

PERSONNEL COMMISSION
MINUTES
September 27, 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

Guests/Speakers: Les Welge, Allan Manangan, Drena
Jipson, Peter Stillman, Cheryl Chua, Uyen
Quach, Melissa Nguyen, Heidi Anderberg,
Kathy Combs, Barbara Lewis-Partch, Anne
Spaulding, Delma Moreno, Candie Meyers

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

Mary Beall welcomed the guests, asked them to sign in, and requested that anyone wishing to address the commission sign in and limit their remarks to three minutes.

2. APPROVAL OF MINUTES

-MSC (Rothman/Seal) to approve the minutes of July 19, 2006 as presented.

3. COMMUNICATIONS

-Teri Gast introduced Vera Bondoc, new Human Resources Clerk.
-Michele Fort Merrill provided the Commission with a promotional brochure highlighting the SDCOE regional technology centers.

4. LEGISLATIVE UPDATE

-Michele Fort Merrill reported she'll provide an update at the October meeting.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- None

6. CLASSIFICATION/SALARY RECOMMENDATION

Job Description Updates

-**Public Information Officer – Susan Dixon**
-**Science Outreach Program Specialist – Lisa Nguyen**
MSC (Rothman/Seal) to approve both job description updates as presented.

Classification of Positions (New)

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

The Foster Youth Services grant mandates documentation and reporting out of the services provided to students. In order to fulfill the requirements of this grant the recommendation is to classify one new position in Safe Schools as a Foster Youth

Project Supervisor allocated to range 30 of the management salary schedule and to approve the revised Foster Youth Services Project Supervisor job description. MSC (Seal/Rothman) to approve the recommendation as presented.

-Foster Youth Services Mentoring Program Aide, R42, Safe Schools, Student Services – Susan Dixon

Foster Youth Services has determined a need for providing additional support to students in foster care. The duties assigned to this position are consistent with the existing classification of Foster Youth Services Mentoring Program Aide. The recommendation is to classify one new position in Safe Schools as a Foster Youth Services Mentoring Program Aide, allocated to range 42 of the classified support salary schedule and to revise the Foster Youth Services Mentoring Program Aide job description. MSC (Seal/Rothman) to approve the recommendation as presented.

-Foster Youth Services Educational Liaison I, R50, Safe Schools, Student Services – Susan Dixon

The Foster Youth Services Coordinator has requested two additional support positions be assigned the responsibility of acting as a liaison between schools, group homes, placing agencies, and others to ensure that the educational needs of students in foster care are being met. The existing position of Foster Youth Services Educational Liaison I accurately describes the duties to be assigned. The recommendation is to classify two new positions in Safe Schools as Foster Youth Services Educational Liaison I allocated to range 50 of the classified salary schedule and to approve the revised Foster Youth Services Educational Liaison I job description. MSC (Seal/Rothman) to approve the recommendation as presented.

-Behavioral Support Technician, R48, Early Education Program and Services, Student Services – Susan Dixon

The Senior Director of the Early Education Program and Services department has received funding to hire an additional staff member to assist parents of special needs children with behavior challenges as well as provide direction to staff with that function. The existing class description of Behavior Support Technician accurately describes the tasks the incumbent will be performing. The recommendation is to classify one new position in the Early Education Program and Services department as a Behavioral Support Technician allocated to range 48 of the classified support staff salary schedule. MSC (Rothman/Seal) to approve the recommendation as presented.

-Early Childhood Professional Development Training Assistant, R50, Early Education Program and Services, Student Services – Susan Dixon

The Senior Director of the Early Education Program and Services department has received additional funding to support the professional development of teachers, caregivers, and parents of children ages 0-6. The incumbent will support the already existing staff that has been providing the service for the last couple of years. The duties the incumbent will be responsible for are consistent with the existing class description of Early Childhood Professional Development Training Assistant. The recommendation is to classify one new position in the Early Education Program and Services department as an Early Childhood Professional Development Training Assistant (R50). MSC (Rothman/Seal) to approve the recommendation as presented.

