

PERSONNEL COMMISSION

**MINUTES**

March 26, 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,  
Mike Reese, Frank Piscopo, Julie Hoang,  
Jamie McNally, Melissa Silva, Christian  
Couch, Ashlee Seay, Phi Quach, Ashlee  
Hughes, Sarah Lively, Monica Ochoa,  
Michele Madrid, Rachel Yerena, Sadad Ali,  
Stephen Bell, Judy Butterfield

Secretary:

Michele Fort-Merrill

Recording Secretary:

Diane Herrera

**2. APPROVAL OF MINUTES**

- MSC (Seal/Beall) to approve the 02/27/2008 minutes as presented.

**3. APPROVAL OF AGENDA**

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

**4. CLASSIFICATION/SALARY RECOMMENDATION**

Job Description Updates

-Executive Assistant to the Board – Susan Dixon

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

Classification Reviews

-Reclassify Recruitment Specialist, M34, position #5174, 5202, 5203, to TRC, HR, to Military Transition Recruitment Specialist, M34 – Susan Dixon

The incumbents in these positions currently devote all of their teacher recruiting efforts to individuals exiting the military and transitioning to a career in education. As such the recommendation is to establish a new classification of Military Transition Recruitment Specialist allocated to range 34 of the management salary schedule and to reclassify positions #5175, 5202 and 5203 at the TRSC from Recruitment Specialist (M34) to Military Transition Recruitment Specialist (M34). MSC (Beall/Seal) to approve the recommendation as presented.

**5. POSITION ANNOUNCEMENTS**

-Program Clerk, JCCS

Presented for information only.

**6. ELIGIBILITY LISTS**

-Project Manager – ITS

-Financial Reporting Technician

-Senior Director, Facilities Planning

-Senior Director, Internal Business

-Student Support Specialist

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

**7. PERSONNEL DIRECTOR’S REPORT**

-Michele Fort-Merrill reported that the SDCOE has, for the first time, issued March 15 notices to certificated staff. The Strategic Leadership Team will begin looking at staffing levels for the classified service soon. The SDCOE is required to provide 45 day notices to any classified staff member who experiences either a layoff or reduction in hours. Ms. Fort-Merrill will keep the Commission informed as the process unfolds. The SDCOE is looking at a budget cut of 6.5%.

**8. PERSONNEL UPDATE**

-February 2008 Report  
Presented for information only.

**9. DATE OF NEXT MEETING**

-April 16, 2008, 9:00 AM, Board Room

**13. ADJOURNMENT**

-Meeting adjourned at 9:15 AM.

Approved: Personnel Commission

By: \_\_\_\_\_ Date: \_\_\_\_\_