

PERSONNEL COMMISSION
MINUTES

October 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, Elva Uribe, Lisa Nguyen,
Chris Iandolo, Corey Nabonne

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

2. APPROVAL OF AGENDA

-The agenda was amended to include under #7, Director's Report, notification of employee discipline and new hire electronic process presentation. Additionally, item #9, Next Meeting, was corrected to Nov. 23, 2009. MSC (Rothman/Seal) to approve the agenda as amended.

3. APPROVAL OF MINUTES

- MSC (Rothman/Seal) to approve the minutes of Sept. 16 as presented.

4. CLASSIFICATION/SALARY RECOMMENDATION

Job Description Updates

Budget and Accounting Manager
Outdoor Education Outreach Leader
Foster Youth Services/Homeless Education Liaison I
Foster Youth Services/Homeless Education Liaison II

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

Program Secretary, R41, position #8-29, Outdoor Education, Student Services, reclassified to Child Nutrition Program Clerk, R44 – Susan Dixon

With the consolidation of the Outdoor Education program, the Program Business Specialist will be overseeing the Child Nutrition Program component and will need support with the many reporting requirements. The Senior Director has requested that these support duties be assigned to the existing Program Secretary position. The assigned duties are not functions of the Program Secretary classification and therefore necessitate reclassification of this position. The Program Clerk classification performs specialized clerical duties, of a difficult and complex nature, in support of a program by monitoring support and reporting functions. Ms. Fort-Merrill requested that the recommended classification title be changed to Child Nutrition Program Clerk.

The recommendation is to reclassify position #8029 from Program Secretary, R41 to Child Nutrition Program Clerk, R44. Ms. Dixon will bring the revised job description to the Commission on Nov. 23, 2009. MSC (Rothman/Seal) to approve the recommendation as amended.

5. POSITION ANNOUNCEMENTS

- Before and After School Programs Clerk
- Outdoor Education Outreach Leader (promotional only)
- Budget and Accounting Manager

Presented for information.

6. ELIGIBILITY LISTS

- Administrative Assistant I
- Instructional Aide – DHH
- Migrant Education Preschool Custodial Worker
- Program Business Specialist III
- School Facilities Planning Analyst
- Special Education Aide
- Speech-Language Pathology Assistant

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

7. PERSONNEL DIRECTOR'S REPORT

- Final Notice of Discipline

Ms. Fort-Merrill provided written notice to the Commission of a 10-day suspension against employee #7906 for cause. The employee has chosen not to appeal the suspension. No action is required by the Commission.

- New Hire Electronic Process

Elva Uribe and Corey Nabonne presented the new electronic new hire process. New hires may complete all human resource documents on line and no longer need to print out each form. Once submitted electronically, these documents are automatically stored in the employees' electronic personnel file. There are a few forms required by Internal Business that new hires must still print and return, but staff is working to make those forms electronic as well.

8. PERSONNEL ACTIONS

- As of September 2009
- Presented for information only.

9. Next Meeting – November 23, 2009, 9:00 AM, room 508

12. ADJOURNMENT

- Meeting adjourned at 9:35 AM.

Approved: Personnel Commission

By: M Beall Date: _____