Liaison, R52, English Learner Services, LRET – Susan Dixon

The English Learner Services Unit has received additional funding to create two new positions. The existing class description of Parent and Family Liaison accurately describes the tasks the incumbents will be performing. The recommendation is to classify two new positions in LRET as Parent and Family Liaison, R52. MSC (Seal/Rothman) to approve the recommendation as presented.

-Program Secretary, R41, English Learner Services, LRET – Susan Dixon

The English Learner Services Unit has received additional funding to create one new position. The existing class description of Program Secretary accurately describes the tasks the incumbents will be performing. The recommendation is to classify one new position in LRET, English Learner Services as Program Secretary, R41. MSC (Seal/Rothman) to approve the recommendation as presented.

-Speech Language Pathology Assistant, R52, NCCSE, Student Services – Susan Dixon

The NCCSE has received additional funding to establish a new position to assist in providing speech and language services to students. The duties the incumbent will be performing are consistent with the existing class description of Speech-Language Pathology Assistant. The recommendation is to classify one new position at NCCSE as a Speech-Language Pathology Assistant, R52. MSC (Seal/Rothman) to approve the recommendation as presented.

• **Establish New Classification**

-None

• **Classification Reviews**

-Program Secretary, R41, vacant position #8243, to Administrative Assistant I, Leadership and Accountability, LRET – Susan Dixon

A Coordinator in the Leadership Services Unit of LRET has been reassigned to a Director position. This position will need secretarial support and a vacant Program Secretary position as been assigned to provide that support. Director positions by practice of the SDCOE are assigned Administrative Assistant I level secretarial support. The recommendation is to reclassify the vacant program secretary position #8243 from Program Secretary, R41 to Administrative Assistant I, R44. MSC (Rothman/Seal) to approve the recommendation as presented.

• **Classification Reviews Window Period**

Classified Management Review Requests

-Rick Rinear, Risk Management Specialist, M38, Risk Management, Business Services

This position reports directly to the Senior Director, Risk Management, and is responsible for directing a staff of four people involved in claims management for property and liability insurances covering 60 districts in the JPA. This program covers about \$3 billion in property and 2,500 vehicles, and generates revenue of about \$10 million per year. The recommendation is to reclassify the position and the incumbent from Risk Management Specialist, M38 to Property and Liability Program Manager, M44, consistent with the other Program Managers in the department with comparable responsibilities. MSC (Seal/Rothman) to approve the recommendation as presented.

-Jim Esterbrooks, Communications Officer, M45, Administration

In addition to providing communication strategies, media relations, and internal and external communications for the Superintendent and the Board, this position has recently be assigned new duties which include the design, solicitation of funding for and implementation of campaigns that provide direct benefit to SDCOE, students, teachers and schools. This position is responsible for the Home Page on the SDCOE website. This position is closely involved with the Superintendent, Cabinet level officials, and District management staff in terms of sensitive and important communications strategies. The recommendation is the reclassify the position and the incumbent from Communications Officer, M45 to Public Information office, M48. MSC (Seal/Rothman) to approve the recommendation as presented.

-Teri Gast, Human Resources Operations Supervisor, M32, Human Resources and Technology

This position reports directly to the Executive Director, Human Resources and serves as a primary assistant to the Executive Director. Duties performed by this position include managing the complex leave regulations and procedures, supervising the maintenance of all employee records, resolving payroll issues and administration of the position control system. This position supervises four classified employees including the benefits technician and is responsible for handling sensitive issues in the absence of the Executive Director. The recommendation is to reclassify the position and incumbent from range M32 to M36. MSC (Seal/Rothman) to approve the recommendation as presented.

7. OTHER ITEMS

-None

8. POSITION ANNOUNCEMENTS

- #036-05 – Health Services Specialist
- #111-05 – Special Education Aide
- #112-05 – Web Programmer
- #113-05 – Occupational Therapy Assistant
- #114-05 – Data Entry Clerk

9. ELIGIBILITY LISTS

- #032-05 – Account Clerk II
- #060-04 – Occupational Therapist
- #066-05 – Coordinator Crisis Response Planning
- #096-05 – Cabin Assistant
- #100-05 – Technology Center Support Technician

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

10. PERSONNEL DIRECTOR'S REPORT

-Michele reported that Alicia Thier and Lisa Nguyen are currently working on 24 recruitments and Susan Dixon is performing Superintendent searches for Julian Union High School District and Bonsall School Districts. Susan recently completed the Superintendent search for Dehesa School District.

-Michele Fort Merrill reported that she has met with Mike Reese and staff to work through the issues brought up by CSEA at the June meeting. A report will be presented at the September meeting.

11. PERSONNEL ACTIONS

- As of April 2006
- As of May 2006
- As of June 2006

Presented for information only.

12. ADJOURN TO CLOSED SESSION – 10:00 AM

- Public Employee Discipline Hearing

The Personnel Commission adjourned to closed session to hear the appeal of discipline of a permanent classified employee.

13. RECONVENE TO OPEN SESSION

- Report of Action Taken in Closed Session

The Personnel Commission reconvened to Open Session at 10:30 AM. Chair Mary Beall reported that present for the hearing were: Miriam Rothman, Commissioner; Bert Seal, Commissioner; Terry Manges, Hearing Officer; Michele Fort-Merrill, Executive Director, Human Resources and Executive Secretary to the Commission; Alison Alpert, Attorney, Best, Best & Krieger, attorney for the SDCOE; Gloria Simmons, Coordinator, Discovery Valley School, SDCOE, witness for the SDCOE.

Chair Beall further reported that the appellant had been duly notified of the time and place of the hearing as reflected in the attached Hearing Notice; however, the Appellant failed to appear for the hearing. Attempts had been made to reach the Appellant via telephone at the last telephone number of record, but there was no answer.

After 30 minutes, the Commission adjourned the Closed Session. As a result of the Appellant's failure to appear for the hearing, the SDCOE disciplinary action imposed against the Appellant is considered final.

14. NEXT MEETING

-Miriam Rothman requested that the September 22 meeting date be moved to September 27, 2006 at 9:00 AM. MSC (Rothman/Seal) to move the September 22 meeting to September 27, 2006 at 9:00 AM.

14. ADJOURNMENT

- Meeting adjourned at 10:30 AM

Approved: Personnel Commission

By: _____ Date: _____