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

The English Learner Services unit has received funding to establish an additional position to provide secretarial support to the recently created outreach positions in the unit. The existing class description of Program Secretary accurately reflects the duties to be assigned. The recommendation is to classify one new position in English Learner Services as Program Secretary allocated to range 41 of the classified support salary schedule. MSC (Seal/Rothman) to approve the recommendation as presented.

Establish New Classification

-Project Specialist, Preschool For All Community Outreach, M35, Early Education Programs and Services, Student Services – Susan Dixon

The Early Education Programs and Services Department has received funding for positions in the Preschool For All program. Based on the duties to be assigned, the recommendation is to establish a new classification of Project Specialist, Preschool For All (PFA) Community Outreach allocated to range 35 of the management salary schedule, to classify one new position in Early Education Programs and Services as such, and to approve the job description of Project Specialist, Preschool For All (PFA) Community Outreach. MSC (Seal/Rothman) to approve the recommendation as presented.

-Project Specialist, Preschool For All, M35, Early Education Programs and Services, Student Services – Susan Dixon

The Early Education Programs and Services Department has received funding for positions in the Preschool For All program. Based on the duties to be assigned, the recommendation is to establish a new classification of Project Specialist, Preschool For All (PFA) allocated to range 35 of the management salary schedule, to classify one new position in Early Education Programs and Services as such, and to approve the job description of Project Specialist, Preschool For All (PFA). MSC (Seal/Rothman) to approve the recommendation as presented.

-ITV Executive Producer, M46, ITV/Network and Video Services, Human Resources and Technology – Susan Dixon

At the request of the SDCOE Board of Education and through funding from increased income generated by EBS license lease agreements, the Senior Director has created a new position that will have responsibility for directing the production, editorial, and promotional operations of ITV. The recommendation is to establish a new classification of ITV Executive Producer allocated to range 46 of the management salary schedule, to classify one new position in ITV/Network and Video Services as such and to approve the job description of ITV Executive Producer. MSC (Rothman/Seal) to approve the recommendation as presented.

Classification Reviews

-Speech-Language Pathology Assistant, R52, vacant position #3798, to Speech-Language Pathology Assistant – Trainee, R50, NCCSE, Student Services – Susan Dixon

In order to satisfy the Business and Profession Code of the California Speech-Language Pathology and Audiology Board requirement that employees hired at the speech and language pathology assistant level be certified prior to employment, the class description of Speech-Language Pathology Assistant has been modified. The recommendation is to establish a new classification of Speech-Language Pathology Assistant – Trainee allocated to range 50 of the classified support salary schedule, reclassify vacant position #3798 from Speech-Language Pathology Assistant to

Speech-Language Pathology Assistant – Trainee and to approve the revised job description. MSC (Rothman/Seal) to approve the recommendation as presented.

-Parent and Family Liaison, R52, reallocate to R50, English Learner Services, Student Services – Susan Dixon

When the classification of Parent and Family Liaison was originally established the English Language Learner unit was the only program utilizing this classification. Since then other departments have recognized a need for this classification which has resulted in numerous variations of the classification. In order to better serve all departments, the recommendation is to revise the existing class description of Parent and Family Liaison making it more generic to cover multiple programs utilizing the classification, to reallocate the classification from R52 to R50 of the classified support salary schedule with the provision that incumbents hired to work with Spanish speaking families will receive a 5% bilingual stipend provided they successfully complete the bilingual skills assessment administered by Human Resources, and approve the revised job description. MSC (Seal/Rothman) to approve the recommendation as presented.

-Clerical Assistant, R36, vacant position #8087 to Program Secretary, R41, Teacher Recruitment and Support Center, Human Resources and Technology – Susan Dixon

A vacancy at the Teacher Recruitment and Support Center has prompted the Director to review the duties assigned to the vacant Clerical Assistant position. In reviewing these duties it has been determined that the classification of Program Secretary fulfills these duties. The recommendation is to reclassify vacant position #8087 from Clerical Assistant to Program Secretary allocated to range 41 of the classified support staff salary schedule. MSC (Rothman/Seal) to approve the recommendation as presented.

Classification Reviews Window Period

Michele Fort-Merrill provided a PowerPoint presentation that explained the purpose and procedure of the reclassification process.

