

PERSONNEL COMMISSION  
**MINUTES**

September 14, 2011  
9:00 am, Room 401

**1. ROLL CALL**

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

Present: Susan Dixon, Candida Hammond, Sue Wybraniec, Elva Uribe

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 – July 27, 2011

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

**3. RATIFICATION OF ACTIONS BY DIRECTOR**

- A. Account Clerk I, R40 Internal Business (Michele Fort-Merrill)

The recommendation is to establish a new classification of Account Clerk I allocated to Range 40 of the Classified Support Staff Salary Schedule. In addition, vacant position #7074 will be reclassified from Account Clerk II, Range 42, to Account Clerk I, Range 40.

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

**4. CLASSIFICATION/SALARY RECOMMENDATION**

- A. Reclassifications/Reallocations

1. Final Report – Business Services Reclassification (Michele Fort-Merrill)

Note: These classification recommendations, upon approval, will be effective July 1, 2011.

- a) The Financial Accounting and Reporting Unit have been expanded to include the Systems Utilization section. The recommendation is to reclassify the Financial Accounting and Management Reporting Manager (M44) to Financial Accounting and data Support Manager (M47).
- b) The Commercial Warrant Audit, Pupil Accounting and Mandated Cost unit has been modified and expanded. The recommendation is to reclassify the Business Advisory Services Specialist (M38) position to Commercial Warrants and Accounts Payable Manage (M44).

- c) Michele Fort-Merrill requests to withdraw the request to reclassify the vacant Budget and Accounting Manager (M47) position as this position has been approved and filled.
- d) The recommendation is to reclassify the position of Accounts Payable/Receivable Supervisor to Lead Accounting Technician (R38). This action involves a title change only due to the reassignment of duties appropriate to the incumbent's current classification and salary level. Accordingly the incumbent is eligible to be reclassified with the position.
- e) The recommendation is to reclassify the Program Business Specialist I (M30) to Accounting Specialist (M38). This position will manage the work of the Accounting section of the consolidated Budget and Accounting unit and will share primary responsibility to coordinate regular and special audit activities with the Budget Specialist. In addition, the incumbent's duties have gradually changed over time to include most of these responsibilities, thus the incumbent is eligible to be reclassified with the position due to gradual accretion of duties.

**B. Classification of New Positions**

**2. Early Childhood Professional Development Training Assistant, R50, Early Education (Susan Dixon)**

The Early Education Department has received funding to hire an additional support staff member to assist certificated staff members with the assessment of training needs and scheduling and delivery of training sessions. The duties the incumbent will perform are consistent with the existing classification of Early Childhood Professional Development Training Assistant. The recommendation is to classify one new position in Early Education as Early Childhood Professional Development Training Assistant, Range 50.

**B. Classification of New Positions (continued)**

**3. JCCS Family Involvement Specialist, M35, JCCS (Susan Dixon)**

The JCCS Program has received approval to fund a position that will ensure compliance with Title I regulations related to parent involvement. A list of duties and minimum qualifications was developed with the assistance of the JCCS Executive Director to create a classification that meets the needs of the Program. The class description is attached for your review. The recommended salary allocation of Range 35 of the Management Salary Schedule is based a point factor analysis. The recommendation is to establish a new classification of Juvenile Court and Community Schools (JCCS) Family Involvement Specialist allocated to Range 35 of the Management Salary Schedule and classify one new position in Juvenile Court and Community Schools as JCCS Family Involvement Specialist.

**4. Operations Distribution Worker, R43, LRET (Susan Dixon)**

The LRET Division has a need to create a permanent position with responsibility for shipping and receiving a wide variety of materials for LRET sponsored trainings and workshops as well as assisting with setting up and breaking down facilities used for these events. The existing classification of Operations Distribution Worker describes these functions. The recommendation is to classify one new position in LRET as Operations Distribution Worker, Range 43.

5. Website Development Assistant, R52, LRET (Susan Dixon)  
The SDCOE Strategic Leadership Team has identified a need to establish a position that will have responsibility for assisting with the design and categorization of data for the SDCOE websites as well as ensure that all content is up-to-date and error-free. The classification of Website Development Assistant was developed with the assistance of SLT members to determine representative tasks for the position. The salary allocation of Range 52 was made in light of the classification's comparability to the existing classification of Communications Assistant as well as similarity to other classifications at the Range 50 to 52 level. The recommendation is to establish a new classification of Website Development Assistant allocated to range 52 of the Classified Support Staff Salary Schedule and classify one new position in LRET as Website Development Assistant.

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

C. Job Description Update

- Student Support Specialist (Susan Dixon)

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

5. **POSITION ANNOUNCEMENTS**

<u>TITLE</u>	<u>TYPE</u>
Administrative Assistant II	PROMO
Behavioral Support Assistant	OPEN
Camp Maintenance Worker II	OPEN
Early Intervention Assistant	OPEN
Outdoor Education Program Specialist	OPEN
PASS Community Aide I	OPEN
Payroll Services Manager	OPEN
Project Specialist – PASS Americrops	PROMO
School Clerk/Typist II	OPEN
Student Support Specialist	PROMO

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>
Administrative Assistant II	6	PROMO	2/22/12
Community Service Program Assistant	9	OPEN	2/19/12
Consultant- Business Advisory Services	5	OPEN	1/29/12
Foster Youth Services/Homeless Educational Liaison I	12	OPEN	2/2/12
Mentoring Community Aide	4	OPEN	2/17/12
Operations Distribution Worker	4	OPEN	1/27/11
PASS Community Aide I	3	OPEN	2/25/12
Project Specialist-Homeless Education	5	OPEN	2/15/12
Speech-Language Pathology Assistant	13	OPEN	1/26/12
Technology Architecture Specialist	5	OPEN	2/12/12
Web Artist	1	OPEN	1/27/12

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

**7. INFORMATION ITEMS**

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

**9. COMMUNICATIONS**

- None

**10. DIRECTORS REPORT**

- Michele Fort-Merrill, Bert Seal and Sue Wybraniec attended the Sept. 7<sup>th</sup> San Diego County School Personnel Commissioners Association's dinner meeting at the Hilton Hotel - Harbor Island, which will serve as the same location for the CSPCA Conference.
- The County Superintendent of Schools will be launching a study of organization for SDCOE, with the goal to effectively position our services to meet the Mission and Objectives. A consultant will facilitate the process with anticipated completion in December 2011.

**11. OTHER ACTIONS**

- None

**12. DATE OF NEXT MEETING**

- A. Regular Meeting - October 5, 2011, 9:00 AM, Room 508
- B. Special meeting - October 7, 2011, 9:00 AM, Room 508

**13. ADJOURNMENT**

Meeting adjourned at 9:55 A.M.

Approved: Personnel Commission

By: Mary Beall Date: 10/5/11