

PERSONNEL COMMISSION
MINUTES
June 16, 2010
9:00 A.M., Room 508

1. ROLL CALL

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

Present: 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 (Beall/Rothman) to approve the minutes of May 10, 2010 as presented.

4. CLASSIFICATION/SALARY RECOMMENDATION

Classification Reviews

The Commission took the following items together as one item:

- Administrative Assistant I, R44, vacant position #7356, Maintenance and Operations, Business Services, reclassified to Program Secretary, R41, Business Services - Susan Dixon
- Occupational Therapist, R67, NCCSE (3 positions), Student Services – Susan Dixon
- Instructional Aide – DHH, R36, NCCSE (new position), Student Services – Susan Dixon
- Software Services Project Manager, M44, Application Services, ITS, vacant position #5062, reclassified to Web Developer/Programmer I, R58, Application Services, ITS. Establish and classify Database Architect, R58, Application Services, ITS – Susan Dixon
- Account Clerk III, R48, Risk Management, Business Services, vacant position, reclassified to Account Clerk II, R42, Risk Management, Business Services – Susan Dixon
- Administrative Assistant I, R44, vacant position #7356, Maintenance and Operations, Business Services, reclassified to Program Secretary, R41, Business Services - Susan Dixon

The Assistant Superintendent of Business Services has reduced this previously full-time assignment to a part-time, two day a week position. The duties to be assigned to this position are consistent with the existing classification of Program Secretary. The recommendation is to reclassify vacant position #7356 from Administrative Assistant I, R44 to Program Secretary, R41.

- Occupational Therapist, R67, NCCSE (3 positions), Student Services – Susan Dixon

The NCCSE has received approval and funding from its member districts to add three additional Occupational Therapist positions to its staff. The recommendation is to classify three new positions at NCCSE as occupational Therapist, R67.

-Instructional Aide – DHH, R36, NCCSE (new position), Student Services – Susan Dixon

The NCCSE has received approval and funding from its member districts to hire an additional support staff member to assist in the Deaf and Hard of Hearing Program. The duties the incumbent will perform are consistent with the existing classification of Instructional Aide – DHH. The recommendation is to classify one new position at NCCSE as Instructional Aide – DHH, R36.

-Software Services Project Manager, M44, Application Services, ITS, vacant position #5062, reclassified to Web Developer/Programmer I, R58, Application Services, ITS. Establish and classify Database Architect, R58, Application Services, ITS – Susan Dixon

The Senior Director of Software Application Services is requesting converting one management position into two support staff assignments. After assessing the needs of the unit, the duties assigned to one position are accurately described in the current classification of Web Developer/Programmer I. The duties assigned to the other position are related to database management. The new classification of Database Architect is proposed to meet these needs.

The recommendation is to reclassify vacant position #5062 from a Software Services Project Manager to a Web Developer/Programmer I, R58. Create a new classification of Database Architect allocated to range 58 of the classified support staff salary schedule. Classify one new position in Software Application Services as a Database Architect.

-Account Clerk III, R48, Risk Management, Business Services, vacant position, reclassified to Account Clerk II, R42, Risk Management, Business Services – Susan Dixon

The Risk Management department has reviewed the duties to be assigned to a vacant Account Clerk III position, and, as such, it has been determined that the duties the incumbent will be performing are more consistent with the classification of Account Clerk II. The recommendation is to reclassify a vacant Account Clerk III, R48, position in Risk Management to an Account Clerk II, R42.

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

5. POSITION ANNOUNCEMENTS

- Occupational Therapy Assistant, .87 FTE
- Program Business Specialist III – Special Education
- Occupational Therapist
- Science Outreach Program Assistant

Presented for information.

6. ELIGIBILITY LISTS

- Web Developer/Programmer I
- Behavioral Support Assistant
- Instructional Aide – DHH
- Instructional Aide, Visually Impaired

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

7. PERSONNEL DIRECTOR’S REPORT

-No Report

8. PERSONNEL ACTIONS

-As of May 2010

Presented for information only.

9. ADJOURN TO CLOSED SESSION

-Public Employee Performance Evaluation: Executive Director, Human Resources (Government Code 54957), continued from May 10, 2010

-The Commission adjourned to closed session at 9:16 AM.

10. RECONVENE OPEN SESSION – REPORT OUT CLOSED SESSION ACTIONS

-Public Employee Performance Evaluation: Executive Director, Human Resources

The Commission returned to open session at 9:45 AM. No action was taken during the closed session:

**11. Next Meeting – June 17, 2010, 9:00 AM, Board Room, room 508
July 21, 2010, 9:00 AM Board Room, room 508**

11. ADJOURNMENT

-Meeting adjourned at 9:45 AM.

Approved: Personnel Commission

By: _____ Date: _____