

PERSONNEL COMMISSION  
**MINUTES**

October 20, 2010  
9:00 AM, Room 508

**1. ROLL CALL**

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

Present: Susan Dixon, Diane Herrera, Lisa Nguyen

Secretary:

Recording Secretary: Maritess Pantaleon

**2. APPROVAL OF AGENDA**

-Michele Fort-Merrill motioned to revise agenda to include a presentation on Work Readiness at SDCOE, provided by Ed Rulenz, JCCS Teacher, Metro Region.

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

**3. APPROVAL OF MINUTES**

-MSC (Rothman/Beall) to approve the minutes of September 8, 2010 as presented.

**4. RATIFICATION OF ACTIONS BY DIRECTOR**

- Bindery Worker I & II, R38, Graphics, Business Services to Bindery Worker, R38, as a "terminal" job – Susan Dixon

Restructure the job classifications of Bindery Worker I & II to establish one job classification of Bindery Worker allocated to Range 38 of the Classified Support Staff Salary Schedule. Reclassify position #7298 and incumbent Mr. Ayala from Bindery Worker I (R36) to Bindery Worker (R38). Retitle existing position #7118 and incumbent Mr. Morris from Bindery Worker II (R38) to Bindery Worker (R38). Designate the classification of Bindery Worker I as a "terminal" job classification thereby eliminating the classification altogether when the existing incumbent terminates employment. Update "terminal" job description of Binder Worker I to add Physical Abilities section.

MSC (Rothman/Beall) to approve the recommendation as presented.

**6. CLASSIFICATION/SALARY RECOMMENDATION**

Job Description Updates

- Assessment Technician – Susan Dixon
- Audiological Technician – Susan Dixon
- Behavioral Support Assistant – Susan Dixon
- Behavioral Support Technician – Susan Dixon
- Early Intervention Assistant – Susan Dixon
- Health Services Specialist – Susan Dixon
- Instructional Aide – Deaf and Hard of Hearing – Susan Dixon
- Occupational Therapist – Susan Dixon
- Occupational Therapy Assistant – Susan Dixon
- Outdoor Education Program Specialist – Susan Dixon
- Outdoor Education Outreach Leader – Susan Dixon

- Registered Nurse – Susan Dixon
- Student Attendant – Susan Dixon
- Work Readiness Assistant II – Special Education – Susan Dixon

-Susan Dixon reviewed the updates made to the above job descriptions.  
MSC (Beall/Rothman) to approve the job description updates as presented.

## **7. POSITION ANNOUNCEMENTS**

- Account Clerk II – PART TIME
- Administrative Assistant I
- Administrative Assistant II
- Database Architect
- Parent and Family Liaison
- Special Education Aide – PART TIME
- Systems Technician II
- Technology Integration Specialist
- Web Developer/Programmer I

Presented for information.

## **8. ELIGIBILITY LISTS**

- Program Business Specialist III
- Student Support Specialist
- System Technician II

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

## **9. PERSONNEL DIRECTOR'S REPORT**

-Michele Fort-Merrill provided state budget information on the \$1.7 billion deferment for payment for the 2011-2012 fiscal year and the possible implications it would have for school budgets.

- Ms. Fort-Merrill attended the American Association for School Personnel Administrators conference, where she gave a presentation along with Steve Clemons, Assistant Superintendent, Integrated Technology Services.

- SDCOE partnered with La Mesa-Spring Valley School District's Human Resources department to provide temporary on-loan support, given by Jessica Glover, SDCOE HR Technician.

- Ms. Fort-Merrill proposed a presentation on "e-Genda," an online agenda for the Personnel Commission. Presentation will be held at the December 1, 2010 regular meeting.

## **10. PERSONNEL ACTIONS**

-As of September 2010

Presented for information only.

## **11. Next Meeting**

- December 1, 2010, JRRTC CL 1&3, 9:00 AM – Regular Meeting

**12. ADJOURNMENT**

-Meeting adjourned at 9:51 a.m.

Approved: Personnel Commission

By: Bert Deaf

Date: 1 DEC 2010