

PERSONNEL COMMISSION  
**MINUTES**  
Sept. 16, 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 (Seal/Rothman) to approve the agenda as presented.

**3. APPROVAL OF MINUTES**

- MSC (Seal/Rothman) to approve the minutes of July 8, 2009 as presented.

**4. RATIFICATION OF ACTIONS BY DIRECTOR**

The Commission acted upon the following items together:

- Program Secretary, R41, HOPE Infant Program, Student Services, reclassified to Clerical Assistant, R36 – Susan Dixon
- Account Clerk II Job Description Update – Susan Dixon
- Financial Accounting and Management Reporting Manager Job Description Update – Susan Dixon
- Legislative Assistant, R60, vacant position #8163, reallocated to R58 – Administration Division – Susan Dixon

-Program Secretary, R41, HOPE Infant: Based on the duties to be assigned to the vacant Program Secretary position (#7726), the appropriate classification for the position is Clerical Assistant, R36. The recommendation is to reclassify vacant position #7726 from Program Secretary, R41 to Clerical Assistant, R36.

-Account Clerk II Job Description Update: The update to the Account Clerk II job description was presented. The recommendation is to approve the update as presented.

-Financial Accounting and Management Reporting Manager Job Description Update: The update to the Financial Accounting and Management Reporting Manager job description was presented. The recommendation is to approve the update as presented.

-Legislative Assistant, R60, Administration Division: In order to more accurately align the salary of this classification with others that are comparable in terms of knowledge required, public contact and level of autonomy, the recommendation is to reallocate the vacant position of Legislative Assistant, R60 to R58 on the Classified Support Staff Salary Schedule.

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

## **5. CLASSIFICATION/SALARY RECOMMENDATION**

### Classification Reviews

Program Business Specialist, M30, Business Services, vacant position #5053 reclassified to School Facilities Planning Analyst, M34 – Susan Dixon

-The Senior Director of the Educational Facility Solutions Group had determined that the best use of staff funding is to hire an additional person to provide direct facilities support in the areas of stormwater issues, redevelopment, contracting and planning. The classification of School Facilities Planning Analyst describes the typical tasks that are in line with these areas. The recommendation is to reclassify vacant position #5053 from Program Business Specialist I, M30 to School Facilities Planning Analyst, M34 and to revise the class description of School Facilities Planning Analyst to reflect changes to typical tasks, working conditions and physical abilities. MSC (Rothman/Seal) to approve the recommendation as presented.

Special Education Aide, R36, NCCSE, Student Services – Susan Dixon

-The NCCSE program has received funding to establish an additional support staff position at its Discovery Hills/Valley school site. The duties to be performed are accurately reflected in the current job classification of Special Education Aide, R36. The recommendation is to classify one new position at Discovery Hills/Valley as a Special Education Aide, R36. MSC (Seal/Rothman) to approve the recommendation as presented.

After School Education and Safety (ASES) Program, R50, Student Services – Susan Dixon

-Based on independent audits in fiscal year 2008-09, the SDCOE is required to conduct additional training and oversight of after school programs in participating school districts. The program has received funding to hire an additional staff member to provide the required duties. The recommendation is to classify one new position in Student Services and Programs Division as an After School Education and Safety (ASES) Program Assistant, R50 and to revise the existing class description to reflect changes in program partnership and typical tasks. MSC (Rothman/Seal) to approve the recommendation as presented.

Interpreter II – DHH, R63, vacant position #8921, reclassified to Instructional Aide – SHH, R36, NCCSE, Student Services – Susan Dixon

-The NCCSE has identified a need for a staff member to provide tutorial support to DHH students and the classification of Instructional Aide – Deaf and Hard of Hearing accurately describes the duties to be performed. The recommendation is to reclassify vacant position #8921 from Interpreter II, R63 to Instructional Aide – Deaf and Hard of Hearing, R36. MSC (Seal/Rothman) to approve the recommendation as presented.

School Administrative Assistant, R44, Outdoor Education, reclassified to Office Support Assistant, R45, Student Services – Susan Dixon

-The Outdoor Education program is in the process on converting its school operation from a two-school program to a single school program, but the number of students to be served will not change. With the reduction of one school site and one School Principal, two School Administrative Assistant positions are no longer warranted. The Director of Outdoor Education, in conjunction with the Principal and Administrative Assistant II, have provided a list of all the duties that need to be performed by office support staff at the school site. These duties most closely resemble those contained in the classification of Office Support Assistant. The recommendation is to reclassify one School Administrative Assistant, R44, position in Outdoor Education to Office Support Assistant, R45. MSC (Seal/Rothman) to approve the recommendation as presented.

## **6. POSITION ANNOUNCEMENTS**

-None

**7. ELIGIBILITY LISTS**

- Benefits Representative II
- After School Education and Safety Programs Assistant
- Accounting Technician
- Account Clerk III
- Cabin Assistant – Male
- Financial Accounting and Reporting Manager

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

**8. PERSONNEL DIRECTOR'S REPORT**

-Michele Fort-Merrill reviewed the Strategic Plan handout and stated that the COE is working on developing year one specific strategies.

**9. PERSONNEL ACTIONS**

- As of July 2009
- As of August 2009
- Classified Bumping/Layoff Chart  
Presented for information only.

**10. OTHER**

- 2009-14 Strategic Plan
- Presented under Director's Report.

**11. Next Meeting – October 28, 2009, 9:00 AM, room 508**

**12. ADJOURNMENT**

- Meeting adjourned at 9:47 AM.

Approved: Personnel Commission

By: Mary Beale Date: 10/28/08