

PERSONNEL COMMISSION

MINUTES

March 19, 2014

9:00 AM, Room 508

I. CALL TO ORDER

II. ROLL CALL

Members Present: Mary Beall, Chair, Commissioner
Miriam Rothman, Commissioner

Members Absent: Bert Seal, Commissioner

Present: Susan Dixon, Diane Herrera, David Liss

Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

A. Regular Meeting – February 19, 2014

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

V. PUBLIC COMMENT

No comments presented.

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. Classification of New Position

1. Instructional Aide, R34, JCCS, Susan Dixon

The Juvenile Court and Community Schools Program has received approval to fill two support staff positions at assist classroom teachers with instructional, behavioral, and clerical functions. The current class description has been updated to more accurately reflect the duties performed as well as the abilities required to perform those duties. The recommendation is to revise the Instructional Aide class description and to classify two new positions in JCCS as Instructional Aide allocated at Range 34 of the Support Staff Salary Schedule.

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

VII. CLASSIFICATIONS

A. New Classification

None

B. Class Description Updates

None

C. Classification of New Positions

None

D. Reclassification of Existing Positions

1. **Senior Systems and Programming Analyst, R71, ITS, Susan Dixon**

The Software Application Services unit currently employs seven staff members in the classification of Senior Systems and Programming Analyst. Due to the upcoming retirement of one of these staff members, ITS management has reviewed the staffing needs of the unit and determined that support is needed in the area of web development and programming. The unit currently employs three staff members in the classification of Web Developer/Programmer II and would like to staff the vacant Senior Systems and Programming Analyst as a Web Developer/Programmer II. The recommendation is to reclassify vacant position #8164 from Senior Systems and Programming Analyst (R71) to Web Developer/Programmer II allocated at Range 60 of the Classified Support Staff Salary Schedule.

2. **Staff Development Analyst, R58, Human Resources – Susan Dixon**

Due to the establishment of the Special Assistant, Office of the Assistant Superintendent position, the staffing needs of the Human Resources Services department have changed. The Special Assistant, Office of the Assistant Superintendent is housed in the human resources office twenty hours a week performing the higher-level duties associated with the EDGE Program. As such, the existing classification of Staff Development Analyst has been revised to reflect more of a supportive role. In addition, the revised assignment will have responsibility for supporting the special programs and strategic planning functions of the human resources department. As such, the recommendation is reclassify the vacant Staff Development Analyst position to a Staff Development Assistant and in addition the recommendation for salary allocation is based on comparability to other classifications allocated to Range 50 of the Classified Support Staff Salary Schedule. Therefore, the recommendation is to establish a new classification of Staff Development Assistant allocated to Range 50 of the Classified Support Staff Salary Schedule and to reclassify vacation position #8410 from Staff Development Analyst (R58) to Staff Development Assistant (R50).

MSC (Rothman/Beall) to approve both recommendations for the respective Senior Systems and Programming Analyst and Staff Development Analyst positions as presented.

VIII. **POSITION ANNOUNCEMENTS – No Action**

<u>TITLE</u>	<u>TYPE</u>
Instructional Aide – Deaf and Hard of Hearing	Open
Instructional Aide, JCCS	Open
Migrant Services Aide	Open

The above listed position announcements were presented for information only.

IX. APPROVAL OF ELIGIBILITY LISTS

<u>TITLE</u>	<u>TYPE</u>	<u># Eligible</u>	<u>EXPIRES</u>
Customer Resource Center Supervisor – SIS	Open	3	08-21-14
Functional Systems Analyst – Finance	Open	8	08-20-14
Retirement Reporting Analyst	Open	2	08-20-14

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

X. INFORMATION ITEMS – NO ACTION

A. Personnel Actions

1. The February 2014 personnel action report was presented for information.

XI. COMMUNICATIONS

A. None

XII. EXECUTIVE SECRETARY’S REPORT

Ms. Fort-Merrill shared that the Personnel Commission 2014-15 budget was submitted without major changes and will be available at the public hearing scheduled at the April meeting, and final approval taken at the May meeting. CSEA submitted a notice of intent to negotiate, however no proposals have been presented as of yet. The SDCOE Local Control Accountability Plan (LCAP) is underway and Ms. Fort-Merrill will invite Debbie Beldock, Assistant Superintendent of Learning and Leadership Services to present the final plan to the Personnel Commission at the May meeting. We are eagerly developing the next five-year Strategic Plan and are considering another culture survey. The HR Services Manager position is still open and recruitment is on-going. Ms. Fort-Merrill is considering other avenues outside of www.edjoin.org for advertising this position.

XIII. OTHER ACTIONS

A. None

XIV. DATE OF NEXT MEETING


- A. Miriam Rothman, Commissioner, requested that the April 16th PC meeting be rescheduled to another date due to a schedule conflict.

MSC (Rothman/Beall) approved the request to reschedule the regular PC meeting from April 16, 2014 to **April 23, 2014**, 9:00 AM, Room – to be determined. Maritess Pantaleon will contact Bert Seal, absent Commissioner, for his availability. Once confirmed, Maritess will revise the schedule on the SDCOE/HR website and alert all Commissioners.

XV. ADJOURNMENT

Meeting adjourned at 9:33 AM

Approved: Personnel Commission

By: 

Date: 4-23-14