

PERSONNEL COMMISSION

MINUTES

Oct. 22, 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, Alicia Their,
Dave Liss, Craig Winder

Secretary:

Michele Fort-Merrill

Recording Secretary:

Diane Herrera

2. APPROVAL OF MINUTES

- MSC (Beall/Seal) to approve the September 17, 2008 minutes as presented.

3. APPROVAL OF AGENDA

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

4. COMMUNICATION

-CSPCA Conference, February 5-8, 2009. Let Diane know if you want to attend.

5. CLASSIFICATION/SALARY RECOMMENDATION

Establish New Classification

-Senior Claims Adjustor, M38, Risk Management, vacant position #5180 reclassified from Claims Coordinator, M45 to Senior Claims Adjustor, M38 – Susan Dixon

The Executive Director of Risk Management has decided that the duties formerly assigned to the classification of Claims Coordinator no longer accurately describe the essential function of vacant position #5180. The incumbent will perform duties similar to the existing classification of Claims Adjuster, however, the incumbent will be assigned the more complex cases. As such, the establishment of a Senior Claims Adjustor classification allocated to range 38 allows for the distinction between the two assignments.

The recommendation is to establish classification of Senior Claims Adjustor allocated to range 38 of the management salary schedule and to reclassify vacant position # 5180 from Claims Coordinator, M45 to Senior Claims Adjustor, M38.

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

Classification of Positions (New)

- Program Secretary, R41, LRET, amended to Clerical Assistant, R36 – Susan Dixon

This items was submitted as a amendment to the Program Secretary position that was approved at the Sept. 17, 2008, meeting. The Coordinator who oversees the position has determined that the duties assigned to the incumbent are more appropriately described by the classification of Clerical Assistant.

The recommendation is to amend the recommendation brought forth last month to classify a new position in LRET as Program Secretary, R41, and classify that position as Clerical Assistant, R36.

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

Classification Reviews

Custodian, R40, Outdoor Education, Student Services, vacant position #8085, reclassified to Maintenance Worker, R39 – Susan Dixon

The Senior Director of Outdoor Education has reviewed the staffing needs of the Outdoor Schools and determined that there is a need for a Maintenance Worker rather than a Custodian. The duties assigned to the position are reflective of the Maintenance Worker job classification. The recommendation is to reclassify vacant position #8085 from Custodian, Outdoor Education, R40, to Maintenance Worker, R39.

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

6. POSITION ANNOUNCEMENTS

- Program Secretary, English Learner Support Services
- Network Analyst II, Network Services
- ROP Systems Analyst, ROP
- Administrative Clerk, Special Education Services

Presented for information only.

7. ELIGIBILITY LISTS

- Administrative Assistant I
- Administrative Assistant III

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

8. PERSONNEL DIRECTOR'S REPORT

-Ms. Fort-Merrill announced that this meeting is Alicia Thier's last meeting. She begins her new job in Escondido Union School District on November 3, 2008.

9. PERSONNEL UPDATE

-As of September 2008
Presented for information only.

10. DATE OF NEXT MEETING

-After discussion, it was decided that the next meeting of the Commission will be on November 19, 2008 at 2:30 PM in room 508.

11. ADJOURNMENT

-Meeting adjourned at 9:20 AM.

Approved: Personnel Commission

By: _____ Date: _____