

PERSONNEL COMMISSION
MINUTES

September 8, 2010
9:00 AM, Room 508

1. ROLL CALL

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

Present: Dave Liss, Katy Kellers, Lisa Nguyen,
Susan Dixon

Secretary:

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 July 21, 2010 as presented.

4. COMMUNICATIONS

- Notice of Action to Re-Appoint Personnel Commissioner (Rothman) – Michele Fort-Merrill

-MSC (Beall/Seal) to re-appoint Miriam Rothman as the joint representative to the Personnel Commission for a new 3-year term beginning 12/1/10.

5. RATIFICATION OF ACTIONS BY DIRECTOR

-JCCS Student Transition Technician, R52, JCCS, Student Services – Susan Dixon
The JCCS program has received funding to staff one additional position which will be assigned tasks typical to the existing classification of JCCS Student Transition Technician. The recommendation is to classify one new position in JCCS as Juvenile Court and Community Schools Students Transition Technician, R52.

-Early Childhood Professional Development Training Assistant, R50, Early Education, Student Services, 5 positions – Susan Dixon
The Early Education Department has received funding to staff 5 additional support positions which will be assigned tasks typical to the existing classification of Early Childhood Professional Development Training Assistant, R50. The recommendation is to classify five new positions in Early Education as Early Childhood Professional Development Training Assistant, R50.

-Systems Technician II, R52, Early Education, Student Services –Susan Dixon
The Early Education Department has received funding to staff one additional support position which will be assigned tasks typical to the existing classification of Systems Technician II, R52. The recommendation is to classify one new position in Early Education as Systems Technician II, R52

-Work Readiness Assistant I (2 positions), R38, and Work Readiness Assistant II (1 position), R42, JCCS, Student Services – Susan Dixon
The JCCS program has received fund to staff three additional positions. Two of the positions will perform tasks typically assigned to the existing classification of Work Readiness Assistant I, R38 and one position will be assigned duties typical to the existing classification of Work

Readiness Assistant II, R42. The recommendation is to classify two new positions in JCCS as Work Readiness Assistant I, R38 and one position in JCCS as Work Readiness Assistant II, R42.

The commission took the above actions as one. MSC (Rothman/Beall) to approve the recommendations as presented.

6. CLASSIFICATION/SALARY RECOMMENDATION

Job Description Updates

- Program Business Specialist III – Susan Dixon
- Technology Integration Specialist – Susan Dixon

-Susan Dixon reviewed the updates made to the Program Business Specialist III and Technology Integration Specialist job descriptions. MSC (Beall/Rothman) to approve the job description updates as presented.

Classification of Positions

-Maintenance Worker, R39, JCCS, Student Services – Susan Dixon

The JCCS Program has received funding to staff one additional part-time position which will be assigned tasks typical to those of the existing classification of Maintenance Worker, R39. The recommendation is to classify one new position in Juvenile Court and Community Schools as a Maintenance Worker, R39 and to update the existing class description of Maintenance Worker to include a Working Conditions/Physical Abilities Section.

-Instructional Aide – Vision Impaired, R36, South County SELPA, Student Services – Susan Dixon

The South County SELPA has received funding to staff one additional staff position which will be assigned tasks consistent with the existing class description of Instructional Aide – Vision Impaired, R36. The recommendation is to classify one new position at South County SELPA as Instructional Aide – Vision Impaired, R36.

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

7. POSITION ANNOUNCEMENTS

- Administrative Assistant III, HR, Confidential
- Clerical Assistant
- Early Childhood Professional Development Training Assistant (4FT/1 PT)
- Food Services Worker
- PASS Community Aide I
- PASS Community Aide II
- Program Business Specialist III
- Purchasing/Contracts Supervisor
- Staff Development Assistant
- Student Support Specialist
- Student Transition Technician – JCCS

Presented for information.

8. ELIGIBILITY LISTS

- Buyer
- Custodian
- Network Analyst II
- Purchasing/Contracts Supervisor
- Science Outreach Program Assistant

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

9. PERSONNEL DIRECTOR'S REPORT

-Susan Dixon introduced the new Staff Development Assistant, Diane Herrera and gave a brief review of the EDGE program. Ms. Dixon also reported out on the All-Staff Workshop, 2010.

10. PERSONNEL ACTIONS

- As of July 2010
- As of August 2010

Presented for information only.

11. Next Meeting

- October 12, 2010 , room 209, 10:00 AM – Special Meeting
- October 20, 2010, room 508, 9:00 AM – Regular Meeting

12. ADJOURNMENT

-Meeting adjourned at 9:35 AM

Approved: Personnel Commission

By: Beall Date: 10.20.2010