

PERSONNEL COMMISSION
MINUTES
July 27, 2011
9:00 am, Room 508

1. ROLL CALL

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

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

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 – June 15, 2011
- Special Meeting – June 28, 2011

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

4. RATIFICATION OF ACTIONS BY DIRECTOR

A. NONE

5. CLASSIFICATION/SALARY RECOMMENDATION

A. Classification of New Positions

1. Interpreter I – DHH, R60, NCCSE, Student Services and Programs Division (Susan Dixon)

Member districts of NCCSE have received several new students who will require the services of a DHH Interpreter. The typical tasks that will be performed by these two new support staff members are consistent with the existing classification of Interpreter I-DHH. The districts will reimburse NCCSE for the total cost of these employees. The recommendation is to classify two new positions at the North Coastal Consortium for Special Education as Interpreter I – Deaf and Hard of Hearing (R60).

2. Occupational Therapist, R67, NCCSE, Student Services and Programs Division (Susan Dixon)

NCCSE has received funding from its member districts to hire an additional support staff member to perform occupational therapy assessment and delivery to its students. The duties the incumbent will perform are consistent with the existing classification of Occupational Therapist. The recommendation is to classify one new position at NCCSE as an Occupational Therapist (R67).

3. Project Specialist – PASS Americorps, M35, Safe Schools, Student Services and Programs Division (Susan Dixon)
The Safe Schools Unit of Student Support and Services has received additional funding from the California Department of Education to hire an additional staff member to manage the expanding AmeriCorps Program. A list of duties and minimum qualifications was provided by the Coordinator of Safe Schools to develop a class description that meets the needs of the program. The recommendation is to establish a new classification and to classify one new position in Safe Schools as a Project Specialist – PASS Americorps allocated to Range 35 of the Management Salary Schedule.

4. Speech Language Pathology Assistant, R52, NCCSE, Student Services and Programs Division (Susan Dixon)
NCCSE currently employs four Speech Language Pathology Assistants to support the work of the Language, Speech and Hearing Specialists. There has been an increase in the need of general Speech and Language support as well as support in the area of assistive technology. The NCCSE member districts have requested and funded support for these two new positions. The existing classification of Speech Language Pathology Assistant accurately describes the duties the support staff members will perform. The recommendation is to classify two new positions at NCCSE as Speech Language Pathology Assistant (R52).

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

B. Reclassifications/Reallocations

1. Early Intervention Assistant, R37, Early Education (Susan Dixon)
At this time, the needs of the Early Education Services Department are such that the Executive Director is requesting hiring an incumbent in the classification of Behavioral Support Assistant rather than replacing the Early Intervention Assistant. The incumbent will work directly with parents of infants and toddlers who have been identified as possessing challenging behaviors to demonstrate and provide training in techniques aimed at improving their behavior. Therefore the recommendation is to reclassify vacant position number 7337 from Early Intervention Assistant (R37) to Behavioral Support Assistant (R41).

2. Project Specialist Multimedia Design, M35, Learning Resources and Educational Technology Division (Susan Dixon)
A review of the current needs of the PDOP Unit indicate that, at this time, the needs of the unit can best be met by filling the vacant Project Specialist Multimedia Design position with a Web Artist. The Web Artist will have responsibility to design and produce graphic illustrations and animation for use in Ed Tech Productions e-learning products as well as develop original, contemporary graphic designs from concepts. These are the tasks the unit currently needs to be performed in order to meet both current and anticipated projects. As such, the recommendation is to reclassify the vacant position #5211 from Project Specialist Multimedia Design (M35) to a Web Artist (R53).

3. Occupational Therapy Assistant, R52, NCCSE, Student Services and Programs Division (Susan Dixon)

As a result of member districts of NCCSE having received several new students who are deaf and hard-of-hearing, the SELPA's current needs are better met by the services of an Interpreter rather than an Occupational Therapy Assistant. The typical tasks that will be performed by the incumbent are consistent with the existing classification of Interpreter I-DHH. Therefore, the request is to fill the vacant position as an Interpreter I – DHH. The recommendation is to reclassify vacant position #8272 from Occupational Therapy Assistant (R52) to Interpreter I – Deaf and Hard of Hearing (R60).