Mike Reese reported that he met with Michele and the HR staff prior to this meeting regarding the classification reviews and he appreciates their diligence and efforts. CSEA members were informed that if they wanted their reclassification request looked at a second time to contact HR. Some did, some did not. Reese asked Fort-Merrill to make her PowerPoint presentation available for staff. She agreed. Mike expressed concern over the fact that it appears that, rather than reclassifying positions, HR seems to be revising job descriptions by adding the very job duties that employees are asking to be reclassified address in their reclassification request. Fort-Merrill explained that changes to a job description do not necessarily generate a reclassification. Only changes in job duties that represent a change in the essential functions will result in a reclassification. Mike feels that employees, in the future, may begin to refuse to do work that is “not in my job description.” Fort-Merrill stated that updating a job description does not inhibit employee growth nor does it limit a manager from assigning new duties. Human Resources staff works diligently to ensure the process is sound, professional, and analytical.

-Enrique Gonzalez, Special Programs Assistant II, R56, position #8224, SCREC, Human Resources and Technology – Susan Dixon

Mr. Gonzalez performs a unique set of responsibilities in the SDCOE and reports directly to the Senior Director of Educational Technology. Based on these unique

duties and the reporting relationship, the recommendation from Bill Ewing, Consultant, is to establish a new classification of Community Outreach Specialist allocated to range 28 of the management salary schedule, to approve the job description and to reclassify position #8224 from a Special Programs Assistant II, R56, to Community Outreach Specialist, M28. MSC (Rothman/Seal) to approve the recommendation as presented.

-Anna Spaulding, Systems Technician II, R52, position #7855, SIS, Business Services, Susan Dixon

Susan Dixon reported that Ms. Spaulding is working within the essential function of a Systems Technician II, therefore the recommendation is for no change in classification of position #7855. Ms. Spaulding addressed the commission. She expressed her concern that her duties have increased, specifically citing the increased state reporting that is required of her. Ms. Spaulding believes that she is working in the capacity of Systems Analyst. Susan Dixon stated that Systems Analysts have additional higher level of responsibilities assigned to them. Michele Fort Merrill informed the commission that the SIS system is undergoing a review and that the Strategic Leadership Team have expressed their desire that the higher level duties be assigned to Analysts. MSC (Rothman/Beall) to approve the recommendation of no change as presented. Motion passed 2-1 (Ayes: Rothman, Beall; Nay: Seal).

-Uyen Quach, Microcomputer/Web Programmer, R58, position #8108, IMS, Business Services, - Susan Dixon

Upon reviewing the typical tasks Ms. Quach is assigned, her level of responsibility and autonomy, and the amount of time spent on performing the higher-level tasks associated with a Programmer/Systems Analyst, a new classification has been created to allow the Project Managers in IMS the flexibility to assign Microcomputer/Web Programmers some duties associated with the analysis, design and implementation of computer applications. The recommendation is to establish a new classification of Microcomputer/Web Programmer II allocated to range 60 of the classified support salary schedule, to reclassify position #8108 from Microcomputer/Web Programmer to Microcomputer/Web Programmer II, and to re-title Microcomputer/Web Programmer to Microcomputer/Web Programmer I. MSC (Seal/Rothman) to approve the recommendation as presented.

-Les Welge, Microcomputer/Web Programmer, R58, position #8207, IMS, Business Services – Susan Dixon

Upon reviewing the typical tasks Mr. Welge is assigned, his level of responsibility and autonomy, and the amount of time spent on performing the higher-level tasks associated with a Programmer/Systems Analyst, a new classification has been created to allow the Project Managers in IMS the flexibility to assign Microcomputer/Web Programmers some duties associated with the analysis, design and implementation of computer applications. The recommendation is to establish a new classification of Microcomputer/Web Programmer II allocated to range 60 of the classified support salary schedule, to reclassify position #8207 from Microcomputer/Web Programmer to Microcomputer/Web Programmer II, and to re-title Microcomputer/Web Programmer to Microcomputer/Web Programmer I. MSC (Seal/Rothman) to approve the recommendation as presented.

