

PERSONNEL COMMISSION

MINUTES

Dec. 10, 2008

9:00 a.m., room 508

1. ROLL CALL

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

Present: Susan Dixon, Lisa Nguyen, Elva Uribe,
Dave Liss, Mike Reese

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

Michele Fort-Merrill announced that Bert Seal's term as the CSEA representative to the Commission expired 12/1/08, but Ed Code allows him to continue as the appointed representative until such time as an appointment is made. The appointment of a CSEA representative will take place at the January meeting of the Commission.

2. APPROVAL OF MINUTES

- MSC (Seal/Beall) to approve the October 22, 2008 minutes as presented.

3. APPROVAL OF AGENDA

-MSC (Beall/Seal) to approve the agenda as presented.

4. CLASSIFICATION/SALARY RECOMMENDATION

Establish New Classification

-Interpreter I – DHH, R60; Interpreter II – DHH, R63, NCCSE, Student Services – Susan Dixon
The North Coastal Consortium for Special Education has a need to create a series of position to perform duties associated with deaf and hard-of-hearing interpreting services offered to students in member districts. There will be two levels of interpreter: Interpreter I will perform basic or routine interpreting and requires a score of 4.0 on any of the nationally recognized assessment examinations; Interpreter II will be assigned the more complex interpreting services and requires a score of 5.0 on an assessment examination. The recommendation is to establish an Interpreter – Deaf and Hard-of-Hearing series consisting of two classifications: Interpreter I – DHH, R60, and Interpreter II – DHH, R63. MSC (Beall/Seal) to approve the recommendation as amended to include the following: When an incumbent Interpreter I attains a score of 5.0 on the national certification assessment, his or her position will be reallocated to Interpreter II and the incumbent placed in the higher classification. A score of 5.0 on the national certification shall be deemed to be a qualifying score for appointment to the higher classification without further examination; and to approve the job descriptions as presented.

Classification of Positions (New)

-Account Clerk III, R48, Risk Management, Business Services – Susan Dixon
The Risk Management Department has received approval to establish a new support staff position to assist the Fringe Benefits Consortium with financial reporting and billing of district premiums. The existing classification of Account Clerk III accurately describes the duties the incumbent will perform. The recommendation is to classify one new position in Risk Management as an Account Clerk III, R48. MSC (Seal/Beall) to approve the recommendation as presented.

-Foster Youth Services Educational Liaison I, R50, Foster Youth Services, Student Services – Susan Dixon

The Foster Youth Services Program has received additional funding to add one more staff member to provide educational support duties to students in the foster care program. The existing classification of Foster Youth Services Educational Liaison I accurately describes the typical tasks the incumbent will perform. The recommendation is to classify one new position in Foster Youth Services as a Foster Youth Services Educational Liaison I, R50. MSC (Beall/Seal) to approve the recommendation as presented.

Classification Reviews

Director, SIS, M48, Business Services, vacation position #5165, reclassified to Student Information System Manager, M38 – Susan Dixon

The Assistant Superintendent of Business Services has decided, upon review of vacant position #5165 (Director, SIS) to re-assign the technological duties previously assigned to the Director to the Informational Technology Support division. As such, the knowledge required to perform the remaining duties has decreased and can be filled at a lower level. The creation of the classification of Student Information System Manager allows for an incumbent to manage the training, user support, data integrity and reporting components of the system without being responsible for the development and maintenance of the system itself. The recommendation is to establish a new classification of Student Information System Manager, M38, and to reclassify vacant position #5165 from Director, SIS, M48, to Student Information System Manager, M38. MSC (Seal/Beall) to approve the recommendation as presented.

5. POSITION ANNOUNCEMENTS

- Senior Claims Adjuster
- Office Systems Technician II
- Data Entry Clerk – NCCSE
- Maintenance Worker – Camp Fox

Presented for information only.

6. ELIGIBILITY LISTS

- Program Business Specialist III
- Employment Services Supervisor
- Network Analyst II
- Program Secretary, Bilingual
- Senior Claims Adjuster
- Data Entry Clerk

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

7. PERSONNEL DIRECTOR'S REPORT

-Ms. Fort-Merrill introduced Elva Uribe, Employment Services Supervisor. Elva briefly detailed her employment background.

-Ms. Fort-Merrill provided a budget update for the Commission and stated that JCCS funding has been seriously affected due to declining enrollment. Additionally, all departments are reviewing all vacancies prior to filling positions. Ms. Fort-Merrill will keep the Commission informed as to budget issues impact on positions and staff.

8. PERSONNEL UPDATE

-As of October 2008

Presented for information only.

9. DATE OF NEXT MEETING

-After discussion, it was decided that the January meeting of the Commission will be moved to January 28, 2009; room location to be determined.

10. ADJOURNMENT

-Meeting adjourned at 9:32 AM.

Approved: Personnel Commission

By: _____ Date: _____