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

4. Classification Review Window Period 2011 – Reports of classification review requests submitted during the 2011 window period were presented for action (Reports posted on July 27, 2011e-Genda).

- Michele Fort-Merrill explained the new electronic process for submission of the 2011 Classification Review request forms (classified management and support staff). The review process included:
 1. Human Resources staff reviewing and analyzing the submissions.
 2. Strategic Leadership Team reviewing initial recommendations from Human Resources.
 3. Classification Review Committee (CRC) comprised of three CSEA appointees (Diane Herrera, Katy Kellers, and Eva Visconti) and three management appointees (Melissa Hunt, Grace Ko, and Terry Manges), met twice to review the HR recommendations.
 4. CRC recommendations were shared with employees.
 5. Employees have option of appeal CRC recommendations according to Personnel Commission approved process.
 6. Personnel Commission reviews recommendations and makes final decision regarding the recommendation.
- Michele Fort-Merrill also explained that several Administrative Assistants had submitted requests for reclassification but that once it was determined that the positions are administrative support to the manager, the appropriate level is determined by the secretarial/administrative assistant formula. No change in classification was recommended
- Several submissions were not eligible for reclassification per the Merit System Rules & Regulations, which states, "An employee who has been reclassified with his/her position shall be ineligible for subsequent reclassification within his/her position for a period of at least three (3) years from the date the position was reclassified."
- Dave Liss inquired about the frequency of a Classification Review. Michele Fort-Merrill indicated that the CSEA agreement states that a classification review window is generally open annually.
- Candida Hammond inquired about how often employees may request a classification review. Michele Fort-Merrill replied that if an incumbent is approved for a classification change, they have a three-year wait to re-apply for another classification review. If they were not approved for change this window period, they may re-apply for a review during the next window period.

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

C. Job Description Updates

- None

6. POSITION ANNOUNCEMENTS

<u>TITLE</u>	<u>TYPE</u>
Community Service Program Assistant	OPEN
Consultant – Business Advisory Services	OPEN
Foster Youth Services Educational Liaison I	OPEN
Graphics/Printing Technician	PROMO
Interpreter I – DHH – NCCSE	OPEN
Mentoring Community Aide	OPEN
Operations Distribution Worker	PROMO
Payroll Services Manager	OPEN
Program Business Specialist III – Special Education	OPEN
Project Specialist – Homeless Education	OPEN
Speech Language Pathology Assistant	OPEN
Technology Architecture Specialist	OPEN
Web Artist	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>
Registered Nurse	4	OPEN	12/08/11
School Clerk Typist II	11	OPEN	12/21/11
Instructional Aide DHH NCCSE	7	OPEN	1/7/2012

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

8. INFORMATION ITEMS

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

9. COMMUNICATIONS

- NONE

10. DIRECTORS REPORT

- Michele Fort-Merrill shared the Retirement Incentive Program offered to classified support staff and that 21 employees took advantage of the incentive. This one-time offering allowed for flexibility with layoffs in the Outdoor Education and Graphics departments. Also, the savings received in salary costs for FY 2011-12 will help fill the \$800,000 gap due to the expiring federal jobs money in 2012.
- Sue Wybraniec, new Human Resource Services Manager, was introduced.
- Bert Seal's term will expire on December 1, 2011. CSEA was notified to make an appointment as soon as possible.
- CSEA Conference is underway this week and Dr. Ward and Michele Fort-Merrill will be in attendance to support Mike Reese, winner of 1 of 5 CSEA Employee of the Year Awards.

11. OTHER ACTIONS

- NONE

- Bert Seal's PC term will expire on December 1, 2011 and we are awaiting confirmation from CSEA if they will re-appoint Bert for another three-year term.
- CSEA Conference is underway this week and Dr. Ward and Michele Fort-Merrill will be in attendance to support Mike Reese, winner of 1 of 5 CSEA Employee of the Year Awards.

11. OTHER ACTIONS

- NONE

12. DATE OF NEXT MEETING

A. September 14, 2011, 9:00 AM, JRRTC, Communication Labs 1/3

13. ADJOURNMENT

Meeting adjourned at 9:56 A.M.

APPROVED BY PERSONNEL COMMISSION

Name: *M Seal* Date: *9/14/11*