

PERSONNEL COMMISSION
MINUTES

June 17, 2009
8:30 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, Chris Iandolo

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

2. APPROVAL OF AGENDA

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

3. ADJOURN TO CLOSED SESSION

-The Commission adjourned to closed session at 8:41 for a Public Employee Performance Evaluation: Executive Director, Human Resources (Government code 54957)

4. RECONVENE OPEN SESSION

-The Commission reconvened the open session at 10:05; no action taken

5. APPROVAL OF MINUTES

-MSC (Seal/Rothman) to approve the minutes of May 20, 2009 as presented.

6. CLASSIFICATION/SALARY RECOMMENDATION

Job Description Update

-Migrant Education Preschool Instructional Assistant – Susan Dixon
Susan Dixon reviewed the changes to the Migrant Education Preschool Instructional Assistant.
MSC (Seal/Rothman) to approve the changes as presented.

Establish New Classification

Foster Youth Initiative Information Technician, R48, Foster Youth Services, Student Services –
Susan Dixon
Foster Youth Initiative Program Supervisor, M24, Foster Youth Services, Student Services –
Susan Dixon

-The County Office has been asked to take over management of the Jim Casey Youth Opportunity Initiative project for the final eight months of the grant. Both job descriptions have been developed based on assigned duties and salary allocation is commensurate with these duties. Both positions will be filled with staff currently working with the initiative and will be released from employment after eight months. The recommendation is to establish a new classification of Foster Youth Initiative Technician allocated to R48 of the classified support staff salary schedule, to classify one new position as such and to establish a new classification of Foster Youth Initiative Program Supervisor, allocated to range 24 on the management salary schedule, and to classify one position as such. MSC (Rothman/Seal) to approve the recommendations as presented.

Instructional Aide – Deaf and Hard of Hearing, R36, South County SELPA, Student Services – Susan Dixon

Interpreter I – Deaf and Hard of Hearing, R60, South County SELPA, Student Services – Susan Dixon

-The South County SELPA is absorbing the existing DHH Program and staff currently employed by the Chula Vista Elementary and La Mesa/Spring Valley School Districts. The duties assigned are consistent with the current classifications of Instructional Aide – Deaf and Hard of Hearing and Interpreter I - Deaf and Hard of Hearing. Changes were made to the Instructional Aide classification to reflect the need for some IA positions working with students who have additional physical disabilities with their personal care needs. The recommendation is to classify seven new positions at the South County SELPA as Instructional Aide – Deaf and Hard of Hearing, R26, approve the revised job description and to classify three new positions at the South County SELPA as Interpreter I – Deaf and Hard of Hearing, R60. MSC (Seal/Rothman) to approve the recommendations as presented.

7. POSITION ANNOUNCEMENTS

-None

8. ELIGIBILITY LISTS

- Purchasing Supervisor
- Cook
- Work Readiness Assistant II
- Administrative Assistant II

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

9. PERSONNEL DIRECTOR'S REPORT

-Ms. Fort-Merrill informed the Commission that most teachers and counselors will be sent rehire notices for 2009-10. The classified bumping list is being completed and the COE should be able to absorb all a few employees.

10. PERSONNEL ACTIONS

- As of April 2009
 - As of May 2009
- Presented for information only.

11. SET MEETING DATES FOR 2009-10

The following dates have been proposed for 2009-10 Commission meetings:

July 8, 2009	Sept. 16, 2009	October 28, 2009
Nov. 18, 2009	Dec. 2, 2009	Jan. 20, 2010
Feb. 17, 2010	March 17, 2010	April 21, 2010
May 19, 2010	June 16, 2010	

MSC (Rothman/Seal) to approve the meeting dates as listed above.

12. RECONVENE CLOSED SESSION

The commission reconvened the closed session at 10:30 to complete the employee evaluation.

13. RECONVENE TO OPEN SESSION – REPORT OUT CLOSED SESSION ACTIONS

The Commission reconvened to open session at 11:00 AM. No action was taken during the closed session.

14. ADJOURNMENT

-Meeting adjourned at 11:00 AM.

Approved: Personnel Commission

By: Mary Seall Date: 7/8/09