

PERSONNEL COMMISSION

MINUTES

July 16, 2008

9:00 a.m., room 401

1. ROLL CALL

Members Present:

Miriam Rothman, Commissioner
Bert Seal, Commissioner
Mary Beall, Commissioner

Present:

Susan Dixon, Lisa Nguyen, Alicia Their,
Mike Reese, Dave Liss

Secretary:

Michele Fort-Merrill

Recording Secretary:

Diane Herrera

2. APPROVAL OF MINUTES

- MSC (Seal/Beall) to approve the June 18, 2008 minutes as presented.

3. APPROVAL OF AGENDA

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

4. CLASSIFICATION/SALARY RECOMMENDATION

Job Description Updates

- Workers' Compensation Manager – Susan Dixon
- Risk Management Technician II – Susan Dixon
- Cabin Assistant – Susan Dixon
- Systems Technician II – Lisa Nguyen

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

Classification of Positions (New)

-Computer/Classroom Instructional Aide, R38, JCCS, Student Services – Susan Dixon
The JCCS program has identified a need to employ an individual to provide support in a computer lab environment at the North County Technology and Science Academy. The recommendation is to classify one new position in JCCS as a Computer/Classroom Instructional Aide, R38.

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

-Instructional Aide, R34, JCCS, Student Services – Susan Dixon
The JCCS program has identified a need for an Instructional Aide at its Mission Community School location. The recommendation is to classify one new position in JCCS as an Instructional Aide, R34 and to revise the existing class description to reflect equipment change.
MSC (Seal/Beall) to approve the recommendation as presented.

-Occupational Therapy Assistant, R52, .58 FTE, NCCSE, Student Services – Susan Dixon
The NCCSE has received funding to establish an additional position to assist in providing occupational therapy services. The recommendation is to classify one new position at the North Coastal Consortium for Special Education as an Occupational Therapy Assistant, R52.
MSC (Beall/Seal) to approve the recommendation as presented.

5. POSITION ANNOUNCEMENTS

- Workers' Compensation Manager
- Instructional Aide – North County
- Risk management Technician II
- Television Maintenance Assistant
- Cabin Assistant – Male only
- Occupational Therapy Assistant

Presented for information only.

6. ELIGIBILITY LISTS

- #Office Support Assistant
- #029-07 – Custodian
- #078-07 – Web Video Specialist
- #095-07 – Risk Management Technician II

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

7. PERSONNEL DIRECTOR'S REPORT

-Ms. Fort-Merrill distributed the 2008-09 County Superintendent Priority Areas & Key Activities to Accomplish the County Board-Adopted Mission and Goals brochure. Ms. Fort-Merrill discussed the process for development of the priorities and key activities and gave a presentation of the evaluation document used to evaluate the Strategic Leadership Team (SLT).

8. PERSONNEL UPDATE

-As of June 2008
Presented for information only.

9. DATE OF NEXT MEETING

-Set June 2009 meeting date: proposed date: June 17, 2009
MSC (Beall/Seal) to set June 17, 2009 meeting date.

Bert Seal asked that the March 18, 2009 meeting be moved to another date.
MSC (Seal/Beall) to move the March 18, 2009 meeting to March 25, 2009.

The next meeting is September 17, 2008, 9:00 AM, room 508

10. ADJOURNMENT

-Meeting adjourned at 9:45 AM.

Approved: Personnel Commission

By: _____ Date: _____