

PERSONNEL COMMISSION
MINUTES
March 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: Susan Dixon, Lisa Nguyen, Mike Reese,
Shauna Stark

Guests/Speakers: Joel Martin, Aida Cuevas

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

2. APPROVAL OF MINUTES

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

3. FIRST READING – 2007-08 PERSONNEL COMMISSION BUDGET

-The 2007-08 budget was presented for first reading. Michele Fort-Merrill stated that the SDCOE is experiencing serious budget issues for 2007-08. The Superintendent needs to reduce the white (unrestricted) budget by \$2.9 million. The Personnel Commission is part of the white budget and as such the 2007-08 proposed budget includes reductions to certain line items. The Board will have a budget study session next week. The Superintendent does not anticipate any lay-offs, however there will be reassignments and transfers. The goal is to provide the best benefit package possible, and to offer bargaining units a portion of the COLA. CSEA has been involved and supportive during this process.

4. COMMUNICATIONS

-None

5. LEGISLATIVE UPDATE

-Legislative Report – March 9, 2007 presented for information only.

6. RATIFICATION OF ACTIONS BY DIRECTOR

-None

7. CLASSIFICATION/SALARY RECOMMENDATION

Job Description Updates

-Financial Reporting Analyst – Susan Dixon

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

Classification of Positions (New)

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

The South County SELPA has received approval to establish an additional position to provide Occupational Therapist services. The recommendation is to classify one new position at the South County SELPA as an Occupational Therapist, R64. MSC

(Beall/Rothman) to approve the recommendation as presented.

-None

Classification Reviews

-None

Classification Reviews Window Period

- **10 Management Requests; 14 Support Staff Classifications with 30 incumbents**

-presented for information

8. OTHER ITEMS

-None

9. POSITION ANNOUNCEMENTS

- #113-05 – Occupational Therapy Assistant
- #070-06 – Work Readiness Assistant
- #072-06 – Child Aide Worker
- #076-06 – Special Education Aide

10. ELIGIBILITY LISTS

- #027-06 – Occupational Therapist – North Coastal
- #062-06 – Consultant Business Advisory Services

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

11. PERSONNEL DIRECTOR'S REPORT

-None

12. PERSONNEL ACTIONS

-As of February 2007
Presented for information only.

13. NEXT MEETING – April 18, 2007, 9:00 AM, Room 508.

14. ADJOURNMENT

-The meeting was adjourned at 9:20 AM

Approved: Personnel Commission

By: _____ Date: _____