

PERSONNEL COMMISSION

MINUTES

May 18, 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: April 20, 2011

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

**4. RATIFICATION OF ACTIONS BY DIRECTOR**

A. NONE

**5. CLASSIFICATION/SALARY RECOMMENDATION**

A. Classification of New Positions

- **Instructional Aide – Deaf and Hard of Hearing**, Range R36, NCCSE – Susan Dixon

On July 1, 2011, the North Coastal Consortium for Special Education (NCCSE) will absorb the Deaf and Hard-of-Hearing (DHH) Program currently managed by the Carlsbad Unified School District. The DHH Program currently employs twelve staff members. Five positions are classified support staff assignments. The duties performed by these staff members are consistent with the existing classification of Instructional Aide – DHH. The recommendation is to classify five new positions at NCCSE as Instructional Aide – DHH (R36).

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

B. Reclassification Update

- None

C. Job Description Updates

- None

**6. POSITION ANNOUNCEMENTS**

<u>TITLE</u>	<u>TYPE</u>
Early Childhood Professional Development Assistant	OPEN
School Clerk/Typist – Bilingual (English/Spanish)	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>
Project Management Assistant	3	PROMO	11/05/2011

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

**8. INFORMATION ITEMS**

- Personnel Actions  
A report of personnel actions for April 2011 was presented for information.
- Presentations – None
- Bert Seal to receive Board Resolution for longtime service to SDCOE at the June 8<sup>th</sup> Board of Education meeting.

**9. COMMUNICATIONS**

- None

**10. DIRECTORS REPORT**

- Susan Dixon and Elva Uribe provided an update on the Classification Review Process and are currently interviewing incumbents, their respective supervisors, and generating recommendation reports. About a third of the 55 requests are completed. The Classification Review Committee is scheduled to meet on June 22<sup>nd</sup> to review reports and make final recommendations. A report to the Personnel Commission is scheduled on July 27<sup>th</sup>.

**11. OTHER ACTIONS**

- A. Approval of 2011-12 Meeting Schedule

MSC (Rothman/Seal) to approve the 2011-12 meeting schedule with revisions to change the September 21<sup>st</sup> meeting to September 14<sup>th</sup> and October 19<sup>th</sup> to October 5<sup>th</sup>.

**12. DATE OF NEXT MEETING**

- A. Special Meeting: May 31, 2011, 10:00 A.M., Room 307  
B. Regular Meeting: June 15, 2011, 9:00 A.M., Room 508

**13. ADJOURNMENT**

Meeting adjourned at 9:24 A.M.

Approved: Personnel Commission

By: Mary Beall Date: 6/28/11