

AGENDA
PERSONNEL COMMISSION

May 10, 2010
1:00 PM, 508

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- 26 11. RECONVENE OPEN SESSION – REPORT OUT CLOSED SESSION ACTIONS
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- June 16, 2010, 9:00 AM, Board Room, Room 508
13. 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
May 10, 2010
– Agenda Item #2

PERSONNEL COMMISSION – SAN DIEGO COUNTY OFFICE OF EDUCATION

APPROVAL OF MINUTES

- April 21, 2010

APPROVAL OF MINUTES
May 10, 2010
- Agenda Item #3

PERSONNEL COMMISSION

MINUTES

April 21, 2010

9:00 a.m., Room 508

1. ROLL CALL

Members Present:

Miriam Rothman, Commissioner
Bert Seal, Commissioner
Mary Beall, Commissioner

Present:

Dave Liss, Elva Uribe, Lisa Nguyen, Susan
Dixon

Secretary:

Michele Fort-Merrill

Recording Secretary:

Diane Herrera

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

-MSC (Beall/Rothman) to approve the minutes of March 17, 2010 as presented.

4. RATIFICATION OF ACTIONS BY DIRECTOR

Classification Reviews

- Interpreter II – DHH, R63, NCCSE, Student Services, vacant position #8920, reclassified to Interpreter I – DHH, R60, NCCSE, Student Services – Susan Dixon

Due to a shortage of qualified candidates at the Interpreter II level, the NCCSE administration has requested reclassifying the vacant Interpreter II – DHH position to an Interpreter I – DHH. The recommendation is to reclassify vacant position #8920 from Interpreter II – DHH to Interpreter I – DHH.

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

- Speech Language Pathology Assistant, R52, NCCSE, Student Services – Susan Dixon
The NCCSE has received a request from the San Marcos Unified School District to hire additional support in the area of speech/language services. The existing classification of Speech Language Pathology Assistant accurately describes the duties the incumbents will perform. The recommendation is to classify two new positions at the North Coastal Consortium for Special Education as Speech Language Pathology Assistant.

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

5. CLASSIFICATION/SALARY RECOMMENDATION

Classification Reviews

-Migrant Secondary School Advisor, M40, Migrant Education, Student Services, vacant position #8034, reclassified to Migrant Services Aide, R40, Migrant Education, Student Services – Susan Dixon

The Migrant Education Program has a need for a staff member to provide a broad range of support services to students and families in the elementary grades at the Carlsbad Unified School District. The existing classification of Migrant Services Aide accurately describes the duties to incumbent will be assigned. The recommendation is to reclassify vacant position #8034 from Migrant Secondary School Advisor (R40) to Migrant Services Aide (R40)>

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

6. POSITION ANNOUNCEMENTS

-Speech-Language Pathology Assistant
-Web Developer/Programmer I
-Instructional Aide, DHH

Presented for information.

7. ELIGIBILITY LISTS

-Technology Architecture Specialist
-Purchasing/Contracts Supervisor
-School Facilities Planning Coordinator

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

8. PERSONNEL DIRECTOR'S REPORT

-Michele Fort-Merrill reported that sixteen positions are being eliminated for the 2010-11 fiscal year. As a result, nine employees will be laid off; two staff were reassigned; three staff retired and two positions were vacant. The budget will be reviewed once the Governor has issued his May revise.

-Ms. Fort-Merrill announced the start of the new Human Capital Development Program, the EDGE (Employee Development, Growth and Enrichment). Specific Result 3.2 of the Strategic Plan called for the creation of a leadership development program. A cross-divisional group of employees began working on this project last fall and the initial coursework is now being rolled out. Three courses are planned during this initial phase: Communication in the Workplace; Managing your Boss; and Change Management.

-Ms. Fort-Merrill informed the Commission that Dr. Ward has initiated a review of the County Office of Education for possible realignment. Focus groups will be invited to give input into the new organizational structure, offer ways to align work, processes and structures. Steve Clemons, Assistant Superintendent, Integrated Technology Services, and Ms. Fort-Merrill will lead the focus groups. The intent is to have the new structure in place by July 1, 2010.

9. PERSONNEL ACTIONS

-As of March 2010

Presented for information only.

**10. Next Meeting – April 30, 2010, 8:30 AM Room 301, Employee Appeal Hearing
May 12, 2010, 9:00 AM, location to be determined**

11. ADJOURNMENT

-Meeting adjourned at 9:50 AM.

Approved: Personnel Commission

By: _____ Date: _____

PERSONNEL COMMISSION-SAN DIEGO COUNTY OFFICE OF EDUCATION

CLASSIFICATION/SALARY RECOMMENDATION

Job Description Updates

- Student Attendant – Susan Dixon

Classification Reviews

- Program Business Specialist III – Special Education, M38, NCCSE and NISER, Student Services - Susan Dixon

CLASSIFICATION/SALARY RECOMMENDATION

May 10, 2010

- Agenda Item #4

San Diego County Office of Education
Personnel Commission

STUDENT ATTENDANT

Definition: Under immediate supervision, performs duties of average difficulty in caring for children and young adults who have severe physical and/or mental handicaps in a program of instruction; provides clerical and instructional assistance to special education teachers. Performs maintenance and custodial duties involved in tending the needs of students including feeding, dressing, toileting, and movement.

