

AGENDA
PERSONNEL COMMISSION

March 17, 2010
9:00 AM, 508

- | | |
|--------|---|
| Page # | 1. ROLL CALL |
| 2 | 2. APPROVAL OF AGENDA |
| 3 | 3. APPROVAL OF MINUTES <ul style="list-style-type: none">• Meeting of February 17, 2010 |
| 6 | 4. CLASSIFICATION/SALARY RECOMMENDATION |
| | <u>Classification Reviews</u> |
| 7 | <ul style="list-style-type: none">• Web Developer/Programmer II, R60, Integrated Technology Services, position #8108 reclassified to Programmer Systems Analyst I, R65 – Susan Dixon |
| 8 | <ul style="list-style-type: none">• Programmer Systems Analyst II, R69, Integrated Technology Services, vacant position #7894 Reclassified to Web Developer/Programmer I, R58 – Susan Dixon |
| | <u>Classification of Positions (New)</u> |
| 9 | <ul style="list-style-type: none">• Promoting Achievement and Student Success (PASS), Community Aide I, R42, Student Support Services – Susan Dixon |
| 12 | <ul style="list-style-type: none">• Promoting Achievement and Student Success (PASS), Community Aide II, R50, Student Support Services – Susan Dixon |
| | <u>Job Description Updates</u> |
| 16 | <ul style="list-style-type: none">• Microcomputer/Web Programmer I |
| 18 | <ul style="list-style-type: none">• Microcomputer/Web Programmer II |
| 20 | 5. POSITION ANNOUNCEMENTS <ul style="list-style-type: none">• Custodian (one part-time, 19.5 hours per week; one full time) |
| 21 | 6. ELIGIBILITY LISTS <ul style="list-style-type: none">• Student Support Specialist• Technology Integration Specialist |
| 24 | 7. DIRECTOR'S REPORT <ul style="list-style-type: none">• Distinguished Commissioner Award Presentation |
| 25 | 8. PERSONNEL ACTIONS <ul style="list-style-type: none">• As of February 2010 |
| 28 | 9. ADOPTION OF 2010-11 PERSONNEL COMMISSION BUDGET |
| 30 | 10. NEXT MEETING – April 21, 2010, 9:00 AM, Room 508 |
| | 11. ADJOURNMENT |

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Personnel Commission, please contact the Human Resource office at 858-292-3662. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

PERSONNEL COMMISSION - SAN DIEGO COUNTY OFFICE OF EDUCATION

APPROVAL OF AGENDA

APPROVAL OF AGENDA
March 17, 2010
– Agenda Item #2

PERSONNEL COMMISSION – SAN DIEGO COUNTY OFFICE OF EDUCATION

APPROVAL OF MINUTES

- February 17, 2010

APPROVAL OF MINUTES
March 17, 2010
- Agenda Item #3

PERSONNEL COMMISSION
MINUTES

February 17, 2010
9:00 a.m., Room 508

1. ROLL CALL

Members Present: Miriam Rothman, Commissioner
Bert Seal, Commissioner
Mary Beall, Commissioner

Present: Dave Liss, Mike Reese, Elva Uribe, Lisa
Nguyen, Susan Dixon

Secretary: Michele Fort-Merrill

Recording Secretary: Diane Herrera

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

-MSC (Rothman/Beall) to approve the minutes of January 25, 2010 as presented.

4. CLASSIFICATION/SALARY RECOMMENDATION

Classification of Positions (New)

-Science Outreach Program Assistant, R36, Outdoor Education, Student Services – Susan Dixon

The Outdoor Education Program has received funding from Kaiser Permanente and Henry's Grocer to expand the Science Outreach Program. The program would like to use some of the new funding to hire a support staff member to assist the Outreach Leader with bookings, materials maintenance and routine clerical tasks. The recommendation is to establish a new classification of Science Outreach Program Assistant allocated to range 36 of the Classified Support Staff Salary Schedule and to classify one new position in Outdoor Education as Science Outreach Program Assistant.

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

5. POSITION ANNOUNCEMENTS

-Purchasing/Contracts Supervisor
-Project Specialist – Homeless Education (promotional only)
-Technology Architecture Specialist
-Technology Integration Specialist

Presented for information.

