

PERSONNEL COMMISSION

**MINUTES**

December 14, 2011

9:00 am, Room 307

**1. ROLL CALL**

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

Present: Susan Dixon, Dave Liss, Mike Reese, Sue Wybraniec, Elva Uribe

Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

**APPROVAL OF AGENDA**

Michele Fort-Merrill motioned to amend agenda to move Ratification of Actions by Director item 3A., Benefits Representative (M24), Business Services to Classification/Salary Recommendation under item 4B., Reclassifications/Reallocations.

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

**2. APPROVAL OF MINUTES**

1. Regular Meeting – November 16, 2011

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

**3. RATIFICATION OF ACTIONS BY DIRECTOR**

A. Instructional Aide – Deaf and Hard of Hearing (R36), Davila Day School, Student Services – Susan Dixon

The South County SELPA has received funding from its member districts to hire an additional support staff person to provide specialized tutorial assistant to the DHH students at Davila Day School. The duties that will be performed by this staff member is consistent with the existing classification of Instructional Aide – DHH. The recommendation is to classify one new position at Davila Day School as Instructional Aide – DHH, Range 36, and revise class description to reflect change to bilingual certification process.

C. PASS Community Aide II (R50), Student Services – Susan Dixon

The Coordinator of Student Support Services has four support staff positions that work to promote achievement and student success by working with the community to recruit, train and oversee the work of mentors assigned to at-risk students. There are two levels of PASS Community Aide with the higher level having responsibility for providing technical direction to lower level staff as well as being assigned the more difficult student cases. Currently, there are two positions designated at the I level and two positions at the II level. At this time, it is more feasible to staff three positions at the lower level and have one employee available to provide direction to the three other staff members as well as work with the students who have been identified as being the most at-risk. As such, the recommendation is to reclassify the vacant position #8416 from a PASS Community Aide II, Range 50, to a PASS Community Aide I, Range 42.

D. Student Information Systems Technician II (R52), Integrated Technology – Michele Fort-Merrill

Recommendation is to reclassify position and incumbent based on general accretion of assigned duties and responsibilities to Student Information Systems Analyst, R58, effective July 1, 2011, and declare the Student Information Systems Analyst, as currently defined and allocated at R58 as a terminal job classification. No additional positions or employees will be assigned to this classification as currently defined, titled, or allocated on the salary schedule. For additional information, see report rationale available on e-Genda.

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

**4. CLASSIFICATION/SALARY RECOMMENDATION**

A. Classification of New Positions

1. None

B. Reclassifications/Reallocations

1. Benefits Representative I (M24), Business Services – Michele Fort-Merrill

Incumbant was employed into the Benefits Representative I level which is the entry level in the series. She has gradually gained more experience and thus been given responsibility for work at the Benefits Representative II level. There is no difference in the work she is being assigned or the level of independence at which she's expected to work than other Benefits Representative II employees. The recommendation is to reclassify the position and incumbent from Benefits Representative I, Range M24, to Benefits Representative II, Range M28, effective July 1, 2011.

B. Job Descriptions

Foster Youth and Homeless Services Program Aide – Susan Dixon  
Student Data Systems Manager – Susan Dixon

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

**5. POSITION ANNOUNCEMENTS**

<u>TITLE</u>	<u>TYPE</u>
Business Support Assistant	PROMO/OPEN
Data Entry Clerk – Part-time	OPEN
Distribution Clerk I – Migrant Education	OPEN
Financial Reporting Technician	OPEN
Foster Youth and Homeless Services Program Aide	OPEN
Instructional Aide-DHH	OPEN
JCCS Family Involvement Specialist	PROMO
Operations Distribution Worker – Part-time	PROMO
Student Data Systems Manager	OPEN

The above listed position announcements were presented for information only.

**6. ELIGIBILITY LISTS**

<u>TITLE</u>	<u>TYPE</u>	<u># Eligible</u>	<u>EXPIRES</u>
Account Clerk III	Promo	3	5/15/2012
Budget and Accounting Manager	Promo	3	5/15/2012
Business Support Assistant	Promo	3	6/6/2012
Clerical Assistant	Open	18	5/22/2012
Computer Support Technician II	Open	2	5/29/2012
JCCS Family Involvement Specialist	Promo	2	5/29/2012
Maintenance Worker I	Promo	3	6/2/2012
Operations Distribution Worker	Promo	3	6/2/2012

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

**7. INFORMATION ITEMS**

- Personnel Actions
  1. A report of personnel actions for November 2011 was presented for information.
- Presentations
  1. Innovative Video in Education (iVIE) – CSBA Golden Bell Winner – Heidi Schlageter

**9. COMMUNICATIONS**

- Annual CSPCA Conference – January 26-28, 2012, San Diego

**10. DIRECTORS REPORT**

- None

**11. OTHER ACTIONS**

- None

**12. DATE OF NEXT MEETING**

- A. Regular Meeting – January 18, 2012, 9:00 AM, Room 508

**13. ADJOURNMENT**

Meeting adjourned at 9:38 A.M.

Approved: Personnel Commission

By: M. Beall Date: 1/18/12