

PERSONNEL COMMISSION

MINUTES

February 27, 2008

9:00 a.m., Board Room

1. ROLL CALL

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

Present: Susan Dixon, Lisa Nguyen, Corey
Nabonne, Mike Reese, Shauna Stark,
Craig Winder, Abby Miller

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

2. APPROVAL OF MINUTES

-Bert Seal stated that the "Next Regular Meeting" section of the minutes should be amended to February 27, 2008. MSC (Seal/Beall) to amend the 01/23/2008 minutes as noted by Mr. Seal.

Michele Fort-Merrill introduced our new HR Clerk, Corey Nabonne.

3. APPROVAL OF AGENDA

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

4. RATIFICATION OF ACTIONS BY DIRECTOR

-Program Secretary, R41, English language Services, LRET, position #9818, reclassified to Administrative Assistant I, R44 – Susan Dixon

The LRET division has filled a vacant Coordinator position as a Director; therefore position #9818 should be reclassified from a Program Secretary to an Administrative Assistant I. The recommendation is to ratify the Director's action to reclassify vacant position #9818 from Program Secretary, R41 to Administrative Assistant, R44.

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

5. CLASSIFICATION/SALARY RECOMMENDATION

Job Description Updates

- HR Technician I, R46 – Susan Dixon
- HR Technician II, R50 – Susan Dixon
- HR Clerk, R40 – Susan Dixon
- Information Clerk, R38 – Susan Dixon

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

6. POSITION ANNOUNCEMENTS

- Executive Assistant to the Board of Education (reposted)
- Student Support Specialist
- Financial Reporting Technician
Presented for information only.

7. ELIGIBILITY LISTS

- Project Manager – ITS
- #061-06 – Child Aide Worker
- #046-07 – School Administrative Assistant
- #047-07 – Food Services Worker
- #111-06 – Account Clerk II

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

8. PERSONNEL DIRECTOR'S REPORT

-Michele Fort-Merrill reported that HR is working with ITS to develop a process to eliminate the hard copy personnel files by scanning them into a database. HR will begin this process on current, active employees, then begin transitioning inactive files and files in storage. HR anticipates that it will take 3-4 months to complete the initial scanning of active employees. Elimination of the hard copy files will allow HR to remove 6 banks of file cabinets.

9. PERSONNEL ACTIONS

-January 2008 Report
Presented for information only.

10. ADJOURN TO CLOSED SESSION

- Public Employee Discipline Hearing
The commission recessed the regular meeting at 8:45 AM and opened the Public Employee Discipline Hearing at 9:15 AM. At the employee's request at the hearing, the hearing was an open hearing. The Commission recessed the open hearing to a closed session at 12:00 Noon.

11. RECONVENE TO OPEN SESSION

-Report of Action Taken During Closed Session
Following the closed session, the Personnel Commission returned to open session at 1:30 PM and recessed the hearing until April 7, 2008 at 9:00 AM

12. DATE OF NEXT MEETING

-March 26, 2008, 9:00 AM, Board Room

13. ADJOURNMENT

-Meeting adjourned at 1:30 PM.

Approved: Personnel Commission

By: _____ Date: _____