6. ELIGIBILITY LISTS

-Programmer/Systems Analyst II

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

7. PERSONNEL DIRECTOR'S REPORT

-Michele Fort-Merrill announced that Miriam Rothman will be awarded the Distinguished Commissioner Award from the California School Personnel Commissioners Association at its annual conference on February 18, 2010. Ms. Rothman has served as a Personnel Commissioner for the San Diego County Office of Education for 18 years.

8. PERSONNEL ACTIONS

-As of January 2010

Presented for information only.

9. Next Meeting – March 17, 2010, 9:00 AM, room 508

Due to a scheduling conflict, Ms. Beall asked the commission to reschedule the May 19, 2010 meeting. MSC (Beall/Rothman) to reschedule the May 19, 2010 meeting to May 12, 2010. Room location to be determined.

10. PUBLIC HEARING – 2010-11 PERSONNEL COMMISSION BUDGET

Mr. Seal opened the hearing at 9:13 AM. The Commission reviewed the proposed 2010-11 budget. No comments from the public were presented. Mr. Seal closed the hearing at 9:17 AM. No action was taken.

11. ADJOURNMENT

-Meeting adjourned at 9:18 AM.

Approved: Personnel Commission

By: _____ Date: _____

PERSONNEL COMMISSION-SAN DIEGO COUNTY OFFICE OF EDUCATION

CLASSIFICATION/SALARY RECOMMENDATION

Classification Reviews

- Web Developer/Programmer II, R60, Integrated Technology Services, position #8108 reclassified to Programmer Systems Analyst I, R65 – Susan Dixon
- Programmer Systems Analyst II, R69, Integrated Technology Services, vacant position #7894 Reclassified to Web Developer/Programmer I, R58 – Susan Dixon

Classification of Positions (New)

- Promoting Achievement and Student Success (PASS), Community Aide I, R42, Student Support Services – Susan Dixon
- Promoting Achievement and Student Success (PASS), Community Aide II, R50, Student Support Services – Susan Dixon

Job Description Updates

- Microcomputer/Web Programmer I
- Microcomputer/Web Programmer II

CLASSIFICATION/SALARY RECOMMENDATION

March 17, 2010

- Agenda Item #4

CLASSIFICATION ANALYSIS

Position:	Web Developer/Programmer II	Prepared By:	Susan Dixon
Range:	R60	Report Date:	March 9, 2010
Work Location:	Integrated Technology Services	PC Meeting Date:	March 17, 2010
Incumbent:	Uyen Quach (#8108)	PC Action:	Pending
Date:	March 17, 2010		

INFORMATION SOURCES:

Assistant Superintendent, Integrated Technology Services
Senior Director, Software Application Services
Executive Director, Human Resource Services

ESSENTIAL FUNCTION:

Under general supervision, participates in the study of computer applications; performs a combination of systems analysis and programming, with emphasis on programming activities, in the design, development and implementation of computer applications.

REPORTING RELATIONSHIPS:

See organizational chart on the SDCOE website

POSITION/CLASS COMPARISON:

Programmer Systems Analyst I
Programmer Systems Analyst II
Web Developer/Programmer I

CRITICAL EVALUATION FACTORS:

Typical Tasks
Distinguishing Characteristics

RECOMMENDATION:

Reclassify position #8108 from Web Developer/Programmer II (R60) to Programmer Systems Analyst I (R65).

RATIONALE:

The Assistant Superintendent of Integrated Technology Services is reorganizing some of the assignments in the Software Application Services Unit. The duties currently being assigned to position #8108 will be changing from those of a Web Developer/Programmer II to those of a Programmer Systems Analyst I. The needs of the unit, based on the needs of the SDCOE, are more in line with the typical tasks of the Programmer Systems Analyst I classification, namely, to perform a combination of systems analysis and programming, with emphasis on programming activities, in the design, development and implementation of computer applications.

