

PERSONNEL COMMISSION

MINUTES

September 12, 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, Candida Hammond, Dave Liss, 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 – July 18, 2012

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

3. **RATIFICATION OF ACTIONS BY DIRECTOR**

**A. Reclassification**

1. Administrative Assistant I, R44, Learning and Leadership Services, 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 Coordinator, Learning and Leadership Services, has been reclassified to a Senior Director. As such, it is recommended that the support staff position be reclassified as well. The recommendation is to reclassify position #8485 from Administrative Assistant I (R44) to Administrative Assistant II (R48).

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

**B. Update Job Description**

1. Webmaster

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

#### 4. CLASSIFICATION/SALARY RECOMMENDATION

##### A. Classification of New Positions

1. Custodian, R38, Migrant Education – Susan Dixon  
The Migrant Education Program has received funding to create a permanent position to perform custodial duties for the Migrant Education Regional Office. The duties the incumbent will perform include: carpet and floor cleaning; dusting and polishing of furniture; restroom cleaning and sanitizing; and trash disposal. These duties are all consistent with the existing classification of Custodian. The recommendation is to classify one new position in Migrant Education as Custodian, Range 38.  
*MSC (Seal/Beall) to approve the recommendations as presented.*
2. Office Assistant I, R36, Migrant Education – Susan Dixon  
The Migrant Education Program has received approval to hire additional office support staff to perform basic clerical and reception duties. The newly revised classification of Office Assistant I accurately describes the duties the incumbent will perform. The position will have responsibility for answering the program's incoming phone line as well as directing visitors to the proper staff member and entering data into a database. The recommendation is to revise and retitle the existing classification of Clerical Assistant (R36) to Office Assistant I (R36), and also to classify one new position in Migrant Education as Office Assistant I (R36).  
*MSC (Beall/Seal) to approve the recommendations as presented.*
3. Systems Technician II, R52, Early Education – Susan Dixon  
The Early Education Services Program is adding 3,000 children this year as several new preschool provider agencies, including San Diego Unified, are joining the initiative. As such, the program will use some of its funding to hire an additional support staff member to meet the technological and reporting needs of the program. The new staff member will work with the existing Systems Technician II to train users on the computerized information systems in Early Education as well as extract data from the system to create required and requested reports. The existing classification of Systems Technician II accurately describes the duties the incumbent will perform. The recommendation is to classify one new position in Early Education Services as Systems Technician II, Range 52.  
*MSC (Seal/Beall) to approve the recommendations as presented.*

##### B. Reclassifications/Reallocations

1. Child Nutrition Program Clerk, R44, Outdoor Education – Susan Dixon  
In January 2010, the Outdoor Education Program worked with Human Resources to establish a new classification of Child Nutrition Program Clerk to assist the Program Business Specialist with legally mandated reporting requirements as well as a variety of general office/clerical duties. As part of a reorganization of kitchen staff earlier this year, those specialized clerical reporting duties were assigned to the Child Nutrition Supervisor at the school site. The Outdoor Education Program continues to have a need for office/clerical support however, the remaining tasks are relatively standard and do not require the specialized knowledge or skills of a Program Clerk level assignment. The anticipated duties to be performed include: answering the phone, scanning files, creating purchase orders, reviewing paperwork for accuracy and identifying discrepancies, and completing standard reports. These duties are consistent with the existing classification of Office Assistant II. The recommendation is to reclassify vacant position #8029 from Child Nutrition Program Clerk (R44) to Office Assistant II (R38.).  
*MSC (Seal/Beall) to approve the recommendations as presented.*

2. Registered Nurse, R50, Outdoor Education – Susan Dixon

The Outdoor Education Program consolidation of two outdoor schools into one school site resulted in two Registered Nurses being staffed at the Cuyamaca Outdoor School. Recently, one of the nurses resigned. The resignation prompted the Director of Outdoor Education to reevaluate the health services and general office staffing needs of the Cuyamaca Outdoor School. Although the school site needs more than one full-time health services staff member to maintain adequate coverage, the program school week does not require two strictly health services employees. Additionally, the program does not need two staff members certified as Registered Nurses.

Several years ago, the classification of Health Services Specialist was established for Outdoor Education to accommodate the less than full-time work schedule for one of its school nurses. The program would like to utilize this classification to provide the additional health services coverage needed in lieu of a second Registered Nurse. Additionally, Human Resources has worked with Outdoor Education to revise the class description for Health Services Specialist to include general office support duties to allow maximum utilization of the full-time position as the health services portion of the assignment will usually not be 40 hours. The incumbent will provide additional support in attendance, registration, food services and other functional areas.

Therefore, the recommendation is to retitle and revise the class description for Health Services Specialist to Health Services Technician (R41). Also, to reclassify the vacant Registered Nurse, Outdoor Education (R50) to Health Services Technician (R41).

*\*Hardcopies of a newly revised and retitled class description for Health Services Specialist was distributed at the meeting and was not posted on the e-Genda in time; class description is available on HR website.*

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

C. Job Descriptions

1. Office Assistant I

*MSC was included with item A2 above.*

**5. POSITION ANNOUNCEMENTS**

<u>TITLE</u>	<u>TYPE</u>
After School Education and Safety Program Assistant	Promo
Computer Operations Manager	Promo
Instructional Aide – Visually Impaired	Open
Office Assistant I	Open
PASS Community Aide I	Open
Program Secretary	Open
Project Specialist – Homeless Education	Open
Property and Liability Technician	Promo
Webmaster	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>
After School Education and Safety Program Assistant	Open	3	2/28/13
Buyer	Open	2	2/28/13
Program Secretary	Open	4	2/28/13
Project Specialist, Homeless Education	Open	4	2/27/13
Property and Liability Technician	Promo	4	2/15/13
School Facilities Planning Coordinator – Bond Project Manager	Open	3	1/17/13

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

**7. INFORMATION ITEMS**

- Personnel Actions
  1. A report of personnel actions for July and August 2012 were presented for information.

**9. COMMUNICATIONS**

- CSPCA Conference – February 21-24, 2013

**10. DIRECTORS REPORT**

- Per the County Superintendent's request, the Juvenile Court and Community Schools is undergoing a comprehensive internal and external review of the JCCS structure, student needs, and ways to improve efficiency. The external review will be contracted with Fiscal Crisis & Management Assistance Team (FCMAT). Projected completion date is December 2012.
- Currently bargaining with Association of Educators on various contractual items.

**11. OTHER ACTIONS**

1. None

**12. DATE OF NEXT MEETING**

- A. Regular Meeting – October 31, 2012, 9:00 AM, Room 508

**13. ADJOURNMENT**

Meeting adjourned at 9:40 AM

Approved: Personnel Commission

By: 

Date: 10/31/12