

PERSONNEL COMMISSION
MINUTES

March 20, 2013
9:00 AM, Room 508

1. OPENING PROVISIONS

A. CALL TO ORDER AND ROLL CALL

Members Present: Mary Beall, Commissioner
Miriam Rothman, Commissioner

Present: Dave Liss, Mike Reese, Elva Uribe

Secretary: Michele Fort-Merrill

Recording Secretary: Beran Young

B. APPROVAL OF AGENDA

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

2. APPROVAL OF MINUTES

1. Regular Meeting – March 20, 2013

MSC (Beall/Rothman) to approve the minutes.

3. RATIFICATION OF ACTIONS BY DIRECTOR

A. Job Description Updates

1. Communications Assistant

4. CLASSIFICATION/SALARY RECOMMENDATION

A. Classification of New Positions

1. School Administrative Assistant II

B. Reclassifications/Reallocations

1. Communications Specialist

C. Job Description Update

1. School Administrative Assistant I

MSC (Beall/Rothman) to approve the updated job description.

5. POSITION ANNOUNCEMENTS

<u>TITLE</u>	<u>TYPE</u>
Special Education Classroom Behavior Intervention Aide	Open/Lateral
Communications Assistant	Open/Lateral
Operations Distribution Worker	Open/Lateral

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>
Consultant – Business Advisory Services	Open	3	8/15/13
Payroll Services Manager	Open	5	9/4/13
Web Artist	Open	3	8/8/13
Webmaster	Open	1	8/22/13

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

7. INFORMATION ITEMS

- Personnel Actions
 - February 2013
- Presentation – None

9. COMMUNICATIONS

- None.

10. DIRECTORS REPORT

- None.

11. OTHER ACTIONS

12. DATE OF NEXT MEETING


- A. Regular Meeting – April 17, 2013; 9:00 AM, Room 508.

13. ADJOURNMENT

Meeting adjourned at 9:35 AM

MSC (Beall/Rothman) to adjourn the meeting at 9:35 am

Approved: Personnel Commission

By:  Date: 17 APRIL 2013