CLASSIFICATION ANALYSIS

Position:	Programmer Systems Analyst II	Prepared By:	Susan Dixon
Range:	R69	Report Date:	March 9, 2010
Work Location:	Integrated Technology Services	PC Meeting Date:	March 17, 2010
Incumbent:	vacant position #7894	PC Action:	Pending
Date:	March 17, 2010		

INFORMATION SOURCES:

Assistant Superintendent, Integrated Technology Services
Senior Director, Software Applications Services
Executive Director, Human Resource Services

ESSENTIAL FUNCTION:

Under general supervision, coordinates or participates in the study of data processing applications; performs a combination of systems analysis and programming, with greater emphasis on analysis and system requirements, in the design, development, and implementation of complex computer applications.

REPORTING RELATIONSHIPS:

See organizational chart on SDCOE website

POSITION/CLASS COMPARISON:

Programmer Systems Analyst II
Web Developer/Programmer I

CRITICAL EVALUATION FACTORS:

Typical Tasks
Distinguishing Characteristics

RECOMMENDATION:

Reclassify vacant position #7894 from Programmer Systems Analyst II (R69) to Web Developer/Programmer I (R58).

RATIONALE:

As mentioned in the last report, the Assistant Superintendent of Integrated Technology Services is reorganizing some of the tasks performed in the Software Applications Services Unit. Based on the current needs of the SDCOE, the typical tasks performed by a Web Developer/Programmer I more accurately describe the duties that will be assigned to vacant position #7894.

CLASSIFICATION ANALYSIS

Position:	Promoting Achievement and Student Success (PASS) Community Aide I	Prepared By:	Susan Dixon
		Report Date:	March 9, 2010
Range:	42	PC Meeting Date:	March 17, 2010
		PC Action:	Pending
Work Location:	Student Support Services		
Incumbent:	new position		
Date:	March 17, 2010		

INFORMATION SOURCES:

Coordinator, Gang Risk Intervention Prevention

ESSENTIAL FUNCTION:

Under general direction provides support for Promoting Achievement and Student Success (PASS) recruitment, training and community outreach efforts; monitors, audits and documents program records; and trains, oversees and reviews mentor work.

REPORTING RELATIONSHIPS:

See organizational charts on SDCOE website.

POSITION/CLASS COMPARISON:

GRIP Community Aide (R42)
Mentoring Community Aide (R42)
Foster Youth Services Mentoring Program Aide (R42)

CRITICAL EVALUATION FACTORS:

Typical Tasks
Minimum Qualifications
Distinguishing Characteristics

RECOMMENDATION:

Establish a new classification of Promoting Achievement and Student Success (PASS) Community Aide I allocated to Range 42 of the Classified Support Staff Salary Schedule. A copy of the class description is attached for your approval.
Classify two new positions in Student Support Services as Promoting Achievement and Student Success (PASS) Community Aide I.

RATIONALE:

The Student Support Services Division has received a grant to fund several new positions. The purpose of this grant is to recruit individuals to serve as mentors to at-risk students. Incumbents will perform a variety of duties in the recruitment, training, and documentation of mentors for the program.
The recommended salary allocation of Range 42 is based on the comparability of other positions in the Student Support Services Division allocated to this range.

San Diego County Office of Education
Personnel Commission

PROMOTING ACHIEVEMENT AND STUDENT SUCCESS (PASS) COMMUNITY AIDE I

Definition: Under general direction, provides support for Promoting Achievement and Student Success (PASS) recruitment, training and community outreach efforts; monitors, audits and documents program records; and trains, oversees and reviews mentor work.

Typical tasks:

Essential Functions:

- Identifies and recruits mentors for the PASS Program by contacting and presenting program information to school districts, colleges/universities, private businesses and/or community organizations;
- interviews potential mentors and assists school personnel in matching students with appropriate mentors;
- organizes student recruitment efforts in participating districts;
- makes presentations to school districts, parents and community groups regarding gang prevention information and the PASS Program;
- coordinates and conducts orientation and on-going training of district staff and mentors;
- maintains and updates parent orientation materials used in student recruitment;
- serves as program liaison between participating schools and varied program partners;
- audits student and mentor eligibility documentation;
- conducts on-site checks of PASS Program operations and documentation procedures to assure compliance with state and program regulations;
- prepares detailed, comprehensive program reports;
- participates in community organizations;

Non-Essential Functions:

- performs related duties as assigned.

