

PERSONNEL COMMISSION  
MINUTES  
January 29, 2007  
9:00 a.m., Room 508

**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: Glen Hampton

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

**2. APPROVAL OF MINUTES**

-MSC (Rothman/Beall) to approve the minutes of December 20, 2006 as presented.

**3. COMMUNICATIONS**

**-Rich Thome Retirement**

Michele Fort-Merrill distributed to the Commissioners a flyer announcing Rich Thome's retirement celebration.

**4. LEGISLATIVE UPDATE**

-None

**5. RATIFICATION OF ACTIONS BY DIRECTOR**

-None

**6. CLASSIFICATION/SALARY RECOMMENDATION**

**Job Description Updates**

**-Program Business Specialist I – Susan Dixon**  
**-Program Business Specialist II – Susan Dixon**  
**-Program Business Specialist III – Susan Dixon**  
**-Software Services Project Manager – Susan Dixon**

MSC (Beall/Rothman) to approve the job description updates as presented.

**Establish New Classification**

**-Television Maintenance Assistant, R46, Human Resources and Technology – Susan Dixon**

ITV has received a grant to establish a new position to assist with the installation, repair and operation of its television equipment. The duties to be assigned are most similar to the classification of Television Operations Technician (R46) in terms of level of responsibility for an assigned function. The recommendation is to establish a new classification of Television Maintenance Assistant allocated to

Range 46 of the classified support staff salary schedule and to classify one new position in ITV as such. MSC (Beall/Rothman) to approve the recommendation as presented.

**-Distribution Clerk II, R38, Student Programs and Services – Susan Dixon**

Due to a reorganization and move to the NCREC, the Early Education Services Department has funding previously allocated for custodial services available to fund a position which will perform a combination of warehouse and delivery duties related to the materials and supplies utilized by the Early Education staff and students. Adding delivery and assembly duties to the existing Distribution Clerk classification, the classification of Distribution Clerk II accurately describes the tasks the incumbent will perform. Salary allocation of Range 38 is recommended in light of the fact that it reflects the combined duties of a Distribution Worker (R33) and Operations Distribution Worker (R43). The recommendation is to establish a new classification of Distribution Worker II allocated to range 38 of the Classified Support Staff Salary Schedule, change the classification of position #8210 from Custodian (R38) to Distribution Clerk II based on a reorganization of duties and to retitle Distribution Clerk to Distribution Clerk I. MSC (Rothman/Beall) to approve the recommendation as presented.

**7. OTHER ITEMS**

**-Position Classification Review Procedures – Second Reading and Final Approval – Michele-Fort-Merrill and Susan Dixon**

Michele Fort-Merrill presented for second reading and final approval the Position Classification Review Procedures. Fort-Merrill pointed out a couple of slight revisions and Mike Reese stated that CSEA is pleased with the results. Fort-Merrill will be providing Brown Bag presentations for interested staff later this week. The presentation will be Webcast and archived so employees may view it when convenient. MSC (Rothman/Beall) to approve the Position Classification Review Procedures as presented.

**8. POSITION ANNOUNCEMENTS**

- #053-06 – Claims Examiner
- #059-06 – Clerk/Typist II
- #062-06 – Consultant, Business Advisory Services

**9. ELIGIBILITY LISTS**

- #007 – Program Secretary
- #045-06 – Instructional Aide – DHH
- #046-06 – Account Clerk II
- #052-06 – Risk Management Technician I
- #053-06 – Claims Examiner
- #055-06 – Attendance Clerk
- #056-06 – Clerical Assistant
- #059-06 – Clerk Typist II

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

**10. PERSONNEL DIRECTOR'S REPORT**

Michele Fort-Merrill stated that she and Alicia Their will be attending the California School Personnel Commissioner Association conference in Long Beach. Merrill will

provide a report to the Commission.

**11. PERSONNEL ACTIONS**

-As of December 2006  
Presented for information only.

**12. NEXT MEETING** – February 21, 2007, 8:30 AM, JRRTC Communication Labs

**13. ADJOURN TO CLOSED SESSION**

-Public Employee Disciplinary Hearing

The closed session was cancelled. The appellant's request for continuance was granted. MSC (Beall/Rothman) to reschedule the hearing to February 21, 2007 at 9:30 AM.

**14. ADJOURNMENT**

-The meeting was adjourned at 9:40 AM.

Approved: Personnel Commission

By: \_\_\_\_\_ Date: \_\_\_\_\_