-Suzan Barry, Occupational Therapy Assistant, R52, position #7853, South County SELPA, Student Services – Susan Dixon

Ms. Barry believes that she is working more independently than the class description for Occupational Therapy Assistant, however, the licensing requirement

for OTS is different than that of an Occupational Therapist and this ultimately determines what tasks the employee is able to perform. The recommendation is for no change to position #7853 and to approve the revised class description of Occupational Therapy Assistant. MSC (Rothman/Seal) to approve the recommendation as presented.

-Julia Villarreal, Clerk Typist II, R38, position #7552, East County SELPA, Student Services – Susan Dixon

Mike Reese informed the commission that Julia could not be here, but she would like to ask to either have her item tabled for the next meeting or allow her to address the commission at a later meeting. Fort Merrill informed the Commission that Human Resources staff has met with Villarreal multiple times and recommended that the Commission proceed with consideration of the recommendation. Mike did not oppose this recommendation. The Commission did not table the Villarreal's position review. Susan Dixon reported that in reviewing Ms. Villarreal's job duties, it has been determined that the majority of Ms. Villarreal's time is spent filing, answering the phone, sorting the mail and processing mileage forms and that her job duties fit well within her current classification. The recommendation is for no change in classification of position #7552. MSC (Rothman/Seal) to approve the recommendation as presented.

-Sue Alari, Heidi Anderberg, Sheri Chappell, Kathy Combs, Delma Larriva, Barbara Lewis-Partch, Candace Meyers, Deborah Stone, School Administrative Assistant, R44, JCCS, Student Services – Susan Dixon

Barbara Lewis-Partch addressed the commission and expressed her concern over the integrity of the reclassification process. Initially the incumbents were not interviewed, however, the second time around they did speak with Susan Dixon. Ms. Lewis-Partch believes that HR did not meet with their managers. Additionally, Ms. Lewis-Partch questioned why the revised job description now contains most of the duties upon which the School Administrative Assistants based their reclassification request. Ms. Lewis-Partch presented the commission with a binder that contained salary comparison information, fiscal impact information, and job descriptions from other school districts.

Ms. Delma Larriva addressed the commission and stated that School Administrative Assistants are the first point of contact for parents, students and the community. Ms. Larriva suggested that Michele Fort Merrill's previous PowerPoint presentation be made available for staff. Ms. Larriva also stated that in her meeting with HR she was told to say "that's not my job" when assigned duties outside her classification.

Ms. Candace Meyers addressed the commission and stated that the current job description is 17 years old and that the changes in the duties assigned to School Administrative Assistants have accrued gradually. In addition, Ms. Meyers stated that she oversees clerical assistants and TA's.

Heidi Anderberg addressed the commission and explained that School Administrative Assistants in the Court and Community Schools operate under different circumstances than those of traditional school sites. Ms. Anderberg stated that School Administrative Assistants, due to the very nature of the site, are required to make administrative decisions when the administrator is not there. Additionally, School Administrative Assistants deal with a difficult population of students.

Ms. Combs addressed the commission and reiterated everything said prior and stated that sometimes she feels more like an Assistant Principal than a School Administrative Assistant.

Michele Fort Merrill stated that the SDCOE has a secretarial staffing convention that aligns salary placement of Program Secretaries and Administrative Assistants with the manager to which the position reports. School Administrative Assistants report to Principals, which is a director level position. As such School Administrative Assistants are appropriately placed. Michele acknowledged that the level of the workload may have increased, but an increase in workload is not a reason for reclassification.

Mike Reese expressed concern that since School Administrative Assistants may work at remote sites, with administrators that are frequently out of the office, they are regularly required to make administrative decisions.

Michele informed Mike that she is in discussion with Maruta Gardner, Executive Director, JCCS about any job assignments that require administrative decisions to ensure that the School Administrative Assistants are not being asked to work outside of their job description.

Miriam Rothman inquired about the salary range allocation and Michele Fort Merrill explained that salary range allocation was not the focus of the classification review if there was not change in the job classification. Michele Fort Merrill stated that the job duties currently performed by School Administrative Assistants are appropriate and consistent with the essential function of the job.

