

PERSONNEL COMMISSION

MINUTES

April 21, 2010

9:00 a.m., Room 508

1. ROLL CALL

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

Present: Dave Liss, Elva Uribe, Lisa Nguyen, Susan Dixon

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

-MSC (Beall/Rothman) to approve the minutes of March 17, 2010 as presented.

4. RATIFICATION OF ACTIONS BY DIRECTOR

Classification Reviews

- Interpreter II – DHH, R63, NCCSE, Student Services, vacant position #8920, reclassified to Interpreter I – DHH, R60, NCCSE, Student Services – Susan Dixon

Due to a shortage of qualified candidates at the Interpreter II level, the NCCSE administration has requested reclassifying the vacant Interpreter II – DHH position to an Interpreter I – DHH. The recommendation is to reclassify vacant position #8920 from Interpreter II – DHH to Interpreter I – DHH.

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

- Speech Language Pathology Assistant, R52, NCCSE, Student Services – Susan Dixon
The NCCSE has received a request from the San Marcos Unified School District to hire additional support in the area of speech/language services. The existing classification of Speech Language Pathology Assistant accurately describes the duties the incumbents will perform. The recommendation is to classify two new positions at the North Coastal Consortium for Special Education as Speech Language Pathology Assistant.

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

5. CLASSIFICATION/SALARY RECOMMENDATION

Classification Reviews

-Migrant Secondary School Advisor, M40, Migrant Education, Student Services, vacant position #8034, reclassified to Migrant Services Aide, R40, Migrant Education, Student Services – Susan Dixon

The Migrant Education Program has a need for a staff member to provide a broad range of support services to students and families in the elementary grades at the Carlsbad Unified School District. The existing classification of Migrant Services Aide accurately describes the duties to incumbent will be assigned. The recommendation is to reclassify vacant position #8034 from Migrant Secondary School Advisor (R40) to Migrant Services Aide (R40)>

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

6. POSITION ANNOUNCEMENTS

-Speech-Language Pathology Assistant
-Web Developer/Programmer I
-Instructional Aide, DHH

Presented for information.

7. ELIGIBILITY LISTS

-Technology Architecture Specialist
-Purchasing/Contracts Supervisor
-School Facilities Planning Coordinator

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

8. PERSONNEL DIRECTOR'S REPORT

-Michele Fort-Merrill reported that sixteen positions are being eliminated for the 2010-11 fiscal year. As a result, nine employees will be laid off; two staff were reassigned; three staff retired and two positions were vacant. The budget will be reviewed once the Governor has issued his May revise.

-Ms. Fort-Merrill announced the start of the new Human Capital Development Program, the EDGE (Employee Development, Growth and Enrichment). Specific Result 3.2 of the Strategic Plan called for the creation of a leadership development program. A cross-divisional group of employees began working on this project last fall and the initial coursework is now being rolled out. Three courses are planned during this initial phase: Communication in the Workplace; Managing your Boss; and Change Management.

-Ms. Fort-Merrill informed the Commission that Dr. Ward has initiated a review of the County Office of Education for possible realignment. Focus groups will be invited to give input into the new organizational structure, offer ways to align work, processes and structures. Steve Clemons, Assistant Superintendent, Integrated Technology Services, and Ms. Fort-Merrill will lead the focus groups. The intent is to have the new structure in place by July 1, 2010.

9. PERSONNEL ACTIONS

-As of March 2010

Presented for information only.

**10. Next Meeting – April 30, 2010, 8:30 AM Room 301, Employee Appeal Hearing
May 12, 2010, 9:00 AM, location to be determined**

11. ADJOURNMENT

-Meeting adjourned at 9:50 AM.

Approved: Personnel Commission

By: _____ Date: _____