

PERSONNEL COMMISSION

**MINUTES**

July 8, 2009

9:00 a.m., JRRTC

**1. ROLL CALL**

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

Present: Susan Dixon, Elva Uribe, Lisa Nguyen,  
Dave Liss, Chris landolo

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

- Mary Beall noted that the word "asked" was missing from the minutes of June 17, 2009 under the Establish New Classification section. MSC (Seal/Rothman) to approve the minutes of June 17, 2009 as amended.

**4. CLASSIFICATION/SALARY RECOMMENDATION**

Job Description Update

-Office Support Assistant – Susan Dixon  
Susan Dixon reviewed the changes to the Office Support Assistant job description. The Commission acted on this item in conjunction with the next item.

Classification Reviews

Technology Training Assistant, R52, Migrant Education, reclassified to Office Systems Technician II, R52, Migrant Education, Student Services – Susan Dixon  
-The acting Senior Director of the Migrant Education Program and the Assistant Superintendent of Student Services and Programs reviewed the duties to be performed in the vacant Technology Training Assistant position and determined that the needs of the department are more accurately reflected within the classification of Office Systems Technician II. The recommendation is to reclassify vacant position #8097 from Technology Training Assistant, R52 to Office Systems Technician II, R52. MSC (Rothman/Seal) to approve the job description changes to the Office Support Assistant job description and to reclassify vacant position #8097 from Technology Training Assistant to Office Systems Technician.

**5. POSITION ANNOUNCEMENTS**

-None

**6. ELIGIBILITY LISTS**

-Consultant Business Advisory Services  
-Clerical Assistant – Bilingual  
-Office Support Assistant

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

**7. PERSONNEL DIRECTOR'S REPORT**

-Provided as part of the Personnel Actions.

**8. PERSONNEL ACTIONS**

-As of June 2009

-Classified Bumping/Layoff Chart

Michele Fort-Merrill reviewed the classified bumping/layoff chart with the Commission. Ms. Fort-Merrill stated that managers and confidential staff have agreed to a 2% salary reduction and that she will be negotiating on the subject with CSEA beginning Thursday.

**9. Next Meeting – September 16, 2009, 9:00 AM, room 508**

-Due to a scheduling conflict, Commissioner Beal asked to move the 11/18 meeting to 11/23 and to cancel the 12/2/09 meeting. MSC (Rothman/Seal) to move the 11/18/09 meeting to 11/23/09 and to cancel the 12/2/09 meeting.

**10. ADJOURNMENT**

-Meeting adjourned at 9:30 AM.

Approved: Personnel Commission

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