

PERSONNEL COMMISSION
MINUTES
June 18, 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, Alicia Their,
Chris landolo, Dave Liss, Craig Winder

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

2. APPROVAL OF MINUTES

- MSC (Beall/Seal) to approve the March 26, 2008 minutes as presented.

3. RATIFICATION OF ACTIONS BY DIRECTOR

-School Facilities Planning Specialist, M40, vacant position #5067, reclassified to School Facilities Planning Analyst, M34, Facilities Planning, Business Services – Susan Dixon
-Media Production Technician II, R42, position #8333, reclassified to Web Video Specialist, R54, Professional Development Online Production, LRET – Susan Dixon

The Facility Planning Department has requested downgrading the existing vacant position of School Facilities Planning Specialist to a School Facilities Planning Analyst since the duties assigned to this position are consistent with the classification of an analyst-level assignment. Therefore the recommendation is to ratify the actions of the director to reclassify vacant position #5067 from School Facilities Planning Specialist, M40, to School Facilities Planning Analyst, M34 and to revise the class description of School Facilities Planning Analyst.

The Professional Development Online Production Unit has a need for an additional staff member to perform the duties of a Web Video Specialist. The recommendation is to ratify the actions of the director to reclassify position #8333 from Media Production Technician II, R42, to Web Video Specialist, R54, update the job description of Web Video Specialist and to post this position as a promotional opportunity for SDCOE staff.

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

4. CLASSIFICATION/SALARY RECOMMENDATION

Job Description Updates

- School Facilities Planning Coordinator – Susan Dixon
-School Facilities Planning Specialist – Susan Dixon
-Foster Youth Services Educational Liaison I – Susan Dixon

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

Establish New Classification

-None

Classification Reviews – 2008 Window Period

-Susan Dixon and Michele Fort-Merrill reviewed the reclassification chart for support staff positions. All recommendations presented were reviewed and approved by the reclassification

review committee. The recommendation is to accept the reclassification review recommendations as presented.

-MSC (Beall/Seal) to approve the reclassification review recommendations as presented.

Salary Study: Office Support Job Family

-The results of the salary study for the office support job family was presented for information.

5. POSITION ANNOUNCEMENTS

- Parent & Family Liaison
- Student Attendant, Friendship School
- Risk Management Technician I
- Administrative Assistant II
- Attendance Clerk
- School Facilities Planning Analyst
- Computer Classroom Instructional Aide
- Office Support Assistant
- School Facilities Planning Coordinator
- Web Video Specialist
- Program Secretary, Bilingual

Presented for information only.

6. ELIGIBILITY LISTS

- #034-07 – Youth Development Assistant
- #048-07 – Senior Director, Internal Business
- #049-07 – Senior Director, Facilities Planning
- #052-07 – Executive Assistant to the Board
- #057-07 – Risk Management Technician I
- #066-07 – Risk Management Technician III
- #067-07 – Information Clerk – Bilingual
- #070-07 – Student Support Specialist
- #072-07 – Financial Reporting Technician
- #073-07 – Program Clerk
- #074-07 – Budget and Accounting Manager
- #075-07 – Parent and Family Liaison
- #076-07 – Administrative Assistant II
- #094-07 – Computer/Classroom Instructional Aide

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

7. PERSONNEL DIRECTOR'S REPORT

-No report, however Ms. Fort-Merrill introduced Dave Liss, new COMET representative to the Commission and Chris landolo, CSEA representative.

8. PERSONNEL UPDATE

- As of March 2008
- As of April 2008
- As of May 2008

Presented for information only.

9. DATE OF NEXT MEETING

The Commission set the following meeting dates for 2008-09:
July 16, 2008 Jan. 21, 2009

Sept. 17, 2008

Feb. 18, 2009

Oct. 22, 2008

March 18, 2009

Nov. 19, 2008

April 15, 2009

December 10, 2008

May 20, 2009

10. ADJOURN TO CLOSED SESSION

Public Employee Discipline Hearing

11. RECONVENE TO OPEN SESSION

-Report of Action Taken in Closed Session

At 11:15 AM the Personnel Commission reconvened in open session. The Commission announced its decision to uphold the termination of a classified employee on all factual charges. The decision was unanimous.

12. ADJOURNMENT

-Meeting adjourned at 11:20 AM.

Approved: Personnel Commission

By: _____ Date: _____