

PERSONNEL COMMISSION  
**MINUTES**  
May 8, 2012  
9:00 AM, Room 301

**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, Sue Wybraniec

Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

**B. APPROVAL OF AGENDA**

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

**2. APPROVAL OF MINUTES**

1. Regular Meeting – April 18, 2012

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

**3. RATIFICATION OF ACTIONS BY DIRECTOR**

**A. New Position**

1. Mental Health Services Case Manager, M38, Student Services/SELPAS – Susan Dixon  
Education related mental health services for students in residential treatment facilities are currently provided by employees of the County of San Diego. The governor of California has changed legislation such that effective July 1, 2012, these services will be the responsibility of the school system. As such, a new classification has been developed that provides for SDCOE staff to coordinate and provide mental health and behavioral services to this group of students. The essential functions and minimum qualifications of the classification have been identified and reviewed resulting in the establishment of a new classification titled Education Related Mental Health Services Case Manager allocated to Range 38 of the Management Salary Schedule. The allocation recommendation is based on the Ewing Point Factor System. Additionally, a review of recent recruitments for similar positions with other school systems in the state supports this salary recommendation. The recommendation is to establish a classification of Mental Health Services Case Manager allocated to Range M38 and approve the class description. Additionally, it is recommended to classify two new positions as Mental Health Services Case Manager.  
\*Report was amended to reflect the correct position title.

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

C. Job Description Update

1. Chief Communications and Public Relations Officer

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

**4. CLASSIFICATION/SALARY RECOMMENDATION**

A. Classification of New Positions

1. None

B. Reclassifications/Reallocations

1. Clerical Assistant, Range 36, LRET/WRITE Institute – Susan Dixon

The WRITE Institute is providing digital online services which will dramatically change the format of services that were laboriously paper driven. With the changes of going to a digital online component system, the tasks and minimum qualifications required for this assignment are better aligned with the classification of Data Entry Clerk instead of Clerical Assistant as this position will require more knowledge of computer application skills. The classification of Data Entry Clerk better describes the duties the incumbent will be assigned. The recommendation is to reclassify vacant position #8334 from Clerical Assistant (R36) to Data Entry Clerk (R36) and to revise the class description for Data Entry Clerk to reflect Essential Function format.

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

C. Job Descriptions

1. None

**5. POSITION ANNOUNCEMENTS**

<u>TITLE</u>	<u>TYPE</u>
Chief Communications and Public Relations Officer	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>
Speech-Language Pathology Assistant	OPEN	6	11/02/2012

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

**7. INFORMATION ITEMS**

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

- Proposed 2012-13 Meeting Schedule

1. The 2012-13 meeting schedule was reviewed.

*MSC (Beall/Seal) to approve the 2012-13 meeting schedule with amendments.*

**9. COMMUNICATIONS**

- Employee Service Awards – Tuesday, June 12<sup>th</sup> at 3:00 PM

**10. DIRECTORS REPORT**

Ms. Fort-Merrill reported that 19 JCCS teachers will be issued final layoff notices. In addition, work year reduction notices for certain classified employees (Instructional Aide-DHH and Interpreter) at the North County Consortium for Special Education (NCCSE) and South County Special Education Local Plan Area (SELPA) were issued. Negotiations have not started yet with CSEA for 2012-13 contract.

**11. OTHER ACTIONS**

None

**12. DATE OF NEXT MEETING**

- A. Regular Meeting – June 20, 2012, 9:00 AM, Room 508

**13. ADJOURNMENT**

Meeting adjourned at 9:25 AM

Approved: Personnel Commission

By: Miriam Rothman

Date: 6-20-12