

PERSONNEL COMMISSION

MINUTES

February 15, 2012

9:00 AM, Room 508

1. **OPENING PROVISIONS**

**A. CALL TO ORDER AND ROLL CALL**

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

Present: Mike Reese, Susan Dixon, Sue Wybraniec, Elva Uribe

Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

**B. APPROVAL OF AGENDA**

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

**C. ELECTION OF OFFICERS**

1. Commission Organization

At its first meeting following December 1 of each year, the Commission shall elect one of its members as chairperson to serve a term of one year or until their successors are duly elected.

The recommendation is to elect Miriam Rothman as Chairperson for 2011-2012.

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

2. **APPROVAL OF MINUTES**

1. Regular Meeting – January 18, 2012

*MSC (Beall/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. Child Nutrition Supervisor (R50), Outdoor Education, Student Services – Susan Dixon

The Outdoor Education Program has experienced significant change in its structure. Most recently, the Palomar Outdoor School, operated by the San Diego Unified School District, stopped service as of June 30, 2011. As a result, the SDCOE suffered a loss of positions since our office operated the maintenance and food service functions for the Palomar School. The Outdoor Education Program Senior Director and the Student Services Assistant Superintendent have looked at how to best consolidate the food services portion of Outdoor Education in light of the fact that although the program has gone from three school sites to one in the last year,

they continue to fall under strict legal requirements in providing twelve meals a week to hundreds of students.

The recommendation to create a new classification of Child Nutrition Supervisor takes into consideration the need to have an individual responsible for the varied mandates of the child nutrition program including monitoring and reporting functions; supervision of kitchen operations; and performance of a wide variety of hands-on food preparation activities. The classification of Child Nutrition Supervisor combines all these roles and at this time will replace the classifications of Chef and Cook as well as assume many of the child nutrition reporting functions of the Program Clerk. Allocation to Range 50 of the Classified Support Staff Salary Schedule is in light of the classification being a combination of duties currently performed by incumbents in classifications allocated to Range 48 and Range 44 as well as taking into consideration the inactive classification of Child Nutrition Supervisor utilized several years ago. The former classification of Child Nutrition Supervisor was allocated to Range 52 due to its oversight of the food services program at three separate outdoor schools.

Furthermore, the recommendation is to establish a new classification of Child Nutrition Supervisor allocated to Range 50 of the Classified Support Staff Salary Schedule and to reclassify vacant position #7202 from Chef to Child Nutrition Supervisor.

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

**B. Reclassifications/Reallocations**

1. None

**C. Job Descriptions**

1. Parent and Family Liaison
2. Project Specialist I – Foster Youth and Homeless Education

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

**5. POSITION ANNOUNCEMENTS**

<u>TITLE</u>		<u>TYPE</u>
Early Childhood Professional Development Training Assistant – (Spanish/English)	Bilingual	Open
Interpreter I – Deaf and Hard of Hearing		Open
Parent and Family Liaison		Promo
Physical Therapist		Open
Project Specialist I – Foster Youth and Homeless Education		Promo
Special Education Aide		Open

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>
Distribution Clerk I	Open	8	7/25/12
Financial Reporting Technician	Open	3	7/20/12
Foster Youth and Homeless Education Services Program Aide	Open	11	8/2/12
Project Specialist I – Foster Youth and Homeless Education	Promo	2	8/7/12
Student Data Systems Manager	Open	3	7/31/12

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

**7. INFORMATION ITEMS**

- Personnel Actions
  1. A report of personnel actions for January 2012 was presented for information.
- Presentations
  1. None

**9. COMMUNICATIONS**

- None

**10. DIRECTORS REPORT**

- CSPCA Conference 2012 was attended by Bert Seal, Commissioner and several HR staff who reported on receiving informative handouts and tools for job analysis, recruitments and human resource administration.
- Michele Fort-Merrill announced that the Classification Review Window Period was opened for classified support staff only.

**11. OTHER ACTIONS**

- 2012-13 Personnel Commission Budget  
The draft 2012-13 budget was proposed for review and consideration by the Personnel Commission. The draft was prepared for submission through the SDCOE electronic budget development system (Clarity 7) by the January 24, 2012 submission deadline; however it may be revised by the Personnel Commission.

In accordance with Education Code 45253 and the SDCOE Merit System Rules and Regulations, the Personnel Commission shall hold a public hearing on the budget no later than May 12, 2012. The Personnel Commission can take action to adopt the budget following the public hearing. Scheduling the public hearing on the recommended date will allow time for the hearing prior to May 9, 2012 when the County Board of Education takes action to adopt the SDCOE preliminary budget.

The recommendation is to schedule the public hearing for April 18, 2012.

*MSC (Beall/Seal) approves the recommendation as presented.*

**12. DATE OF NEXT MEETING**

- A. Regular Meeting – March 21, 9:00 AM, Room 508

**13. ADJOURNMENT**

Meeting adjourned at 9:31 A.M.

Approved: Personnel Commission

By: 

Date: 3-21-12