

PERSONNEL COMMISSION
MINUTES

January 25, 2006
9:00 a.m., Board Room

1. ROLL CALL

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

Present: Susan Dixon, Lisa Nguyen, Shauna Stark,
Craig Winder

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

Miriam Rothman's term as Commission Chair ended on December 31, 2005. MSC (Rothman/Seal) to nominate Mary Beall as Commission Chair for 2006. MSC (Rothman/Beall) to nominate Bert Seal as Vice-Chair. Mary Beall deferred the position of Chair to Miriam Rothman for this meeting only.

2. APPROVAL OF MINUTES

- MSC (Beall/Seal) to approve the minutes of the Personnel Commission meeting of November 30, 2005.

3. COMMUNICATIONS

- None

4. LEGISLATIVE UPDATE

- Legislative Report, January 13, 2006 presented for information.

5. RATIFICATION OF ACTIONS BY DIRECTOR

- Migrant Services Aide, R40, Migrant Education, Student Services – Susan Dixon
With the retirement of a Migrant Services aide, the Migrant Education Program Manager has determined that the predominant need is for assistance to students at the secondary level. Therefore the recommendation is to reclassify vacant position #7344 from Migrant Services Aide, R40, to Migrant Secondary School Advisor, R40. MSC (Seal/Beall) to approve the recommendation as presented.

6. CLASSIFICATION/SALARY REVIEW

- **Job Description Updates**

-School Administrative Assistant, R44 – Susan Dixon
MSC (Beall/Seal) to approve the job description as presented.

- **Classification of Positions (New)**

- Program Secretary, R41, 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 Crisis Response Coordinator. Based on the tasks to be performed, as well as the reporting relationship, the appropriate classification is Program Secretary. The recommendation is to classify one new position in Safe Schools as a Program Secretary, R41. MSC (Seal/Beall) to approve the recommendation as presented.

- Systems Technician II – JCCS, R52, Student Services – Susan Dixon**

JCCS has received approval to establish a new position to provide support to staff in the area of computer technology. The new position will have responsibility for providing computer assistance with new software, primarily in the area of integrated learning systems and online assessment. The class description has been revised to reflect these additions as well as updating some of the general duties and minimum qualifications, including physical abilities. The recommendation is to classify one new position in JCCS as a Systems Technician II – JCCS, R52 and to revise the existing class description. MSC (Seal/Beall) to approve the recommendation as presented.

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

The South County SELPA has received approval to hire an additional staff member to provide occupational therapy services to students of its member districts. The recommendation is to classify one new position at South County SELPA as an Occupational Therapist, R64. MSC (Seal/Beall) to approve the recommendation as presented.

- **Establish New Classification**

- Custodial Worker, R28, JCCS, San Pasqual, vacant position #8103 – Susan Dixon**

The JCCS currently has a vacant custodial position at the San Pasqual Academy. A determination has been made that the incumbent will not be performing many of the higher skilled tasks of a Custodian. A new classification of Custodial Worker has been created to more accurately describe the duties associated with this assignment. The recommendation is to establish a new classification of Custodial Worker allocated to Range 28 of the classified support staff salary schedule and to reclassify position 8103 from Custodian, R38, to custodial Worker. MSC (Beall/Seal) to approve the recommendation as presented.

- **Classification Reviews**

- Clerk Typist II, R38, Project WRITE, LRET, vacant position #8234, reclassified to Clerical Assistant, R36 – Susan Dixon**

During the past six months, Project WRITE, a relatively new unit, has developed, and the Director has determined that the duties originally assigned to vacant position #8234 are more typical of a Clerical Assistant rather than a Clerk Typist II. The recommendation is to reclassify vacant position #8234 from Clerk Typist II, R38 to Clerical Assistant, R36 and to approve the changes to the Clerical Assistant job description. MSC (Seal/Beall) to approve the recommendation as presented.

- Instructional Aide, R34, JCCS, Student Services, vacant position #8054 to Clerical Assistant, R36 – Susan Dixon**

Upon the promotion of an incumbent in the Mountain Region, the Principal has taken an opportunity to reevaluate the support needs of the Phoenix Academy school site. A current need exists for a staff member to input student data into a database, maintain student records and files, and perform general clerical duties for the school staff. The Principal will not be

utilizing the incumbent in a tutorial capacity. As such, the classification of Clerical Assistant is the most appropriate description of the vacant position. The recommendation is to reclassify position #8054 from Instructional Aide, R34 to Clerical Assistant, R36. MSC (Beall/Seal) to approve the recommendation as presented.

7. OTHER ITEMS

• **Proposed Meeting Dates**

Discussion was held regarding the proposed meeting dates for February 2006 through June 2006. Mary Beall will not be present at the April 26, 2006 meeting, but it was determined that the meeting will be held with the remaining two commissioners present. MSC (Beall/Seal) to change the start time of the February 22, 2006 meeting to 8:00 AM. and to hold the April 26, 2006 meeting without Mary Beall. Meeting dates were approved as follows:

February 22, 2006	8:00 AM
March 22, 2006	9:00 AM
April 26, 2006	9:00 AM
May 24, 2006	9:00 AM
\ June 28, 2006	9:00 AM

8. POSITION ANNOUNCEMENTS

- #049-05 – Foster Youth Services Educational Liaison I
- #052-05 – Foster Youth Services Project Supervisor
- #056-05 – Financial Reporting Technician
- #057-05 – Clerical Assistant
- #058-05 – Senior Computer Operator
- #059-05 – Computer Operator
- #061-05 – Custodial Worker
- #062-05 – Account Clerk II
- #063-05 – School Administrative Assistant
- #064-05 – Clerk/Typist II
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9. ELIGIBILITY LISTS

- #004-05 – Dental Health Assistant I & II
- #007 - Program Secretary
- #018-05 – Employee Benefits Program Manager
- #033-05 – Financial Accounting & Management Reporting Manager
- #036-05 – Health Services Specialist
- #037-05 – Systems Technician I – Foster Youth Services
- #042-05 – Employment Services Supervisor
- #044-05 – Instructional Aide-Lindamood-Bell Reading Programs
- #048-05 – Administrative Assistant II
- #049-05 – Foster Youth Services Educational Liaison I
- #052-05 – Foster Youth Services Project Supervisor
- #054-05 – Migrant secondary School Advisor
- #058-05 – Senior Computer Operator

- #1047-05 – Administrative Assistant IV

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

10. PERSONNEL DIRECTOR'S REPORT

- Michele Fort-Merrill announced that the countywide retirement celebration for Dr. Castruita will be held on June 15, 2006 at the Paradise Point resort. The County Office celebration will be held June 16, 2006 at the SDCOE. More information will follow.

11. PERSONNEL ACTIONS

- Personnel Update as of November 30, 2005
- Personnel Update as of December 31, 2005

12. NEXT MEETING – February 22, 2006, 8:00 a.m., Board Room

13. ADJOURNMENT

- Meeting adjourned at 9:50 AM

Approved: Personnel Commission

By: _____ Date: _____