Minimum Qualifications:

Knowledge of: the concerns, problems and common experiences of gang-involved and at-risk students; school district organization.

Ability to: read, interpret and apply regulations and procedures governing PASS Program eligibility, documentation and audits; organize and maintain program records and files; operate a computer and associated software; prepare detailed reports; train and oversee the work of mentors; establish and maintain productive working relationships with at-risk youth as well as with professionals in the business and educational communities including individuals of varied cultural, linguistic and economic backgrounds; communicate orally and in writing; make effective presentations to individuals and groups; work with minimal supervision.

Working Conditions and Physical Abilities:

Indoor office setting and/or presentation and training sites. Driving a vehicle to conduct work. Ability to travel to and from work assignments as job requires. This assignment requires occasional evening and weekend work.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

Experience and Education:

A combination of education and experience that clearly demonstrates possession of the knowledge and abilities detailed above. A typical qualifying background would include: completion of college-level coursework in sociology, psychology, criminal justice or a related field, and one year of work experience in gang prevention and intervention work including providing gang prevention trainings.

Distinguishing Characteristics:

The PASS Community Aide I is distinguished from the PASS Community Aide II classification in that the latter provides technical assistance to other staff members, provides training and mentoring to new staff, is assigned the more sensitive, difficult or complex cases, assists in overseeing the workflow of the program, performs additional administrative duties and serves as a backup for the manager in his/her absence.

Established: 03/10

Approved by the Personnel Commission: _____

CLASSIFICATION ANALYSIS

Position:	Promoting Achievement and Student Success (PASS) Community Aide II	Prepared By:	Susan Dixon
		Report Date:	March 9, 2010
Range:	50	PC Meeting Date:	March 17, 2010
Work Location:	Student Support Services	PC Action:	Pending
Incumbent:	new position		
Date:	March 17, 2010		

INFORMATION SOURCES:

Coordinator, Gang Risk Intervention Prevention

ESSENTIAL FUNCTION:

Under general direction, provides support for Promoting Achievement and Student Success (PASS) recruitment, training and community outreach efforts; monitors, audits and documents program records; and trains, oversees and reviews mentor and program staff work.

REPORTING RELATIONSHIPS:

See organizational charts on SDCOE website.

POSITION/CLASS COMPARISON:

Promoting Achievement and Student Success (PASS) Community Aide I (R42)
Community Service Program Assistant (R50)
Youth Development Assistant (R50)

CRITICAL EVALUATION FACTORS:

Typical Tasks
Minimum Qualifications
Distinguishing Characteristics

RECOMMENDATION:

Establish a new classification of Promoting Achievement and Student Success (PASS) Community Aide II allocated to Range 50 of the Classified Support Staff Salary Schedule. A copy of the class description is attached for your approval.
Classify two new positions in Student Support Services as Promoting Achievement and Student Success (PASS) Community Aide II.

RATIONALE:

As mentioned in the previous report, the Student Support Services Division has received grant money to fund several new positions. All of the incumbents hired under this grant will have the responsibility of recruiting, training and documenting the activities of mentors selected to work with at-risk students. Two of the incumbents will have additional, higher-level responsibilities as well. These additional duties are outlined in the class description under Distinguishing Characteristics. The incumbents in the II-level classification will assist the Coordinator with the day-to-day operations of the PASS Program by performing a variety of administrative duties, overseeing the workflow of the program and serving as a backup to the manager in his/her absence. Additionally, the incumbents will train program staff, serve as a technical resource to the I level classification, and be assigned the more sensitive or complex cases.

The recommended salary allocation of Range 50 is based on two factors; the classification's comparability to other positions in the Student Support Services Division allocated to this range as well as the appropriate differential in pay between this classification and the lower-level I classification based on the additional duties and minimum requirements.

San Diego County Office of Education
Personnel Commission

PROMOTING ACHIEVEMENT AND STUDENT SUCCESS (PASS) COMMUNITY AIDE II

Definition: Under general direction, provides support for Promoting Achievement and Student Success (PASS) recruitment, training and community outreach efforts; monitors, audits and documents program records; and trains, oversees and reviews mentor and program staff work.

