

PERSONNEL COMMISSION

MINUTES

January 28, 2009
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, Elva Uribe,
Dave Liss, Mike Reese, Cory Nabonne,
Sofia Durfee, Vera Bondoc, Hans Kohls,
Teri Gast, Margaret Coronel

Secretary:

Michele Fort-Merrill

Recording Secretary:

Diane Herrera

2. APPOINT COMMISSIONER

-CSEA submitted official notification of their intent to re-appoint Bert Seal as their representative to the San Diego County Office of Education Personnel Commission. Bert accepted the appointment.

3. APPROVAL OF MINUTES

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

4. APPROVAL OF AGENDA

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

5. CLASSIFICATION/SALARY RECOMMENDATION

-There were no action items under this agenda item.

6. POSITION ANNOUNCEMENTS*

-Physical Therapist
-Administrative Assistant II
-Student Information Systems Manager
-Claims Adjuster
-Accounting Technician
-Account Clerk III, .50 FTE
*Announcements were posted prior to hiring freeze
Presented for information only.

7. ELIGIBILITY LISTS*

-Maintenance Worker
-Claims Adjuster
*Eligibility Lists established prior to hiring freeze. No certifications from list except as authorized by the County Superintendent.
MSC (Beall/Seal) to approve the eligibility lists as presented.

8. PERSONNEL COMMISSION RULES AND REGULATIONS

The Commission reviewed the first draft of changes to the salary rules. These changes are necessary to clarify the existing language and to more accurately reflect our actual process.
MSC (Seal/Beall) to set February 18, 2009 as the date to take action on the proposed changes.

9. PERSONNEL DIRECTOR’S REPORT

-Ms. Fort-Merrill reviewed the Memorandum of Agreement between the SDCOE and CSEA Chapter 568 regarding the market additive for Occupational Therapist. Due to a PERS retirement requirement, the market additive will be reflected as a salary placement on the salary schedule for Occupational Therapists at R67, but for internal alignment of related job classes, will be based on R64.

10. PERSONNEL UPDATE

-As of November 2008
-As of December 2008
Presented for information only.

11. PRESENTATIONS

- Electronic Employee Files Process:
Teri Gast, Hans Kohls, Sofia Durfee, Vera Bondoc, and Corey Nabonne gave a presentation which detailed the development, implantation and use of the new HR imaging system. All current employee personnel files have been scanned into the system and staff is being trained on use of the system. This system has eliminated paper and decreased the time necessary to create personnel folders. A demonstration of the system was provided which showed how the system works from the creation of a personnel file through the entire employment process and beyond. HR is a pioneer in the field and hope to have additional enhancements available in the future, specifically a process which would allow employees to have access to their own personnel file.

- New Employee Portal:
Elva Uribe and Corey Nabonne gave a demonstration of the new employee portal. They demonstrated how a new employee would use the portal and the plan for future enhancements which include converting each document in the portal to a form which can be completed and submitted online, rather than the current process of printing and returning the printed versions in person.

12. DATE OF NEXT MEETING

-February 18, 2009, 9:00 AM, Board Room..

13. ADJOURNMENT

-Meeting adjourned at 9:55 AM.

Approved: Personnel Commission

By: _____ Date: _____