

PERSONNEL COMMISSION

MINUTES

February 17, 2010
9:00 a.m., Room 508

1. ROLL CALL

Members Present:

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

Present:

Dave Liss, Mike Reese, Elva Uribe, Lisa
Nguyen, Susan Dixon

Secretary:

Michele Fort-Merrill

Recording Secretary:

Diane Herrera

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

-MSC (Rothman/Beall) to approve the minutes of January 25, 2010 as presented.

4. CLASSIFICATION/SALARY RECOMMENDATION

Classification of Positions (New)

-Science Outreach Program Assistant, R36, Outdoor Education, Student Services – Susan Dixon

The Outdoor Education Program has received funding from Kaiser Permanente and Henry's Grocer to expand the Science Outreach Program. The program would like to use some of the new funding to hire a support staff member to assist the Outreach Leader with bookings, materials maintenance and routine clerical tasks. The recommendation is to establish a new classification of Science Outreach Program Assistant allocated to range 36 of the Classified Support Staff Salary Schedule and to classify one new position in Outdoor Education as Science Outreach Program Assistant.

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

5. POSITION ANNOUNCEMENTS

- Purchasing/Contracts Supervisor
- Project Specialist – Homeless Education (promotional only)
- Technology Architecture Specialist
- Technology Integration Specialist

Presented for information.

6. ELIGIBILITY LISTS

-Programmer/Systems Analyst II

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

7. PERSONNEL DIRECTOR’S REPORT

-Michele Fort-Merrill announced that Miriam Rothman will be awarded the Distinguished Commissioner Award from the California School Personnel Commissioners Association at its annual conference on February 18, 2010. Ms. Rothman has served as a Personnel Commissioner for the San Diego County Office of Education for 18 years.

8. PERSONNEL ACTIONS

-As of January 2010

Presented for information only.

9. Next Meeting – March 17, 2010, 9:00 AM, room 508

Due to a scheduling conflict, Ms. Beall asked the commission to reschedule the May 19, 2010 meeting. MSC (Beall/Rothman) to reschedule the May 19, 2010 meeting to May 12, 2010. Room location to be determined.

10. PUBLIC HEARING – 2010-11 PERSONNEL COMMISSION BUDGET

Mr. Seal opened the hearing at 9:13 AM. The Commission reviewed the proposed 2010-11 budget. No comments from the public were presented. Mr. Seal closed the hearing at 9:17 AM. No action was taken.

11. ADJOURNMENT

-Meeting adjourned at 9:18 AM.

Approved: Personnel Commission

By: _____ Date: _____