

PERSONNEL COMMISSION
MINUTES
April 20, 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, Mike Reese

Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

- Regular Meeting: March 16, 2011
- Special Meeting: March 17, 2011

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

4. RATIFICATION OF ACTIONS BY DIRECTOR

A. New Positions

- **Human Resource Services Manager**, Range M44, Human Resource Services – Michele Fort-Merrill.

In light of two current vacant positions in the Human Resources Department, the Executive Director, Human Resource Services is taking the opportunity to reorganize the department and realign the essential functions of several positions. The current classification of Human Resources Operations Supervisor has had specific responsibility to plan, organize and control operations and records systems; supervise the performance of the human resources operations and employee services functions; and perform difficult and complex technical assignments. The Executive Director is requesting the expansion of the role of this position to include managing and performing tasks related to classification, compensation, recruitment, and staff development.

This change is necessary as the role of the Executive Director has become broader in recent years due to the position's involvement in a number of key projects as a result of being a member of the Strategic Leadership Team. The recommended salary allocation of the new classification to Management Range 44 is based on evaluating the job description against the Ewing Point Factor System. The recommendation is to establish new classification of Human Resource Services Manager allocated to Range 44 of the Management Salary Schedule. Reclassify vacant position #5227 from Human Resources Operations Supervisor (M36) to Human Resource Services Manager (M44).

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

5. CLASSIFICATION/SALARY RECOMMENDATION

A. Classification of New Positions

- **Human Resource Systems Analyst**, Range R58, Human Resource Services – Michele Fort-Merrill.
Due to vacancies in the Human Resources Department, there is an opportunity to realign duties in such a way as to improve the efficiencies of tasks currently being performed by several staff members. The Executive Director, Human Resource Services is requesting the establishment of a position whose essential function will be to support the HR computer systems and applications including producing reports and assisting SDCOE staff with HR systems. The proposed class description of Human Resources Systems Analyst accurately describes the duties the incumbent will be assigned. The recommendation of Range 58 on the Classified Support Staff Salary Schedule is made in light of the position's comparability to the existing classification of Budget Systems Analyst. The recommendation is to establish a new classification of Human Resources Systems Analyst allocated to Range 58 of the Classified Support Staff Salary Schedule. Reclassify position number 5152 from Human Resources Analyst I to Human Resources Systems Analyst.
- **Mentoring Community Aide**, Range R42, Safe Schools, Student Services and Programs – Susan Dixon.
The Safe Schools Department has received additional funding from the California Department of Education to hire an additional staff member to support the Jessie Program. The duties the incumbent will perform are consistent with the existing class description of Mentoring Community Aide. Revisions have been made to the class description to follow the essential function format as well as update the tasks and minimum qualifications. The recommendation is to classify one new position in Safe Schools as Mentoring Community Aide (R42) and update the class description for Mentoring Community Aide.
- **School Clerk Typist II**, Range R40, South County SELPA, Davila Day School, Student Services and Programs – Susan Dixon
The SDCOE absorbed the Davila Day School, a deaf and hard-of-hearing school, from the Chula Vista School District last year. As such, six teachers and six instructional aides were absorbed by the SDCOE. At the time of the absorption, there was not funding in place for a clerical support staff position. The governing board of the South County SELPA has since contributed funding to add a support staff position. The duties the incumbent will perform are consistent with the existing classification of School Clerk Typist II. The recommendation is to classify one new position in Student Services, Davila Day School as School Clerk Typist II (R40).

B. Reclassification Update

- **Systems Technician II**, Range R52, JCCS, Student Services and Programs – Susan Dixon.
The JCCS Program has been assigned the responsibility of supporting the three SDCOE special education schools with their state reporting and student information system. As such, the JCCS leadership team has determined that rather than filling a vacant Program Clerk position, the need exists to add an additional Systems Technician position. The incumbent will work with the existing Systems Technician to determine the information management data systems needs of JCCS/special education schools, respond to requests for specialized or modified services/reports, and train users on system use. These tasks are consistent with the current

classification of Systems Technician II. The recommendation is to reclassify vacant position #8055 from Program Clerk (R44) to Systems Technician II (R52).

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

C. Job Description Updates

- Migrant Services Aide (Proposed)

Susan Dixon reviewed the update made to the above job description. MSC (Rothman/Seal) to approve the job description recommendation as presented.

6. POSITION ANNOUNCEMENTS

<u>TITLE</u>	<u>TYPE</u>
Computer Operator	Open
Human Resource Services Manager	Open
Project Management Assistant	Promo
Registered Nurse	Open

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>
Computer Support Technician	7	Open	9/15/11
Instructional Aide – Deaf and Hard of Hearing	7	Open	9/25/11
Interpreter I – Deaf and Hard of Hearing	3	Open	9/28/11

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

8. INFORMATION ITEMS

- Personnel Actions
A report of personnel actions for March 2011 was presented for information.
- Proposed 2011-12 Meeting Schedule
A proposed 2011-12 meeting schedule was presented for information. The final schedule will be presented at the May 18th meeting for action.

9. COMMUNICATIONS

- None

10. DIRECTORS REPORT

- Michele Fort-Merrill provided information regarding Assembly Bill 451.
- Michele Fort-Merrill shared that Mike Reese, Maintenance and Operations Supervisor, has been selected as the San Diego County Office of Education and San Diego County Classified Employee of the Year. Mike is now a candidate for California Classified Employee of the Year honors in the Maintenance, Operations, and Facilities Nomination Category.

11. OTHER ACTIONS

A. Public Hearing – 2011-12 Personnel Commission Budget

Ms. Beal opened the hearing at 9:50 A.M. The Commission reviewed the proposed 2011-12 budget. No comments from the public were presented. Ms. Beal closed the hearing at 9:52 A.M.

MSC (Seal/Rothman) to approve the 2011-12 budget as presented.

12. DATE OF NEXT MEETING

A. Regular Meeting: May 18, 2011, 9:00 A.M., Room 508

B. Special Meeting: May 31, 2011, 10:00 A.M., Room 307

13. ADJOURNMENT

Meeting adjourned at 9:55 A.M.

Approved: Personnel Commission

By: _____ Date: _____