

PERSONNEL COMMISSION
MINUTES
May 16, 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, Susan Dixon,
Mike Reese

Guests/Speakers: Craig Winder

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

2. APPROVAL OF MINUTES

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

3. COMMUNICATIONS

Michele Fort Merrill introduced the newly appointed Chief Technology Officer, Stephen Clemons.

4. LEGISLATIVE UPDATE

-Legislative Report – May 11, 2007 was presented for information.

5. RATIFICATION OF ACTIONS BY DIRECTOR

Job Description Update

-Network Analyst I – Susan Dixon

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

Classification of Positions (New)

-Youth Development Assistant, R50, Safe Schools, Student Services – Susan Dixon

The Safe Schools unit has received funding to add an addition support staff member. The duties to be performed are consistent with the current classification of Youth Development Assistant. The recommendation is to classify one new position in Safe Schools as a Youth Development Assistant, R50 and to revise the job description. MSC (Beall/Rothman) to approve the recommendation as presented.

6. CLASSIFICATION/SALARY RECOMMENDATION

Classification of Positions (New)

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

The Foster Youth Services Unit has received additional grant monies to establish a new position. The duties to be assigned are consistent with the established classification of Foster Youth Services Project Supervisor. The recommendation is to classify one new position in Safe Schools as a Foster Youth Services Project Supervisor, M30, and to revise the class description. MSC (Rothman/Beall) to approve the recommendation as presented.

Establish New Classification

-Project Specialist – Multimedia Design, M35, Professional Development Online Production, LRET – Susan Dixon

The Educational Technology Services Director would like to reorganize the PDOP in such a way as to have a credentialed group which would be responsible for the content of the project, while the other would be responsible for the artist/technological aspects. In this way the incumbent will have the responsibility for the day-to-day functions of the technical/artistic components as well as supervision of staff members assigned those duties. Michele Fort Merrill reported that Human Resources is reviewing an existing position to ensure the relationship between this new position and the existing positions is appropriate. If necessary, any needed changes will be brought to the Personnel Commission at the next meeting. . The recommendation is to establish a new classification of Project Specialist – Multimedia Design, allocated to range 35 of the Management Salary Schedule and to classify one new position as such. MSC (Rothman/Beall) to approve the recommendation as presented.

-Child Care and Development Planning Council Specialist, M24, Early Education Services, Student Services – Susan Dixon

The SDCOE has reach an agreement with the San Diego State University Foundation and the County of San Diego to have the SDCOE become the employer of the Child Care and Development Planning Council Specialist who is currently employed by SDSU Foundation. An analysis of the duties, responsibilities and knowledge required for the position support allocation to range 24 of the Management Salary Schedule. The recommendation is to establish a new classification of Child Care and Development Planning Council Specialist, allocated to range M24 and to classify one new position in Early Education Services as such. MSC (Rothman/Beall) to approve the recommendation as presented.

Classification Reviews

- Attendance Accounting Technician, R52, vacant position #7001, to Account Clerk II, R42, District Financial Services, Business Services – Susan Dixon
The Executive Director of District Financial Services has redistributed the higher-level attendance duties of the vacant Attendance Accounting Technician position #7001 to three existing Accounting Technicians in the Business Services Department. These duties, while new to the Technicians, are within the same level of responsibility and knowledge required of their current positions. The lower-level accounting duties currently assigned to the three Technicians will be reassigned to the vacant position #7001. As such the duties which will be assigned to position #7001 will be of an audit clerk nature. Therefore the appropriate classification of this position will be Account Clerk II. The recommendation is to reclassify vacant position #7001 from Attendance Accounting Technician, R52 to Account Clerk II, R42 and to revise the class description for Accounting Technician, R52 to reflect the addition of the attendance function. MSC (Beall/Rothman) to approve the recommendation as presented.

7. OTHER ITEMS

-2007-08 Meeting Calendar

Action required: Set Meeting Dates for July 2007 – June 2008

Proposed Dates:

July 18, 2007- July 11, 2007

August – no meeting

September 19, 2007
October 17, 2007
November 14, 2007 (second Wednesday instead of third)
December 19, 2007
January 16, 2008
February 20, 2008
March 19, 2008
April 16, 2008
May 21, 2008
June 18, 2008

MSC (Rothman/Beall) to approve the meeting calendar with the July meeting to be held July 11, 2007.

8. POSITION ANNOUNCEMENTS

- #080-06 – Network Analyst I
- #081-06 – Special Education Aide
- #082-06 – Financial Reporting Analyst
- #083-06 – Payroll Services Supervisor
- #083-06 – Youth Development Assistant (Part-time)
- #084-06 – Clerk/Typist II

Presented for information only.

9. ELIGIBILITY LISTS

- #080-06 – Network Analyst I
- #082-06 – Financial Reporting Analyst
- #083-06 – Youth Development Assistant

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

10. PERSONNEL DIRECTOR'S REPORT

-Michele Fort Merrill reported that the SDCOE is striving for paperless operations to the greatest extent possible.. Fort Merrill will research methods for the Personnel Commission to receive their packets electronically and to conduct the meetings using technology rather than paper.

-The Classification Review Committee has received their training and will be meeting on May 22 and 23 to review the reclassification recommendations presented by Human Resources

-Dr. Ward has authorized beginning the process of salary reviews. Fort Merrill has met with Mike Reese to develop a 5-year cycle for these reviews. The first group to be reviewed will be the secretarial classifications.

12. PERSONNEL ACTIONS

-As of April 2007
Presented for information only.

13. NEXT MEETING – June 14, 2007, 9:00 AM, room 401

14. ADJOURNMENT

-The meeting was adjourned at 9:33 AM

Approved: Personnel Commission

By: _____ Date: _____