

PERSONNEL COMMISSION

**MINUTES**

February 18, 2009  
9:00 a.m., room 508

**1. ROLL CALL**

Members Present: Miriam Rothman, Commissioner  
Bert Seal, Commissioner  
Mary Beall, Commissioner

Present: Lisa Nguyen, Dave Liss, Mike Reese,

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

**2. PC ORGANIZATION**

-MCS (Rothman/Seal) to appoint Mary Beall as Chair. MSC (Rothman/Beall) to appoint Bert Seal as Vice-Chair.

**3. APPROVAL OF AGENDA**

- MSC (Seal/Rothman) to approve the agenda as presented. December 10, 2008 minutes as presented.

**4. APPROVAL OF MINUTES**

-A typographical error was noted on item #8, line 3, which should be corrected to read: "MSDC (Seal/Beall), to set" ...etc. MSC (Seal/Rothman) to approve the January 28, 2009 minutes as amended.

**5. RATIFICATION OF ACTIONS BY DIRECTOR**

-Project Specialist I, M35, Gabriela Baeza, reclassified to Project Specialist II, M38 – Student Support Services – Susan Dixon  
-Project Specialist, M35, Deborah Pint reclassified to Project Specialist II, M38 – Student Services – Susan Dixon  
-Project Specialist I, M35, Daymon Beach reclassified to Coordinator, M44 – Student Services – Susan Dixon  
-Program Business Specialist I, M30, Melissa Nguyen, reclassified to Program Business Specialist III, M38 – Student Services – Susan Dixon

Each of the reclassification review reports listed above were submitted during the Spring 2008 window period and were reviewed by the consultant. Each of the recommendations contained in the individual reports was approved by management. The reports list the following recommendations:

-Establish a new classification of Project Specialist II allocated to range 38 of the management salary schedule and to reclassify position #5153 from Project Specialist, M35 to Project Specialist II, M38;  
-Reclassify position #5194 from Project Specialist, M35 to Project Specialist II, M38;  
-Reclassify position #5177 from Project Specialist, M35 to Coordinator, M44;  
-Reclassify position #5166 from Program Business Specialist I, M30 to Program Business Specialist III, M38.

MSC (Rothman/Seal) to approve the recommendations as presented.

## **6. CLASSIFICATION/SALARY RECOMMENDATION**

### Establish New Classification

- School Facilities Coordinator-Program Planning, M45, Facilities Planning, Business Services – Susan Dixon
- School Facilities Coordinator-Bond Project Manager, M45, Facilities Planning, Business Services – Susan Dixon
- School Facilities Coordinator-District Liaison, M45, Facilities Planning, Business Services – Susan Dixon

The Senior Director of the School Facility Planning department has restructured work assignments in such a way that functions are now specific to a specialized area rather than general in nature. These specific areas are bond project, district liaison and program planning. The recommendation is to establish three new specialized classification in the Educational Facility Solutions Group (formerly Facility Planning) to replace the classification of School Facilities Planning Coordinator, M45: School Facilities Coordinator: Bond Project Manager, M45; School Facilities Coordinator – District Liaison, M45; School Facilities Coordinator – Program Planning, M45 and to reclassify incumbents classified as School Facilities Planning Coordinator, M45 to: John Brown, School Facilities Coordinator – District Liaison, M45; Tom Silva, School Facilities Coordinator – District Liaison, M45; James Scott, School Facilities Coordinator – District Liaison, M45; Joanne Branch, School Facilities Coordinator – Program Planning, M45.

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

- User Support Services Supervisor, M27, Integrated Technology Division – Lisa Nguyen

The ITS division has completed its reorganization and based on the duties to be assigned to position #7440 it has been determined that establishment of a new classification of User Support Services Supervisor, allocated to range 37 of the management salary schedule is warranted. MSC (Seal/Rothman) to establish a new classification of User Support Services Supervisor allocated at range 27 of the management salary schedule.

## **7. POSITION ANNOUNCEMENTS**

- None

## **8. ELIGIBILITY LISTS**

- None

## **9. PERSONNEL COMMISSION RULES AND REGULATIONS**

- Second Reading and Vote – Initial Salary Placement

There was no objection to the amendment as initially presented at the January meeting. MSC (Rothman/Seal) to approve the amendment as presented.

## **10. PERSONNEL DIRECTOR'S REPORT**

- Ms. Fort-Merrill stated that California still does not yet have a budget, but Business Services and the Strategic Leadership Team are reviewing the budgets and reviewing all options in regards to cost savings/reductions.

## **11. PERSONNEL UPDATE**

- As of January 2009  
Presented for information only.

**12. DATE OF NEXT MEETING**

-March 25, 2009, 9:00 AM, room 306

**13. ADJOURNMENT**

-Meeting adjourned at 9:22 AM.

Approved: Personnel Commission

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