Typical tasks:

Essential Functions:

- Identifies and recruits mentors for the PASS Program by contacting and presenting program information to school districts, colleges/universities, private businesses and/or community organizations;
- interviews potential mentors and assists school personnel in matching students with appropriate mentors;
- organizes student recruitment efforts in participating districts;
- makes presentations to school districts, parents and community groups regarding gang prevention information and the PASS Program;
- coordinates and conducts orientation and on-going training of district staff and mentors;
- maintains and updates parent orientation materials used in student recruitment;
- serves as program liaison between participating schools and varied program partners;
- audits student and mentor eligibility documentation;
- conducts on-site checks of PASS Program operations and documentation procedures to assure compliance with state and program regulations;
- gathers data and prepares detailed, comprehensive program reports;
- audits reports by other staff members to ensure accuracy and completeness;
- trains and mentors new staff members and provides technical direction to other staff members;
- establishes, organizes and supports regional partnerships between schools and community agencies;
- performs administrative duties to support the program manager;
- serves as a backup to the manager in his/her absence;
- participates in community organizations;

Non-Essential Functions:

- performs related duties as assigned.

Minimum Qualifications: Knowledge of: the concerns, problems and common experiences of gang-involved and at-risk students; school district organization.

Ability to: read, interpret and apply regulations and procedures governing PASS Program eligibility, documentation and audits; organize, maintain, and audit program records and files; operate a computer and associated software; prepare detailed reports; train, mentor and oversee the work of mentors and other staff members; establish and maintain productive working relationships with at-risk youth as well as with professionals in the business and educational communities including individuals of varied cultural, linguistic and economic backgrounds; communicate orally and in writing; make effective presentations to individuals and groups; work with minimal supervision.

Working Conditions and Physical Abilities: Indoor office setting and/or presentation and training sites. Driving a vehicle to conduct work. Ability to travel to and from work assignments as job requires. This assignment requires occasional evening and weekend work.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

Experience and Education: A combination of education and experience that clearly demonstrates possession of the knowledge and abilities detailed above. A typical qualifying background would include: completion of college-level coursework in sociology, psychology, criminal justice or a related field, and two years of work experience in gang prevention and intervention work including providing gang prevention trainings one of which must be with the PASS Program.

Distinguishing Characteristics: The PASS Community Aide II is distinguished from the PASS Community Aide I classification in that the former provides technical assistance to other staff members, provides training and mentoring to new staff, is assigned the more sensitive, difficult or complex cases, assists in overseeing the workflow of the program, performs additional administrative duties and serves as a backup for the manager in his/her absence.

Established: 03/10
Approved by the Personnel Commission: _____

San Diego County Office of Education
Personnel Commission

MICROCOMPUTER WEB DEVELOPER/ WEB PROGRAMMER I

Definition: Under general supervision, performs ~~microcomputer and web~~ programming in the development and implementation of computer applications that ***may*** interface with financial, payroll, and student mainframe applications.

Typical Tasks: Under the direction of a Project Manager, develops structured programs; prepares program flowcharts; codes program instructions in ~~microcomputer~~, web-based, ***windows applications*** and mainframe languages; prepares system tests, audits test results and corrects errors in program logic; prepares and maintains program documentation; consults with supervisors in arriving at solutions to programming problems; modifies existing programs; prepares technical instructions and manuals; keeps abreast of industry trends and emerging technologies, including scripting and applicable languages; performs related duties as assigned.

Minimum Qualifications: Knowledge of: ~~microcomputer~~ ***PC server***, and mainframe operating environments; principles and techniques of programming using a variety of microcomputer and web programming languages; documentation methods and techniques. Ability to: program, code, test and maintain computer programs using a variety of programming languages, such as Visual Basic, Crystal Reports, ***ASP.NET, AJAX, C#, SQL Reporting Services***, COBOL, SQL, VBScript, Java, JavaScript, HTML, DHTML, XML, and other standard and/or evolving technologies; troubleshoot, analyze and resolve problems; meet schedules and time lines; communicate effectively both orally and in writing; work independently and as a member of a team; establish effective working relationships with those contacted in the course of work.

