

PERSONNEL COMMISSION

MINUTES

January 25, 2010

9:00 a.m., Room 508

1. ROLL CALL

Members Present:

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

Present:

Dave Liss, Chris Landolo, Elva Uribe, Lisa
Nguyen, Susan Dixon, Debra Bray

Secretary:

Michele Fort-Merrill

Recording Secretary:

Diane Herrera

2. PC Organization

-MSC (Rothman/Seal) to appoint Bert Seal as Chair of the Committee for 2010.

-MSC (Beal/Seal) to appoint Miriam Rothman as Vice-Chair of the Committee for 2010.

3. APPROVAL OF AGENDA

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

4. APPROVAL OF MINUTES

- MSC (Beall/Rothman) to approve the minutes of November 23, 2009 as presented.

5. RATIFICATION OF ACTIONS BY DIRECTOR

Job Description Updates

-Project Specialist, Picture This Model Development and Dissemination Grant

-Foster Youth Services Coordinator

Susan Dixon reviewed the changes made to both job descriptions. The recommendation is to approve the changes as submitted and to re-title the Project Specialist, Picture This Model Development and Dissemination Grant job description to Project Specialist, Educational Technology Designer and to re-title the Foster Youth Services Coordinator job description to Foster Youth Services/Homelss Education Coordinator. MSC (Rothman/Beall) to approve the recommendation as presented.

Classification Reviews

-Administrative Assistant II, R48, vacant position #7894, ITS reclassified to Programmer/systems Analyst II, R69, ITS – Susan Dixon

-The HR Technology Specialist, M38, vacant position #8221, ITS, reclassified to Network Analyst II, R65, ITS – Susan Dixon

The Assistant Superintendent of ITS has decided to reorganize the Software Application Services Unit. As such, it has been determined that the technological needs of the SDCOE are more consistent with reclassifying the vacant Administrative Assistant II position to Programmer/Systems Analyst II, R69 and reclassifying the vacant the Human Resources Technology Specialist (m38) to Network Analyst II, R65. The recommendation is to reclassify vacant position #7894 from Administrative Assistant II, R48 to Programmer/Systems Analyst II, R69 and to reclassify vacant position #8221 from Human Resources Technology Specialist, M38, to Network Analyst II, R65.

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

-Web Artist, R53, PDOP, LRET – Susan Dixon

The Professional Development Online Production Department has received funding to staff a new position. Upon reviewing the anticipated tasks the incumbent will perform, the appropriate classification is the already established Web Artist classification. The recommendation is to classify one new position in the LRET Professional Development Online Production Department as a Web Artist, R53.

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

6. CLASSIFICATION/SALARY RECOMMENDATION

Classification Reviews

Coordinator, Homeless Education (Certificated), M45, Student Services & Programs, reclassified to Homeless Education Project Specialist, M35, Student Services & Programs – Susan Dixon

The Senior Director of the Student Support Services unit has combined the Homeless Education Services and Foster Youth Services departments in her unit. After reviewing the duties to be assigned, the new classification of Homeless Education Project Specialist, allocated to range 35 of the management salary schedule, was developed. The recommendation is to establish a new classification of Homeless Education Project Specialist, allocated to range 35 of the Management Salary schedule and to reclassify vacant position #4377 from Coordinator, Homeless Education (M45 certificated) to Homeless Education Project Specialist, M35. MSC (Rothman/Beall) to approve the recommendation as presented.

Classification of Positions (New)

-Technology Integration Specialist, M30, ITS – Susan Dixon

-Technology Architecture Specialist, M30, ITS – Susan Dixon

The ITS Division has received special funding to staff two new professional-level positions. The first assignment, Technology Integration Specialist, will have responsibility for working with teachers to transform classes by using technology in ways that will engage students in learning. The second assignment, Technology Architecture Specialist, will work with districts and SDCOE programs to help design technology systems that will fit the specific needs of clients. The recommendation is to establish the new classifications of Technology Integration Specialist and Technology Architecture Specialist, allocated to range 30 of the Classified Management Salary Schedule and to classify one new position in ITS as Technology Integration Specialist, and one new position as Technology Architecture Specialist.

MSC (Beall/Rothman) to approve both recommendations as presented.

7. POSITION ANNOUNCEMENTS

-Office Support Assistant – Promotional Only

-School Facilities Planning Coordinator – Bond Project Manager

-School Facility Planning Coordinator – District Liaison

-Consultant, Business Advisory Services

-Network Analyst II

-Programmer/Systems Analyst II

-Student Support Specialist – Open/Promotional (two vacancies)

Presented for information.

8. ELIGIBILITY LISTS

- Budget and Accounting Manager
- Child Nutrition Program Clerk
- School Clerk Typist II
- Custodian
- Web Artist

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

9. PERSONNEL DIRECTOR’S REPORT

-

Michele Fort-Merrill distributed the 2010 San Diego County Office of Education Report to the Community.

Ms. Debra Bray, Attorney for the Commission, was present to respond to Commissioners’ questions regarding commission procedures.

10. PERSONNEL ACTIONS

- As of November 2009
- As of December 2009

Presented for information only.

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

12. ADJOURNMENT

- Meeting adjourned at 9:40 AM.

Approved: Personnel Commission

By: _____ Date: _____