

PERSONNEL COMMISSION

MINUTES

June 20, 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: Elva Uribe, Candida Hammond, Dave Liss

Secretary: Sue Wybraniec

Recording Secretary: Maritess Pantaleon

**B. APPROVAL OF AGENDA**

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

**2. APPROVAL OF MINUTES**

1. Regular Meeting – May 9, 2012

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

**3. RATIFICATION OF ACTIONS BY DIRECTOR**

**A. New Position**

1. Facilities Inspector – Williams Audit, Hourly Rate of \$55-\$80, Sue Wybraniec  
This classification is restricted to limited term employees to fulfill the facilities audit responsibilities associated with the Williams settlement. The recommendation is to classify a new position of Facilities Inspector – Williams Audit as a limited term position paid at \$55 - \$80 per hour.

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

**4. CLASSIFICATION/SALARY RECOMMENDATION**

**A. Classification of New Positions**

1. After School Education and Safety (ASES) Program Assistant, R50, Student Services  
– Sue Wybraniec

The SDCOE is the Lead Educational Agent (LEA) and grantee for a consortium of grant funded After School Safety and Education Programs (ASES) within San Diego County. The grant award for the ASES programs is in excess of \$48,000,000. The ASES after school consortium serves 44,000 K-8 students in 314 schools in 27 districts and three Charters. In addition, the Extended Learning Unit provides services to Region 9 after school programs in San Diego, Orange and Imperial Counties through the Regional Technical Assistance Center (RTAC). The after school programs in San Diego County depend mainly on SDCOE

for technical assistance, administrative support and leadership among consortium stakeholders. The SDCOE has been notified that it is required to conduct additional training and oversight of after school programs. Follow up audit visits by SDCOE are necessary in order to monitor and ensure that audit findings are corrected and compliance with state regulations is achieved. The classification that performs the tasks of training, auditing and support for after school programs is After School Education and Safety (ASES) Program Assistant. The Unit currently has three employees in this classification. The Program has received funding to hire an additional staff member to provide the duties listed above and, as such, the recommendation is to classify one new position in Student Services and Programs/Extended Learning Unit as an After School Education and Safety (ASES) Program Assistant, Range 50.

2. Occupational Therapist, R67, NCCSE – Sue Wybraniec  
NCCSE has received funding from its member districts to hire an additional support staff member to perform occupational therapy assessment and delivery to its students. The duties the incumbent will perform are consistent with the existing classification of Occupational Therapist. The recommendation is to classify one new position at NCCSE as Occupational Therapist, Range 67.
3. School Office Assistant, R40, NCCSE – Sue Wybraniec  
The Senior Director of the North Coastal Consortium has received funding from member districts to establish a new support staff assignment at the Discovery Valley School Site. The incumbent will perform duties such as entering student data into a database, preparing reports, and tending to the basic health care needs of students at the school. The duties are consistent with the revised/retitle classification of School Office Assistant. The recommendation is to retitle the existing classification of School Clerk Typist II (R40) to School Office Assistant (R40) and revise class description to reflect Essential Function Format, expand Representative Duties, and Knowledge and Abilities. Classify one new position at NCCSE Discovery Valley School as School Office Assistant (R40).

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

#### B. Reclassifications/Reallocations

1. Classification Review Window Period 2012 – Classified Support Staff  
Reports of classification review requests submitted during the 2012 window period were presented for action (detailed reports posted on the June 20, 2012 e-Genda).
  - Sue Wybraniec explained the review process:
    1. Human Resources staff reviewing and analyzing the submissions.
    2. Strategic Leadership Team reviewing initial recommendations from Human Resources.
    3. Classification Review Committee (CRC) comprised of three CSEA appointees (Diane Herrera, Katy Kellers, and Mike Reese) and three management appointees (Grace Ko, Rita Beyers, and Terry Manges), met once to review the HR recommendations.
    4. CRC recommendations were shared with employees.
    5. Employees have option of appeal CRC recommendations according to Personnel Commission approved process.
    6. Personnel Commission reviews recommendations and makes final decision regarding the recommendation.

- Several submissions were not eligible for reclassification per the Merit System Rules & Regulations, which states, “An employee who has been reclassified with his/her position shall be ineligible for subsequent reclassification within his/her position for a period of at least three (3) years from the date the position was reclassified” or did not complete the questionnaire in its entirety.

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

**C. Job Descriptions**

1. Office Support Assistant
2. Program Secretary

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

**5. POSITION ANNOUNCEMENTS**

<u>TITLE</u>	<u>TYPE</u>
Cabin Assistant – Male	OPEN
Migrant Services Aide (62.5% FTE)	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>
Chief Communications and Public Information Officer	OPEN	5	12/05/12
Interpreter I – DHH	OPEN	5	12/07/12
Mental Health Services Case Manager	OPEN	6	12/08/12

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

**7. INFORMATION ITEMS**

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

**9. COMMUNICATIONS**

- ACSA Educational Institute Services for Personnel Commissioners – Membership Information shared with Personnel Commissioners.

**10. DIRECTORS REPORT**

- None

**11. OTHER ACTIONS**

- A. Approval of Salary Schedule for Limited Term Employees

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

- B. Adjourn to Closed Session (per Government Code 54957)
  - 1. Public Employee Performance Evaluation: Executive Director, Human Resources
- C. Reconvene Open Session

**12. DATE OF NEXT MEETING**

- A. Regular Meeting – July 18, 2012, 9:00 AM, Room 508

**13. ADJOURNMENT**

Meeting adjourned at 10:00 AM

Approved: Personnel Commission

By: Meriam Rothman Date: July 18, 2012