The recommendation is for no change to the classification of School Administrative Assistant, and to approve the revised job description. MSC (Beall/Rothman) to approve the recommendation as presented with the provision that HR conduct a thorough review of the job duties assigned to School Administrative Assistants. Motion carried 2-1 (Ayes: Beall/Rothman; Nay: Seal).

-Joan Gentry, Systems Technician II, R52, Systems Utilization, Business Services – Susan Dixon

Due to changes in the Systems Utilization unit, the duties assigned to Ms. Gentry have gradually increased to the level of Payroll/Personnel Systems Analyst. The recommendation is to reclassify position #8173 from Systems Technician II to Payroll/Personnel Systems Analyst, R58 on the classified support salary schedule. MSC (Rothman/Seal) to approve the recommendation as presented.

-Allan Manangan, Programmer/Systems Analyst II, R69, IMS, Business Services – Susan Dixon

Due to the reassignment of the new HR system to Mr. Manangan and the gradual accretion of new duties, the recommendation is to reclassify position #8096 from Programmer/Systems Analyst II to a Senior Systems and Programming Analyst, R71 on the classified support salary schedule. MSC (Seal/Rothman) to approve the recommendation as presented.

-Melissa Nguyen, Accounting Technician, R52, Safe Schools, Student Services – Susan Dixon

The Safe Schools management staff have determined that the financial, budgetary and operational needs of the unit have expanded beyond those described by the classification of Accounting Technician. The unit is in need of a position to perform

duties consistent with the class description of Program Business Specialist I. The recommendation is to reclassify position #8189 from Accounting Technician, R52 to Program Business Specialist I, M30 and to post the position as a promotional opportunity for SDCOE staff. MSC (Rothman/Seal) to approve the recommendation as presented.

-Art Alari, Skilled Maintenance Worker, R51, SCREC, Business Services – Susan Dixon

Due to increased usage of the SCREC and the expiration of the building warranty, the duties assigned to Mr. Alari have evolved into duties that are reflective of the class description of Building Maintenance Specialist. The recommendation is to reclassify position #8228 from Skilled Maintenance Worker, R51 to Building Maintenance Specialist, R54 of the classified support salary schedule. MSC (Seal/Rothman) to approve the recommendation as presented.

-Carmen Vega, Irene Flores, Jenny Templeton, Donna Hubbard, Barbara Baker, Charlotte Lariccia, Rosa Maria Monasi, Mary Gordon, Suzanne Cosio, Candy Weston, Cynthia Austin, Jessica Mattson, Christina Holden, Rocio Rubio, Special Education Assistant, R37, Early Education Programs and Services, Student Services – Susan Dixon

Based on the information contained in the classification review questionnaire, a determination has been made that the incumbents are performing within the job description of Special Education Assistant. The recommendation is for no change. MSC (Rothman/Seal) to approve the recommendation as presented.

-Debra Cosby-McFarland, Parent Liaison, R50, JCCS, Student Services – Susan Dixon

Ms. Cosby-McFarland is currently performing duties consistent with the revised class description of Parent and Family Liaison. The recommendation is to reclassify position #8211 from JCCS Parent Liaison, R50 to Parent and Family Liaison, R50. MSC (Seal/Rothman) to approve the recommendation as presented.

-Simone Grays, Webcast Services Events Assistant, R50, ITV, Human Resources and Technology – Susan Dixon

The incumbent was reclassified last year from a Web cast Services/Events Assistant to a newly created classification of Web cast Services Technician. The incumbent is currently performing duties consistent with the classification of Web cast Services Technician. The recommendation is for no change to position #8071. MSC (Rothman/Seal) to approve the recommendation as presented.

-Lori Baran, Occupational Therapist, R64, South County SELPA, Student Services – Susan Dixon

Based on the information contained in the classification review questionnaire, a determination has been made that the incumbent is performing within the job description of Occupational Therapist. The recommendation is for no change to position #7772. MSC (Rothman/Seal) to approve the recommendation as presented.

