

PERSONNEL COMMISSION

**MINUTES**

Nov. 23, 2009

9:00 a.m., Room 508

**1. ROLL CALL**

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

Present: Elva Uribe, Lisa Nguyen, Mike Reese

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

- MSC (Rothman/Seal) to approve the minutes of October 28, 2009 as presented.

**4. CLASSIFICATION/SALARY RECOMMENDATION**

Job Description Updates

Child Nutrition Program Clerk  
Custodian

-Elva Uribe presented the changes to the job descriptions listed above. MSC (Seal/Rothman) to approve the job description changes as presented.

**5. POSITION ANNOUNCEMENTS**

-Child Nutrition Program Clerk – promotional only  
-School Clerk/Typist II  
Custodian, 1 part-time, 1 full-time

Presented for information.

**6. ELIGIBILITY LISTS**

-Outdoor Education Outreach Leader  
Before and After School Programs Clerk

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

**7. PERSONNEL DIRECTOR'S REPORT**

-Notice of Reappointment of Personnel Commissioner – Board Appointee  
Presented for information only.

**8. PERSONNEL ACTIONS**

-As of October 2009  
Presented for information only.

**9. Next Meeting – January 20, 2010, 9:00 AM, room 508**

**12. ADJOURNMENT**

-Meeting adjourned at 9:20 AM.

Approved: Personnel Commission

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