Working Conditions and Physical Demands: Duties are performed in an office setting. Must be able to hear and speak to exchange information; see to perform assigned duties; sit for extended periods of time; possess dexterity of hands and fingers to operate a computer keyboard and other equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

Distinguishing Characteristics The ~~Microcomputer~~ ***Web Developer/***Programmer I is distinguished from the ~~Microcomputer~~ ***Web Developer*** Programmer II in that the later not only performs web programming duties, but may be assigned duties related to the analysis, design, and implementation of computer applications.

Experience and Education: A combination of education, training and/or experience that clearly demonstrates possession of the knowledge and abilities listed above. A typical qualifying background would include: completion of college-level coursework in computer science, information systems or a related field, and a minimum of one year of work experience performing comparable duties. Possession of a bachelor's degree in the fields listed above may be considered as fulfillment of the work experience requirement.

Established: 04/03

Revised: 09/06, 03/10

Approved by the Personnel Commission: April 18, 2003

San Diego County Office of Education
Personnel Commission

MICROCOMPUTER / WEB PROGRAMMER II

Definition: Under general supervision, performs ~~microcomputer and web~~ programming in the development and implementation of computer applications that ***may*** interface with financial, payroll, and student mainframe applications; provides support in the analysis, design and implementation of computer applications.

Typical Tasks: Under the direction of a Project Manager, develops structured programs; prepares program flowcharts; codes program instructions in ~~microcomputer~~, web-based, ***windows applications*** and mainframe languages; prepares system tests, audits test results and corrects errors in program logic; prepares and maintains program documentation; analyzes, designs, and implements computer applications; consults with supervisors in arriving at solutions to programming problems; modifies existing programs; prepares technical instructions and manuals; keeps abreast of industry trends and emerging technologies, including scripting and applicable languages; performs related duties as assigned.

Minimum Qualifications: Knowledge of: ~~microcomputer~~ ***PC server***, and mainframe operating environments; principles and techniques of programming using a variety of microcomputer and web programming languages; documentation methods and techniques. Ability to: program, code, test and maintain computer programs using a variety of programming languages, such as Visual Basic, Crystal Reports, ***ASP.NET, AJAX, C#, SQL Reporting Services***, COBOL, SQL, VBScript, Java, JavaScript, HTML, DHTML, XML, and other standard and/or evolving technologies; troubleshoot, analyze and resolve problems; analyze, design, and implement computer applications; meet schedules and time lines; communicate effectively both orally and in writing; work independently and as a member of a team; establish effective working relationships with those contacted in the course of work.

Working Conditions and Physical Demands: Duties are performed in an office setting.
Must be able to hear and speak to exchange information; see to perform assigned duties; sit for extended periods of time; possess dexterity of hands and fingers to operate a computer keyboard and other equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

Distinguishing Characteristics: The ~~Microcomputer/Web~~ ***Web Developer*** Programmer II is distinguished from the ~~Microcomputer/Web~~ ***Web Developer*** Programmer I in that the former not only performs web programming duties, but may be assigned duties related to the analysis, design, and implementation of computer applications.

Experience and Education: A combination of education, training and/or experience that clearly demonstrates possession of the knowledge and abilities listed above. A typical qualifying background would include: completion of college-level coursework in computer science, information systems or a related field, and a minimum of one year of work experience performing comparable duties. Possession of a bachelor's degree in the fields listed above may be considered as fulfillment of the work experience requirement.

Established: 04/03

Revised: 09/06, **03/10**

Approved by the Personnel Commission: _____ April 18, 2003

PERSONNEL COMMISSION-SAN DIEGO COUNTY OFFICE OF EDUCATION

POSITION ANNOUNCEMENTS

- Custodian (one part-time, 19.5 hours per week; one full time)

POSITION ANNOUNCEMENTS
March 17, 2010
- Agenda Item #5

PERSONNEL COMMISSION-SAN DIEGO COUNTY OFFICE OF EDUCATION

ELIGIBILITY LISTS

- Student Support Specialist
- Technology Integration Specialist

ELIGIBILITY LISTS
March 17, 2010
- Agenda Item #6

E L I G I B I L I T Y L I S T
“OPEN/PROMO”

