

PERSONNEL COMMISSION

MINUTES

Sept. 17, 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, Craig Winder

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

2. APPROVAL OF MINUTES

- MSC (Beall/Seal) to approve the July 16, 2008 minutes as presented.

3. APPROVAL OF AGENDA

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

4. CLASSIFICATION/SALARY RECOMMENDATION

Job Description Updates

-Risk Management Technician I – Susan Dixon
-Risk Management Technician II – Susan Dixon

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

Classification of Positions (New)

-Coordinator – TechSETS, M45, Integrated Technology Services – Susan Dixon
The CDE contract for services with the TechSETS project has been extended and expanded, so the CTO of the ITS division would like to reclassify a vacant Web Programmer position in order to meet the goals and objectives outlined by the state in the renewed contract. The proposed classification of Coordinator – TechSETS describes all of the representative duties to be performed by the incumbent and the duties are consistent with other Coordinator level assignments. The recommendation is to establish a new classification of Coordinator – TechSETS allocated to M45 on the salary schedule and to reclassify vacant position #7979 in ITS from Web Programmer, R55 to Coordinator – TechSETS, M45.

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

-ROP Systems Analyst, R56, ROP, Student Services – Susan Dixon
By reorganizing the ROP Systems Unit and creating a Systems Analyst position, the Director will be able to assign the duties of providing lead support to the districts, developing system enhancements and training users on the capabilities of the system to a “system” staff member rather than to the Program Business Specialist III position, as had been previously assigned. The intent is to post the new position as a promotional opportunity and eliminate one of the technician positions. The recommendation is to establish a new classification of ROP Systems Analyst allocated to R56 of the Classified Support Staff Salary Schedule and to classify one new position in ROP as ROP Systems Analyst.

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

Classification Reviews

- Program Secretary, R41, Leadership & Accountability, LRET – Susan Dixon

The Coordinator of the AB430 Administrator Training Program is in need of secretarial support. The duties to be performed are consistent with the classification of Program Secretary. The recommendation is to classify one new position in LRET as a Program Secretary, R41.

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

- Program Secretary, R41, English Language Learners, LRET – Susan Dixon

The LRET division has received funding through a grant to establish an English Language Learners Acquisition Pilot Program and is in need of clerical support. The duties to be performed are consistent with the classification of Program Secretary. The recommendation is to classify one new position in LRET as a Program Secretary, R41.

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

- Foster Youth Services Educational Liaison I (6 positions), R50, Safe Schools, Student Services – Susan Dixon

The Foster Youth Services Program has received a grant that will allow the program to expand the services it currently provides. The existing classification of Foster Youth Services Educational Liaison I accurately describes the typical tasks incumbents will perform. The recommendation is to classify six new positions in Safe Schools as Foster Youth Services Educational Liaison I, R50.

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

- Occupational Therapist, R64, NCCSE, Student Services – Susan Dixon

The NCCSE has received funding to establish an additional position to provide direct occupational therapy services. The recommendation is to classify one new position at NCCSE as Occupational Therapist, R64.

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

Classification Reviews

- Program Secretary, R41, Administration Division, vacant position #7416, reclassified to Administrative Assistant I, R44 – Susan Dixon

The Superintendent has moved the duties of the Small Schools Unit to the Administration Division under the Special Assistant to the Superintendent. The duties the incumbent will perform in support of the Special Assistant to the Superintendent are consistent with the existing classification of Administrative Assistant I. The recommendation is to reclassify vacant position #7416 from Program Secretary, R41 to Administrative Assistant I, R44.

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

- Data Entry Clerk, R36, Special Education, Student Services, vacant position #8007, reclassified to Administrative Clerk, R44 – Susan Dixon

Data requirements set forth by the State require duties to be performed that are inconsistent with the typical tasks contained in the class description of Data Entry Clerk, but consistent with the duties assigned to the classification of Administrative Clerk. The recommendation is to reclassify vacant position #8007 from Data Entry Clerk, R36 to Administrative Clerk, R44.

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

- Program Secretary, R41, LRET, vacant position #7957 reclassified to Administrative Assistant I, R44 – Susan Dixon

As a result of staffing changes in LRET, the Assessment Unit is in need of hiring a classified support staff person to perform administrative and secretarial duties for the Director of Assessment. The duties to be performed are consistent with the classification of Administrative Assistant I. The recommendation is to reclassify vacant position #7957 from Program Secretary, R41 to Administrative Assistant I, R44

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

- Administrative Assistant I, R44, LRET, position #8335, reclassified to Administrative Clerk, R44 – Susan Dixon

The LRET division is in need of classified support staff support in support of AB 430 Administrator Training program. The duties to be performed are consistent with the classification of Administrative Clerk, R44. The recommendation is to reclassify position #8335 from Administrative Assistant I, R44 to Administrative Clerk, R44. The incumbent must be qualified for the position.

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

5. POSITION ANNOUNCEMENTS

- Migrant Services Aide
- Benefit Claims Supervisor
- Account Clerk III
- Cabin Assistant, Male
- Program Business Specialist III
- Administrative Assistant I
- Preschool Custodial Worker
- Foster Youth Services Educational Liaison I (6 vacancies)
- Coordinator – TechSETS
- Administrative Assistant III

Presented for information only.

6. ELIGIBILITY LISTS

- #003-08 – Workers Compensation Manager
- #004-08 – Cabin Assistant, Male
- #005-08 – Cabin Assistant, Female
- #006-08 - Account Clerk III
- #007-08 – Benefit Claims Supervisor
- #008-08 – Migrant Services Aide

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

7. PERSONNEL DIRECTOR'S REPORT

-Ms. Fort-Merrill announced that Alicia Thier, Employment Services Supervisor, has taken a position with the Escondido Union School District as Director of Classified Personnel.

8. PERSONNEL UPDATE

- As of July 2008
- As of August 2008

Presented for information only.

9. DATE OF NEXT MEETING

-The next meeting is October 22, 2008, 9:00 AM, Room 508

10. CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 43954.4 – NO ACTION

-Public Employee Performance Evaluation, Executive Director, Human Resources
The commission adjourned to closed session at 9:45 AM

11. RECONVENE TO OPEN SESSION

-Report of Action Taken in Closed Session
The commission took no action in the closed session.

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12. ADJOURNMENT

-Meeting adjourned at 11:15 AM.

Approved: Personnel Commission

By: _____ Date: _____