

PERSONNEL COMMISSION
MINUTES
April 21, 2007
9:00 AM, Board Room

1. CALL TO ORDER AND ROLL CALL

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

Present: Alicia Thier, Lisa Nguyen, Mike Reese

Guests/Speakers: Craig Winder, Peter Bulloch, Maria Estrada, Lizbeth Bustamante

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

2. APPROVAL OF MINUTES

-MSC (Rothman/Beall) to approve the minutes of March 21, 2007 as presented.

3. PUBLIC HEARING – 2007-08 PERSONNEL COMMISSION BUDGET

-Bert Seal opened the public hearing at 9:02 AM. There was no public comment. Mr. Seal closed the hearing at 9:03 AM. MSC (Beall/Rothman) to approve the budget as presented.

4. COMMUNICATIONS

-None

5. LEGISLATIVE UPDATE

-None

6. RATIFICATION OF ACTIONS BY DIRECTOR

-None

7. CLASSIFICATION/SALARY RECOMMENDATION

Job Description Updates

-None

Classification of Positions (New)

-None

Classification Reviews

-Payroll Services Supervisor, C58, Internal Business, Business Services, vacant position #3012

The existing class description for Payroll Services Supervisor has been expanded to include supervision and evaluation of payroll staff as well as a more detailed description of the representative duties performed by the incumbent. This classification is more appropriately aligned with management-level responsibility and autonomy. The salary recommendation of M27 is a lateral transition. The recommendation is to remove payroll Services Supervisor (C58) from the Confidential Unit and establish it as a management position allocated to M27. Revise class description to include supervision of staff as well as a more detailed

explanation of representative duties. MSC (Rothman/Beall) to approve the recommendation as presented.

8. OTHER ITEMS

-None

9. POSITION ANNOUNCEMENTS

-None

10. ELIGIBILITY LISTS

- #061-06 – Child Aide Worker
- #067-06 – Special Education Aide
- #070-06 – Work Readiness Assistant
- #072-06 – Child Aide Worker (Part-Time)

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

11. PERSONNEL DIRECTOR'S REPORT

-Michele Fort-Merrill reported that due to budget concerns vacant positions have been put on hold. There will be reductions, mostly in vacant positions, however, some bumping may occur. Affected employees must be notified by April 27 (45 day Education Code requirement). Managers will be meeting with employees, then the official notification will be mailed to the employee's home. Michele Fort-Merrill will be available to meet with any employee who requests a conference. Ms. Fort-Merrill stated that both support staff and management will be affected by the changes.

-Fort-Merrill stated that the classification reviews are nearly complete. Bill Ewing has met with the management staff and Susan Dixon, Lisa Nguyen and Alicia Thier are working with support staff. The Classification Review committee will be trained on May 11 and will be meeting May 22 and 23 to review the recommendations.

12. PERSONNEL ACTIONS

-As of March 2007
Presented for information only.

13. NEXT MEETING – May 16, 2007, 9:00 AM, Board Room.

14. ADJOURNMENT

-The meeting was adjourned at 9:16 AM

Approved: Personnel Commission

By: _____ Date: _____