

PERSONNEL COMMISSION

MINUTES

October 5, 2011

9:00 am, Room 508

1. ROLL CALL

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

Present: Susan Dixon, Candida Hammond, Dave Liss, Elva Uribe

Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

APPROVAL OF AGENDA

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

2. APPROVAL OF MINUTES

1. Regular Meeting – September 14, 2011

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

3. RATIFICATION OF ACTIONS BY DIRECTOR

- A. None

4. CLASSIFICATION/SALARY RECOMMENDATION

A. Classification of New Positions

1. Business Support Assistant (R58), North Inland SELPA – Michele Fort-Merrill

The proposed classification combines the higher level administrative office support functions with specific functions of the business support position in order to creatively meet the needs of the NISER Senior Director and exiting staff. The Superintendent's Council of the SELPA agreed to the new organizational structure which creates a new position for which the proposed classification and job description have been developed. The proposed classification and job description are a result of the analysis of the duties to be assigned to the new combination position. Tasks will be redistributed among the staff to ensure a balanced workload and to ensure that employees are working within established classifications. Care was taken to ensure that the fiscal/budget responsibilities were significantly different than those that are routinely assigned to administrative assistants in the organization. Recommendation is to establish a new classification of Business Support Assistant to be allocated to Range 58 of the Classified Support Staff Salary Schedule.

2. Program Secretary, Range 41, NCCSE – Susan Dixon

The North Coastal Consortium for Special Education has received funding from member districts to hire an additional support staff person. The position will perform a wide range of support services including preparing correspondence, workshop preparation and registration, and processing required forms and paperwork. The existing classification of Program Secretary accurately describes the duties the

incumbent will be performing. The recommendation is to classify one new position at NCCSE as Program Secretary, Range 41.

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

B. Reclassifications/Reallocations

1. Human Resources Technician I, Range 46, Human Resources – M. Fort-Merrill
With the redesign of HR including the new position of HR Services Manager, the elimination of the HR Analyst position and it's reconfiguration to HR Systems Analyst, and the elimination of the Human Resources Clerk position, the department has been faced with fewer staff performing employment-related functions. The higher level responsibilities included in this position description include collaborating with hiring managers to begin the recruiting process and screening applications for minimum qualifications. The increase to Range 48 is warranted due to these higher-level duties. The recommendation is to revise the existing classification of Human Resources Technician I to include higher-level duties and to also reallocate it's classification from Range 46 to Range 48 of the Classified Support Staff Salary Schedule.

2. Human Resources Technician II, Range 50, Human Resources – M. Fort-Merrill
With the redesign of HR including the new position of HR Services Manager, the elimination of the HR Analyst position and it's reconfiguration to HR Systems Analyst, and the elimination of the Human Resources Clerk position, the department has been faced with fewer staff performing employment-related functions. The higher level responsibilities included in this position description include collaborating with hiring managers to begin the recruiting process and screening applications for minimum qualifications. The increase to Range 52 is warranted due to these higher-level duties. The recommendation is to revise the existing classification of Human Resources Technician II to include higher-level duties and to also reallocate it's classification from Range 50 to Range 52 of the Classified Support Staff Salary Schedule.

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

B. Job Descriptions

Commercial Warrants and Accounts Payable Manager – Susan Dixon
Financial Accounting and Data Support Manager – Susan Dixon
Human Resources Systems Analyst (Update) – Susan Dixon

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

5. POSITION ANNOUNCEMENTS

<u>TITLE</u>	<u>TYPE</u>
Computer Support Technician II	Open
Web Developer-Programmer I	Open

The above listed position announcements were presented for information only.

6. ELIGIBILITY LISTS

<u>TITLE</u>	<u># Eligible</u>	<u>TYPE</u>	<u>EXPIRES</u>
Early Intervention Assistant	8	Open	3/9/2012
Outdoor Education Program Specialist	12	Open	3/16/2012
Payroll Services Manager	3	Open	3/26/2012
Project Specialist – PASS Americorps	1	Promo	3/15/2012
Student Support Specialist	2	Promo	3/13/2012

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

7. INFORMATION ITEMS

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

9. COMMUNICATIONS

- Strategic Plan 2009-2014 shared with Commissioners (attached)

10. DIRECTORS REPORT

- None

11. OTHER ACTIONS

- ~~Approval to Re-appoint Bert Seal for three-year term~~

The above item is informational only, no action required.

12. DATE OF NEXT MEETING

- A. Regular Meeting – November 16, 2011, 9:00 AM, Room 508

13. ADJOURNMENT

Meeting adjourned at 9:25 A.M.

Approved: Personnel Commission

By: _____

Mary Beall

Date: _____

11/16/11