

PERSONNEL COMMISSION

**MINUTES**

December 1, 2010

9:00 am, JRRTC CL 1&3

**1. ROLL CALL**

Members Present:

Miriam Rothman, Commissioner  
Bert Seal, Commissioner  
Mary Beall, Commissioner

Present:

Michele Fort-Merrill, Susan Dixon, Lisa  
Nguyen, Elva Uribe, Dave Liss, Mike  
Reese

Secretary:

Recording Secretary:

Maritess Pantaleon

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

-MSC (Beal/Rothman) to approve the minutes of October 20, 2010 as presented.

**4. RATIFICATION OF ACTIONS BY DIRECTOR**

-none

**5. CLASSIFICATION/SALARY RECOMMENDATION**

Classification of Positions - New

- Computer Support Technician, Range 52, Integrated Technology Services – Susan Dixon  
Establish new classification of Computer Support Technician allocated to Range 52 of the classified support staff salary schedule. Classify one new position in Integrated Technology Services as Computer Support Technician.
- Enterprise Resource Planning (ERP) Coordinator, Range M45, Integrated Technology Services – Susan Dixon  
Establish a new classification of Enterprise Resource Planning (ERP) Coordinator allocated to Range 45 of the Management Salary Schedule. Classify one new position in Integrated Technology Services as an ERP Coordinator.
- Student Information System Manager, Range M44, Student Information Systems, Integrated Technology Services – Susan Dixon  
Reorganize the Student Information Systems Department by combining two existing managerial functions to one assignment. Establish a new classification of Student Information System Manager, allocated to Range 44 of the Management Salary Schedule. Classify one new position in Student Information Systems as Student Information Systems Manager. Eliminate current Student Information Systems Supervisor (M34) position and vacant former SIS Director (M48) assignment.

**6. POSITION ANNOUNCEMENTS**

- Database Architect
- Executive Director, District Financial Services
- Food Services Worker, Camp Palomar, Outdoor Education
- Foster youth Services Educational Liaison I
- Instructional Aide – DHH, Davila Day School, Special Education
- Migrant Secondary School Advisor, San Marcos
- Program Business Specialist II, Risk Management

Presented for information.

**7. ELIGIBILITY LISTS**

- Clerical Assistant
- Parent and Family Liaison
- Special Education Aide
- Web Developer/Programmer I
- Work Readiness Assistant I

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

**8. PERSONNEL DIRECTOR'S REPORT**

- December 17<sup>th</sup> Holiday Party at SDCOE
- Update on ongoing employee disciplinary case; Judge granted motion to remove all personal names of defendants (with the exception of the COE and Superintendent).

**9. PERSONNEL ACTIONS**

- As of October 2010

Presented for information only.

**10. PRESENTATION**

- e-Genda overview; PC agree to implement use of e-Genda for PC meetings
- Review of PC specifications to take place before next meeting

**11. Next Meeting – January 19, 2011, Room 508, 9:00 A.M.**

**11. ADJOURNMENT**

- Meeting adjourned at 9:39 am

Approved: Personnel Commission

By: Mary Beall Date: 1/19/11