CLASSIFICATION:
STUDENT SUPPORT SPECIALIST (Open/Promotional)

EXAM #:
EXPIRES:
2/16/10

PROMO

Balderas, Sara
Kovacevic, Carole
Leon, Rosa

OPEN

Anderson, Lekia
Castaneda, nancy
Castelo, Amparo
DiBenedetto, Vanessa
Edison, ShaKenya
Farinas, Abigail
Garrett, Franklin
Medina, Monica
Perez-Sortino, Leticia
Smith, Devin
Vargas, Reynaldo
Woodson, Cindy
Ybarra, Sara

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

E L I G I B I L I T Y L I S T

CLASSIFICATION:
Technology Integration Specialist

EXAM #:
EXPIRES: 9/08/10

Alexander, Jennette
Deyo, Brian
Kim, Grace
Rome, Lyford

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

PERSONNEL COMMISSION-SAN DIEGO COUNTY OFFICE OF EDUCATION

PERSONNEL DIRECTOR'S REPORT

- Distinguished Commissioner Award

PERSONNEL COMMISSION-SAN DIEGO COUNTY OFFICE OF EDUCATION

PERSONNEL ACTIONS

- As of February 2010

PERSONNEL ACTIONS
march 17, 2010
- Agenda Item #8

EMPLOYMENT ACTIONS

Effective Date	Name / Division	Classification / Section	% of Assignment	Range/ Step	Annual Salary	Action
MANAGEMENT						
2/26/2010	Lor, Sophie S Student Services	Homeless Education Project Specialist 5 SAFESCH	100	35/4	\$81,228	New
CLASSIFIED SUPPORT						
2/1/2010	Britner, Jonathan E Learning Resources - Ed Technology	Web Artist 3 5CR-PD	100	53/4	\$53,136	New
2/22/2010	Wall, Kaylie H Student Services	Occupational Therapist 5 SPEDNC	100	64/6	\$76,680	New

SEPARATION ACTIONS

Effective Date	Name / Division	Classification / Worksite	% of Assignment	Range/ Step	Annual Salary	Action
2/10/2010	Brown, John R Business Services	School Facilities Planning Coordinator 2 FAC PLN	100	45/5	\$109,128	Resign
2/1/2010	Thompson, Sandra J Business Services	Program Secretary 2 RISK	100	41/6	\$43,704	Retire

CLASSIFIED SUPPORT

**PERSONNEL COMMISSION-SAN DIEGO COUNTY OFFICE OF EDUCATION
ADOPTION OF 2011-11 PERSONNEL COMMISSION BUDGET**

Commission budget
March 17, 2010
- Agenda Item #9

San Diego County Office of Education

Personnel Commission

2009-10 Budget Report

And

Proposed 2010-11 Budget

3/17/2010

Object	Description	2009-10 Revised Budget	2010-11 Proposed Budget
2300-000	Classified Supervisor & Admin Salaries	\$132,915	\$134,907
2400-000	Clerical & Office Salaries	\$94,121	\$94,781
3212 thru 3602	Benefits	\$86,945	\$90,717
4300-000	Other Supplies	\$4,593	\$4,593
5200-001	Mileage	\$100	\$100
5200-002	Travel	\$3,400	\$3,400
5300-000	Dues/Memberships	\$6,915	\$6,915
5710-203	Interprogram Charge, Graphics	\$5,000	\$5,000
5710-211	Interprogram Charge, Office Systems	\$250	\$250
5800-000	Professional Consultants	\$2,005	\$2,005
5800-010	Consultants, Non- Instructional, Personnel Commission Stipends	\$2,995	\$2,995
5800-020	Advertising	\$10,000	\$10,000
5800-040	Legal Services	\$3,892	\$3,892
5800-111	Contracted Catering	\$500	\$500
		\$353,631.00	\$360,055.00

PERSONNEL COMMISSION-SAN DIEGO COUNTY OFFICE OF EDUCATION

NEXT MEETING

- April 21, 2010, 9:00 AM, Room 508

NEXT MEETING
March 17, 2010
- Agenda Item #10