

PERSONNEL COMMISSION

MINUTES

March 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: Maritess Pantaleon

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

MSC (Rothman/Seal) to approve the minutes of February 16, 2011 as presented.

MSC (Seal/Rothman) to approve the minutes of February 23, 2011 as presented.

4. RATIFICATION OF ACTIONS BY DIRECTOR

None

5. CLASSIFICATION/SALARY RECOMMENDATION

A. Classification of New Positions

- **Community Services Program Assistant**, Range R50, Safe Schools, Student Services and Programs – Susan Dixon.
The Safe Schools Department has received funding from the California Department of Education to staff an additional position which will be assigned tasks typical to the existing classification of Community Services Program Assistant (R50). The Recommendation is to classify one new position in the Safe Schools Department as a Community Services Program Assistant (R50).
- **PASS Community Aide I**, Range 42, Safe Schools, Student Services and Programs – Susan Dixon
The Safe Schools Department has received additional funding from the California Department of Education to hire additional staff to support the expanding AmeriCorps Program which will be assigned tasks typical to the existing classification of PASS Community Aide I (R42). The recommendation is to classify one new position in the Safe Schools Department as PASS Community Aide I (R42).
- **Project Management Assistant**, Range 50, Modernization, Improvement, and Transformation Initiative – Susan Dixon
The MITI division is in need of a support staff position to perform a full-range of administrative support duties as well as conduct research and data analysis to provide input and recommendations related to the project. The primary function of the position will be to track the status of the project and provide information regarding its status through oral and written communication. Additionally, as the project advances, the incumbent will assist with duties associated with launching the system

including training and user support. The SDCOE does not currently have a classification that accurately describes the various functions of this position. Establish a new classification of Project Management Assistant allocated to Range 50 of the Classified Support Staff Salary Schedule. It is recommended that a new classification be established with clearly defined, specific tasks related to project management and implementation. The salary recommendation of Range 50 is based on the classification's comparability to Administrative Assistant III, Human Resources Technician II and Technology Center Events Assistant.

Classify one new position in Modernization, Improvement, and Transformation Initiative as Project Management Assistant (R50).

The Commission took the above actions as one. MSC (Rothman/Seal) to approve the recommendation as presented.

B. Job Description Updates

- Computer Operator
- Instructional Aide – Deaf and Hard of Hearing
- Senior Director – Software Application Services

Susan Dixon reviewed the updates made to the above job descriptions. MSC (Seal/Rothman) to approve the job descriptions recommendations as presented.

6. POSITION ANNOUNCEMENTS

<u>TITLE</u>	<u>TYPE</u>
Budget Systems Analyst	Promo
Computer Support Technician	Open
Instructional Aide – Deaf and Hard of Hearing – Part-time	Open
Interpreter I – Deaf and Hard of Hearing – Part-time	Open
Migrant Education Preschool Instructional Aide – Part-time	Open
Payroll Services Manager	Open
Payroll Technician	Open
School Facilities Planning Coordinator – Bond Project Manager	Open
Senior Director – Software Application Services	Promo

The above listed position announcements were presented for information only.

7. ELIGIBILITY LISTS

<u>TITLE</u>	<u># Eligible</u>	<u>TYPE</u>	<u>EXPIRES</u>
After School Education and Safety Programs Assistant	2	Open	8/11/11
Budget Specialist	6	Open	8/22/11
Computer Operations Supervisor I	2	Open	8/22/11
Distribution Clerk II	12	Open	9/9/11

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

8. INFORMATION ITEMS

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

9. COMMUNICATIONS

- None

10. DIRECTORS REPORT

- None

11. OTHER ACTIONS

- A. Approval of Personnel Commission 2011-12 Budget
The 2011-12 budget was presented for first reading. Michele Fort-Merrill reviewed the reasons for changes in funding allocations. MSC (Seal/Rothman) to set April 20, 2011 as the public hearing date to review the proposed 2011-12 budget.
- B. Appeal of Rejection/Candidate Not Selected
1. In accordance with the appellant's request, the Commission began the appeal at 9:20 am. Michele Fort-Merrill provided the Commission with the appellant's initial written appeal of the results of the selection of the Lead Payroll Technician candidate under the Merit System Rules, Chapter IV.12. Appellant addressed the Commission and expressed her reasons for appeal.
- Michele Fort-Merrill discussed the findings from her administrative review of the examination, certification and selection process for the Lead Payroll Technician recruitment. MSC (Rothman/Seal) to uphold the County Office's candidate selection for Lead Payroll Technician as presented.
- C. Adjourn to Public Employee Discipline Appeal in Room 307
In accordance with the appellant's request, the Commission began the discipline appeal hearing in open session at 10:30 a.m. Proceedings of the hearing were recorded by the court reporter present. The Commission will continue hearing to 9:00 a.m., March 17, 2011 in open session per appellant's request.

12. DATE OF NEXT MEETING

- A. Special Meeting: March 17, 2011, 9:00 am, Room 508
- B. Special Meeting: March 28, 2011, 10:00 am, Room 508
- C. Regular Meeting: April 20, 2011, 9:00 a.m., Room 508

13. ADJOURNMENT

Meeting adjourned at 10:10 a.m.

Approved: Personnel Commission

By: Mary Beall

Date: 4/20/11