

PERSONNEL COMMISSION

**MINUTES**

May 20, 2009

9:00 a.m., room 508

**1. ROLL CALL**

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

Present: Susan Dixon, Elva Uribe, Lisa Nguyen,  
Dave Liss, Mike Reese

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**

-MSC (Seal/Rothman) to approve the minutes of April 15, 2009 with the heading corrected from February 18, 2009 to April 15, 2009

**4. CONFERENCES AND OTHER EVENTS**

-Mary Beall and Bert Seal will attend the SDCSPCA Quarterly Luncheon Meeting, June 3, 2009, SDCOE room 307 from 11:30 AM to 2:00 PM.

**5. CLASSIFICATION/SALARY RECOMMENDATION**

Job Description Update

-Consultant – Business Advisory Services – Susan Dixon  
Susan Dixon reviewed the changes to the Consultant – Business Advisory Services job description. MSC (Rothman/Seal) to approve the changes as presented.

**6. POSITION ANNOUNCEMENTS**

-None

**7. ELIGIBILITY LISTS**

-Purchasing Supervisor

-Cook

-Work Readiness Assistant II

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

**8. PERSONNEL DIRECTOR'S REPORT**

-Ms. Fort-Merrill stated that the Board has approved the Personnel Commission budget as presented. The Business Services Division is accessing the fiscal impact of the failed propositions and Ms. Fort-Merrill will keep the Commissioners informed as more budget information becomes available. The County Office has been celebrating its Classified Employees during Classified Employees Week, May 18-22. Leadership will be serving ice cream for staff on May 21.

**9. DATE OF NEXT MEETING**

-June 17, 2009, 9:00 AM, room 508

**13. ADJOURNMENT**

-Meeting adjourned at 9:30 AM.

Approved: Personnel Commission

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