

PERSONNEL COMMISSION
MINUTES

November 16, 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

Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

APPROVAL OF AGENDA

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

2. APPROVAL OF MINUTES

1. Regular Meeting – October 5, 2011
2. Special Meeting – October 7, 2011

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

3. RATIFICATION OF ACTIONS BY DIRECTOR

A. Administrative Assistant II (R48), Internal Business – Michele Fort-Merrill

The Senior Director of Internal Business has a need for additional assistance with the fiscal and budget functions of the Department. In lieu of filling a vacant Administrative Assistant II position, the Director is requesting that the position be reclassified to the recently created classification of Business Support Assistant. The incumbent will perform the complex administrative office/secretarial functions previously performed by the Administrative Assistant II, as well as high level fiscal and budget tasks. The classification of Business Support Assistant describes both these functions. The recommendation is to reclassify vacant position #7887 from Administrative Assistant II (R48) to Business Support Assistant (R58).

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

4. CLASSIFICATION/SALARY RECOMMENDATION

A. Classification of New Positions

1. None

B. Reclassifications/Reallocations

1. Building Maintenance Specialist (R54), Maintenance and Operations – Susan Dixon
 The retirement of the Building Maintenance Specialist at the South County Regional Education Center has prompted the Director of Maintenance and Operations to evaluate the current and anticipated maintenance needs of the facility. The existing needs are caretaker in nature. The position is currently classified at the highest level in the maintenance series and is reserved for assignments that perform the full range of skilled trades as well as building projects from conceptualization to completion. The SCREC facility no longer has a need for any reconfiguration of office space and does not require regular, ongoing skilled maintenance work. The classification of Maintenance Worker better describes the duties the incumbent will be assigned. The recommendation is to reclassify vacant position #8228 from Building Maintenance Specialist (R54) to Maintenance Worker (R39).

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

B. Job Descriptions

- Lead Accounting Technician – Susan Dixon
~~Foster Youth Mentor Program Aide – Susan Dixon~~ – Deferred to December 14, 2011 meeting to include additional revisions.

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

5. **POSITION ANNOUNCEMENTS**

<u>TITLE</u>	<u>TYPE</u>
Account Clerk II	OPEN
Account Clerk III	PROMO
Budget and Accounting Manager	PROMO
Business Support Assistant – NISER	PROMO
Clerical Assistant – JCCS	OPEN
Commercial Warrants and Accounts Payable Manager	PROMO
Custodian – JCCS	OPEN
Financial Accounting and Data Support Manager	PROMO
Human Resources Technician I and II	PROMO
Maintenance Worker	PROMO

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>
Business Support Assistant	PROMO	5	5/10/2012
Camp Maintenance Worker II	OPEN	9	4/17/2012
Commercial Warrants and Accounts Payable Manager	PROMO	1	4/30/2012
Custodian	OPEN	10	5/9/2012
Financial Accounting and Data Support Manager	PROMO	1	4/30/2012
School Clerk/Typist II	OPEN	12	4/17/2012

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

7. **INFORMATION ITEMS**

- Personnel Actions

A report of personnel actions for October 2011 was presented for information.

- Presentations – None

9. COMMUNICATIONS

- None

10. DIRECTORS REPORT

- The 2012-13 budget process will begin shortly.
- Successful All-Staff Workshop held on November 4th at University of San Diego. The program focused on wellness and humor in the workplace and was well-received by many employees. Student entertainment from Monarch School (JCCS) and San Diego High School Media and Technology was outstanding.
- Nearly 400 employees participated in the on-site TB testing renewal.
- SDCOE Thanksgiving Luncheon scheduled for tomorrow, November 17th.
- Two of three SDCOE programs received the coveted California School Board Association Golden Bell Award for the respective Teaching American History Grant and Innovative Video in Education (iVIE) programs.

11. OTHER ACTIONS

- None

12. DATE OF NEXT MEETING

A. Regular Meeting – December 14, 2011, 9:00 AM, Room 307

13. ADJOURNMENT

Meeting adjourned at 9:20 A.M.

Approved: Personnel Commission

By: _____

Mary Beall

Date: _____

12/14/11