

PERSONNEL COMMISSION
MINUTES

February 16, 2011
9:00 am, Room 508

1. ROLL CALL

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

Present: Susan Dixon, Lisa Nguyen, Elva Uribe, David Liss, Mike Reese

Secretary: Michele Fort-Merrill

Recording Secretary: Michele Fort-Merrill

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

MSC (Rothman/Seal) to approve the minutes of January 19, 2011, as presented.

4. RATIFICATION OF ACTIONS BY DIRECTOR

A. Job Description Update

• After School Education and Safety (ASES) Program Assistant

Ms. Dixon explained the changes to the job description to reflect duties and responsibilities as described in the grant that funds the positions. There was no change to the current salary range allocation.

• Technology Integration Specialist

It was reported that the Director to action to approve this job description and salary range of this new classification at M35 is reflected in the attached description after the manager reported his plan to combine duties of two positions. The range allocation is appropriate for the level of responsibility of the new classification.

The commission took the above actions as one. MSC (Seal/Rothman) to ratify the actions of the director as presented.

5. CLASSIFICATION/SALARY RECOMMENDATION

A. New Positions

- Distribution Clerk II. The Early Education Unit has created a position that will have the responsibility for assembly and distribution of toys and equipment used in the program's educational activities. This is a position that was eliminated in the past and is being re-established. The recommendation was to approve the classification of the new position as Distribution Clerk II (job description and classification analysis report attached) at range 38 of the Classified Support Salary Schedule.

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

B. Classification of Existing Positions

- Payroll Services Manager (Proposed). It was reported that units within the Business Services Division are being re-organized in order to create greater efficiencies. This proposed classification reflects the combination of the payroll audit responsibilities currently assigned to the Payroll Audit/Systems Utilization Manager at M44 and the management of the payroll services currently assigned to the Payroll Supervisor (M28) position in the Internal Business Department. The Payroll/Systems Utilization Manager oversees the audit functions of district payroll preparation. The Payroll Supervisor (now vacant) oversees and performs payroll preparation for SDCOE employees. The intent of the merge is to combine resources to allow for greater efficiencies and streamlined processing of payroll for the SDCOE. It was reported that both positions are currently vacant. The recommendation was to approve the new classification and job description of Payroll Services Manager at range M44 and to classify the vacant position of Payroll/Systems Utilization Manager to Payroll Services Manager. The classification analysis report is attached.
- Budget Systems Analyst (Proposed). It was reported that this proposed new classification is a result of a position being created in the Internal Business Department to provide support to the budget preparation and monitoring responsibilities in the Budget & Accounting Unit. It was further reported that this position aligns with the current classification of Financial Reporting Analyst at range 58 of the Classified Support Salary Schedule. A position will be transferred to the Budget & Accounting Unit from the former Payroll Audit/Systems Utilization Unit to which the duties of this new classification will assigned. The recommendation was to approve the new classification and job description of Budget Systems Analyst at range 58. The classification analysis report is attached.

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

5. POSITION ANNOUNCEMENTS

<u>TITLE</u>	<u>TYPE</u>
After School Education & Safety (ASES) Program Assistant	Open
Coordinator - TechSETS	Promotional Only
Distribution Worker II – Part-Time	Open
Maintenance Worker	Open
Program Secretary –Part-Time	Open
Migrant Services Aide	Open
Computer Operations Supervisor	Promotional Only
Technology Integration Specialist/ITV Programming & Promotions Specialist	Promotional Only

The above listed position announcements were presented for information only.

6. ELIGIBILITY LISTS

<u>TITLE</u>	<u># Eligible</u>	<u>TYPE</u>	<u>EXPIRES</u>
Instructional Aide -DHH	3	Open	6/15/11
Migrant Secondary School Advisor	6	Open	6/15/11
Program Secretary Part-Time	5	Open	8/07/11

MSC (Seal/Rothman) to approve the eligibility lists as corrected.

7. INFORMATION ITEMS

- Personnel Actions
A report of personnel actions for January 2011 was presented for information.
- Presentations
None

8. Communications

- None

9. DIRECTORS REPORT

- None

10. OTHER ACTIONS

- A. Appeal of Rejection/Candidate Not Selected.
 - 1. MSC (Rothman/Seal) to set March 16, 2011 as the date to review the written appeal submitted by a candidate not selected for a position. Fort-Merrill indicated she would notify the candidate of the date and would provide the Commission the written appeal information in the agenda materials for the March meeting.
- B. Adjourn to Closed Session Pursuant to Government Code §54957.
Public Employee Discipline Appeal. In accordance with the appellant's request, the Commission began the discipline appeal hearing in open session at 10:00 a.m. Proceedings of the hearing were recorded by the court reporter present. The Commission adjourned to closed session to deliberate shortly thereafter after Mr. Vrevich, attorney for appellant, announced that he was not available to be at the hearing and that he was going to leave. The Commission returned to open session and recessed the hearing until 10:00 a.m., February 23, 2011.

11. DATE OF NEXT MEETING

- A. Special Meeting: February 23, 2011, 10 a.m., Room 302
- B. Regular Meeting: March 16, 2011, 9 a.m., Room 508

12. ADJOURNMENT

Meeting adjourned at 10:35 a.m.

Approved: Personnel Commission

By: M Beall Date: 3/16/11