-Lydia Campos, Shirley Darensburg, Human Resource Technician, R46, Human Resources, Human Resources and Technology – Michele Fort-Merrill

The incumbents believe that they are performing duties originally assigned to the HR Tech II level; however, the manner in which the classes in this series are written does not allow for movement to the HR Tech II classification without a department-based job with some variety to it. The recommendation is for no change in

classification for the incumbents; to reduce the series to two levels: human Resources Technician I and II, re-title the Human Resources Technician III to Human Resources Technician II (no change in salary range allocation). MSC (Seal/Rothman) to approve the recommendation as presented.

-Diane Crosier, Senior Director, M52, Risk Management, Business Services – Michele Fort-Merrill

The scope of responsibility for this program has grown and expanded. The recommendation from Bill Ewing, Consultant, is to reclassify position #5139 from Senior Director to Executive Director, M56. MSC (Rothman/Seal) to approve the recommendation as presented.

-Vy Nguyen, Risk Management Analyst, M32, Risk Management, Business Services – Susan Dixon

Based on the information contained in the classification review questionnaire, a determination has been made that the incumbent is performing within the job description of Risk Management Analyst. The recommendation is for no change to position #5166. MSC (Seal/Rothman) to approve the recommendation as presented.

-Heidi Schlageter, ITV Programming & Promotions Supervisor, M34, ITV, Human Resources and Technology – Susan Dixon

Based on the information contained in the classification review questionnaire, a determination has been made that the incumbent is performing within the job description of ITV Programming & Promotions Supervisor. The recommendation is for no change to position #5175. MSC (Rothman/Seal) to approve the recommendation as presented.

-Kenneth Storm, ITV Engineering Manager, M44, ITV, Human Resources and Technology – Michele Fort-Merrill

The incumbent was reclassified to ITV Engineering Manager, M44 in 2002. The incumbent's primary concern is to have a title more reflective of the full scope of his responsibilities that includes operations as well as engineering. The recommendation is to re-title the classification to ITV Engineering and Operations Manager. MSC (Rothman/Seal) to approve the recommendation as presented.

-Christopher landolo, Television Programming Technician, R52, ITV, Human Resources and Technology – Susan Dixon

No change in classification is being recommended at this time. The Senior Director of ITV will determine if a further review of duties is needed after the newly created position of ITV Executive Producer is staffed and operational. The recommendation is for no change in classification of position #8160. MSC (Seal/Rothman) to approve the recommendation as presented.

-Susan Thorne, Benefits Technician, R48, Human Resources, Human Resources and Technology – Michele Fort-Merrill

The scope and level of responsibility assigned to Ms. Thorne has gradually increased and the incumbent is involved in collective bargaining matters. The recommendation is to reclassify position #7021 to Employee Benefits Technician at range 52 on the confidential salary schedule. MSC (Rothman/Seal) to approve the recommendation as presented.

7. OTHER ITEMS

-None

8. POSITION ANNOUNCEMENTS

- #006-06 – Administrative Assistant I
- #007-06 – Network Analyst I
- #008-06 – Parent and Family Liaison
- #009-06 – Information Clerk – Bilingual
- #011-06 – Behavioral Support Technician
- #016-06 – Project Specialist Community Outreach Preschool For All
- #019-06 – Science Outreach Program Specialist
- #022-06 – Migrant Secondary School Advisor
- #024-06 – Cabin Assistant
- #025-06 – Account Clerk III

9. ELIGIBILITY LISTS

- #111-05 – Special Education Aide
- #112-05 – Web Programmer
- #113-05 – Occupational Therapy Assistant
- #114-05 – Data Entry Clerk
- #006-06 – Administrative Assistant I
- #007-06 – network Analyst I
- #008-06 – Parent and Family Liaison
- #009-06 – Information Clerk
- #011-06 – Behavioral Support Technician
- #016-06 – Project Specialist Community Outreach Preschool For All

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

10. PERSONNEL DIRECTOR'S REPORT

-None

11. PERSONNEL ACTIONS

- As of July 2006
- As of August 2006

12. NEXT MEETING – October 18, 2006, 9:00 AM, Board Room

13. ADJOURNMENT – the meeting was adjourned at 11:40 A.M.

Approved: Personnel Commission

By: _____ Date: _____