

PERSONNEL COMMISSION
MINUTES
April 23, 2014
9:00 AM
Joe Rindone Regional Technology Center

I. CALL TO ORDER

II. ROLL CALL

Members Present: Miriam Rothman, Vice-Chair, Commissioner
Bert Seal, Commissioner

Members Absent: Mary Beall, Chair, Commissioner

Present: Susan Dixon, Diane Herrera, David Liss, Mike Reese, Elva Uribe

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 – March 19, 2014

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

V. PUBLIC COMMENT

No comments presented.

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. None

VII. CLASSIFICATIONS

A. New Classification
None

B. Class Description Updates
None

C. Classification of New Positions
None

D. Reclassification of Existing Positions

1. **Outdoor Education Program Specialist, R41, Student Services - Susan Dixon**

The Senior Director, Outdoor Education has requested utilizing funding from the sixth grade camp program to fund an additional position in the outreach efforts of the Outdoor Education Program. At this time, funding is best utilized by staffing a position that will work with the Outdoor Education Outreach Leader to schedule program visits by the

Splash Science Mobile Lab, Green Machine, Marine Science Floating Lab, and Recycling Program. Additionally, the incumbent will perform data entry and monitoring tasks related to the Teacher Assistants who staff the mobile units listed above, and perform other clerical and tracking tasks related to contracts and purchase orders. The incumbent will also fill in for Teacher Assistants as needed in order to ensure delivery of scheduled services. These duties are all consistent with the existing classification of Science Outreach Program Assistant. The description has been revised to include several additional duties as well as several standard abilities now included on all SDCOE job descriptions.

Therefore, the recommendation is to reclassify vacant position #7461 from Outdoor Education Program Specialist (R41) to Science Outreach Program Assistant allocated to Range 36 of the Classified Support Staff Salary Schedule, and also to revise the class description for Science Outreach Program Assistant.

MSC (Seal/Rothman) to approve the recommendations as presented

2. Student Information Systems Analyst, R58, ITS – Susan Dixon

The Student Information Systems Unit of the Customer Resource Center has a current vacancy for a Student Information Systems Analyst. Currently there are five incumbents in this classification within the unit in addition to the one vacancy. Human Resources administration is requesting reclassifying the vacant position downward to a Systems Technician II. This request is in light of an employee layoff situation. A Systems Analyst ROP (R56) position is being eliminated. The incumbent has previously worked as a Systems Technician II (R52) and therefore is eligible to accept a voluntary demotion in this classification. The Assistant Superintendent of ITS has agreed to reclassify the vacant position in SIS to allow for the reassignment of this displaced employee. A Systems Technician II within the SIS unit will be able to perform many of the duties performed by Student Information Systems Analysts including training and help desk functions.

Therefore, the recommendation is to reclassify vacant position #8065 from a Student Information Systems Analyst (R58) to a Systems Technician II (R52), and also revise the classification description for Systems Technician II.

MSC (Seal/Rothman) to approve the recommendations as presented

VIII. POSITION ANNOUNCEMENTS – No Action

<u>TITLE</u>	<u>TYPE</u>
Fiscal Technician	Open
Occupational Therapist	Open
Outdoor Education Program Specialist	Open
Staff Development Assistant	Promotional
Systems Analyst	Open
Web Developer/Programmer II	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>
Food Services Program Assistant	Open	5	10/02/2014
Instructional Aide – Deaf and Hard of Hearing	Open	9	10/07/2014
Staff Development Assistant	Promo	2	10/04/2014

MSC (Seal/Rothman) to approve the eligibility lists as presented.

X. INFORMATION ITEMS – NO ACTION

A. Personnel Actions

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

XI. COMMUNICATIONS

A. None

XII. EXECUTIVE SECRETARY’S REPORT

Ms. Fort-Merrill informed the Personnel Commission that the Superintendent took action to terminate a permanent classified employee (#208-485), of which was noticed of their rights to appeal.

XIII. OTHER ACTIONS

A. Public Hearing - Proposed Adoption of 2014-15 Personnel Commission Budget
MSC (Seal/Rothman) to take final action at the May 21, 2014 regular meeting of the Personnel Commission.

B. Approval of 2014-15 Personnel Commission Meeting Schedule
MSC (Seal/Rothman) approved the meeting schedule as presented.

XIV. DATE OF NEXT MEETING

A. Regular Meeting – May 21, 2014, 9:00 AM, Room 508

XV. ADJOURNMENT

Meeting adjourned at 9:10 AM

Approved: Personnel Commission

By: M Beall Date: 5/21/14