

PERSONNEL COMMISSION

MINUTES

July 18, 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: Susan Dixon, Elva Uribe, Mike Reese, Dave Liss

Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

B. APPROVAL OF AGENDA

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

2. **APPROVAL OF MINUTES**

1. Regular Meeting – June 20, 2012

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

3. **RATIFICATION OF ACTIONS BY DIRECTOR**

A. New Position

1. Instructional Materials – Williams Audit, Limited Term – Susan Dixon/Michele Fort-Merrill
This classification is restricted to limited term employees to fulfill the audit responsibilities associated with the Williams settlement. The recommendation is to classify a new position of Instructional Materials – Williams Audit as a limited term position at \$55.00 - \$60.00 per hour.

Michele Fort-Merrill will defer action on the above recommendation to the September 12, 2012 meeting; pending additional classification information.

B. Reclassification

1. Data Entry Clerk (R36), Learning and Leadership Services – Susan Dixon
Human Resources staff has identified the need to update and consolidate a number of classifications within the Office Support/Clerical series. The initial recommendation of retitling and updating the classification of Clerk Typist II is requested at this time due to the immediate need to reclassify a vacant position at The WRITE Institute. This vacant position was reclassified from Clerical Assistant to Data Entry Clerk at the May Personnel Commission meeting. However, upon reviewing, updating and consolidating the classifications in the Office Support/Clerical series, it has been determined that the revised classification of Office Support Assistant II best describes the tasks and minimum qualifications needed by The WRITE Institute. The recommendation is to retitle the existing classification of Clerk Typist II (R38) to Office Assistant II (R38) and revise the existing job

description to reflect changes in task completion, knowledge and abilities that have occurred as a result of technology. In addition, the recommendation includes reclassification of vacant position #8234 from Data Entry Clerk (R36) to Office Assistant II (R38).

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

2. Program Secretary (R41), Extended Learning Unit – Susan Dixon
The SDCOE Human Resources Office has a long-standing practice of classifying administrative support positions according to the level of the manager the employee is reporting to. The Program Manager, Learning and Leadership Services has been reclassified to a Director. As such, it is recommended that the accompanying support staff position be reclassified as well. The recommendation is to reclassify position #7998 from Program Secretary (R41) to Administrative Assistant I (R44).

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

4. CLASSIFICATION/SALARY RECOMMENDATION

A. Classification of New Positions

1. Migrant Education Program Mobile Lab Driver/Technician (R40), Student Services & Programs – Susan Dixon

The Migrant Education Program has received funding to establish a new permanent position to drive and maintain a mobile computer lab to migrant students throughout the region. The incumbent will perform a variety of duties including: driving the mobile lab to school locations throughout San Diego and Orange Counties; setting up and maintaining the computer lab equipment; assisting certificated staff with computer instruction; and inspecting and basic maintenance of the mobile lab vehicle. The classification has some comparability to several existing classifications at the SDCOE and these were utilized in determining appropriate salary allocation. The recommendation is to establish a new classification of Migrant Education Program Mobile Lab Driver/Technician allocated to Range 40 of the Classified Support Staff Salary Schedule and to classify one new position in Migrant Education as Migrant Education Program Mobile Lab Driver/Technician allocated (R40).

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

B. Reclassifications/Reallocations

1. None

C. Job Descriptions

1. Fringe Benefits Technician

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

5. POSITION ANNOUNCEMENTS

<u>TITLE</u>	<u>TYPE</u>
Buyer	OPEN
Occupational Therapist	OPEN
School Office Assistant	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>
Cabin Assistant – Male	Open	5	12/26/2012
Migrant Services Aide	Open	9	12/29/2012
School Office Assistant	Promo	1	01/09/2013

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

7. INFORMATION ITEMS

- Personnel Actions
 1. A report of personnel actions for June 2012 was presented for information.

9. COMMUNICATIONS

- None

10. DIRECTORS REPORT

- None

11. OTHER ACTIONS

- A. Miriam Rothman requested to change the September 19, 2012 meeting to September 12, 2012.

MSC (Beal/Seall) to approve the meeting date change as requested.

12. DATE OF NEXT MEETING

- A. Regular Meeting – September 12, 2012, 9:00 AM, Room 508

13. ADJOURNMENT

Meeting adjourned at 9:31 AM

Approved: Personnel Commission

By: 

Date: 9-12-12