Typical Tasks: Assists students throughout the school day in instructional sessions; helps students with personal needs such as feeding, dressing, and toileting, including changing diapers and toilet training; assists with specialized feeding techniques; sits and/or kneels on the floor to assist teachers and therapists in supervision of educational activities program, rest periods, therapy sessions, and positioning students; helps with the physical environment setting up equipment, maintaining supplies, and handling light custodial duties of an emergency nature; may help with routine clerical tasks such as observing and recording attendance; assists with the maintenance and adjustment of equipment; assists with the pupils' individualized health care needs **including the administration of first aid, medication and/or specialized care to students, under the direction of a health professional, for the purpose of meeting immediate health care needs;** picks up snacks and lunch carts from kitchen; serves snacks and lunch, and provides special equipment for eating; cleans equipment and returns it to the cafeteria; wheels students to and from buses; removes and lifts students from wheelchairs; participates in staff development activities, workshops and meetings; performs related duties as assigned.

Minimum Qualifications: Knowledge of the general needs and behavior of individuals with physical and/or mental handicaps. Ability to: establish and maintain cooperative and effective relationships with adults; demonstrate patience and tact in dealing with students with severe physical or mental handicaps use oral communication effectively with students and staff.

Working Conditions and Physical Abilities: Duties are typically performed in a school setting.
Must be able to hear and speak to exchange information; see to perform assigned duties; lift and handle students in caring for their personal needs such as toileting, aiding with bladder and bowel apparatus, administering to students subject to seizures, removing and replacing braces, etc.; lift students up to adult size, to perform such tasks as transferring students into and out of wheelchairs and other apparatuses; stoop; kneel; sit on the classroom floor for extended periods of time; use first aid and CPR.

No Child Left Behind Act (NCLB) Requirement: In order to satisfy the paraprofessional requirements of the NCLB Act, applicants must meet one of the following requirements:

- Completed at least 2 years of study at an institution of higher education;
- Obtained an associate's (or higher) degree;
- Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).

Experience and Education: In addition to meeting the NCLB requirement for employment detailed above, applicants must have completed college-level course work in general academic subject areas such as math, science, and English, and previous successful experience working with and caring for students with disabilities similar to those described above.

Licenses & Certificates: **A valid Food Handlers Card issued by the San Diego County Department of Health Services is required within 30 days of appointment.**
Possession of a First Aid and CPR certificate is required at time of appointment.

Established: 2/83
Revised: 1/86, 2/93; 2/07; 6/07; **05/10**
Approved by the Personnel Commission: February 3, 1993

CLASSIFICATION ANALYSIS

Position:	Program Business Specialist III – Special Education	Prepared By:	Susan Dixon
		Report Date:	May 4, 2010
Range:	M38	PC Meeting Date:	May 10, 2010
Work Location:	NCCSE & NISER	PC Action:	Pending
Incumbent:	new position		
Date:	July 1, 2010		

INFORMATION SOURCES:

Assistant Superintendent, Student Services and Programs
Senior Director, North Inland Special Education Region (NISER)
Senior Director, North County Coastal Special Education (NCCSE)

ESSENTIAL FUNCTION:

Under general direction, provide fiscal support, technical expertise and advisory services to SELPA directors, County Office administration and school districts regarding special education accounting and fiscal management; prepare a variety of financial, statistical and analytical reports; assure compliance with established policies, regulations and legal requirements; train, supervise and evaluate the performance of assigned personnel.

REPORTING RELATIONSHIPS:

Reports to Senior Director(s), SELPA

POSITION/CLASS COMPARISON:

Program Business Specialist III (M38)
Business Advisory Services Specialist (M38)

CRITICAL EVALUATION FACTORS:

Essential Functions
Minimum Requirements

RECOMMENDATION:

Establish new classification of Program Business Specialist III – Special Education allocated to Range 38 of the management salary schedule. Classify one new position at NCCSE (80%) and NISER (20%) as a Program Business Specialist III – Special Education.

RATIONALE:

The North Coastal Consortium for Special Education and the North Inland Special Education Region have received approval and funding to establish a business management position to perform the fiscal and accounting functions for these two SELPAs. The four SDCOE maintained SELPAs have grown considerably as they continue to absorb additional staff and programs from their member districts. As such, the volume of business-related work has grown substantially. The amount of growth has warranted the addition of a business management position that will be dedicated to providing services exclusively for the two north county SELPAs. The remaining two SELPAs, East County and South County, will continue to have business services duties performed by an existing SDCOE Business Advisory Services Specialist position.

The classification and salary allocation for Program Business Specialist III – Special Education is based on two existing classifications in the management group. The two comparisons have representative duties that are comparable to this new assignment, however, neither of them have any reference to the unique characteristics inherent in a special education environment. With all the legislation, reporting and compliance issues that are unique to special education, it has become necessary to have a classification that clearly defines the specific responsibilities the incumbent will have related to working at a SELPA. As such, the recommendation is to establish a Program Business Specialist III classification that combines general business functions that exist in any large-scale program with the unique functions that are specific to special education, namely, Program Business Specialist III – Special Education.

SAN DIEGO COUNTY OFFICE OF EDUCATION

CLASS TITLE: PROGRAM BUSINESS SPECIALIST III – SPECIAL EDUCATION

BASIC FUNCTION:

Under general direction, provide fiscal support, technical expertise and advisory services to SELPA directors, County Office administration and school districts regarding special education accounting and fiscal management; prepare a variety of financial, statistical and analytical reports; assure compliance with established policies, regulations and legal requirements; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Provide financial information and guidance to SELPA directors, County Office administrators and school districts regarding a variety of issues related to special education finance, including AB 602 and other federal and state laws, California Education Code and legal requirements.

Analyze and monitor budgets and fiscal status of SELPA programs including reviewing expenditures, accounting transactions, fund balances and expenditure control.

Calculate revenue allocations and disburse funds to participating school districts in accordance with AB 602 Implementation Plans.

Assure compliance with federal and state laws, reporting and procedural requirements regarding special education financial activities.

Prepare a wide variety of comprehensive financial, statistical and analytical reports, proposals and recommendations; conduct special studies and projects as requested.

Negotiate, prepare and maintain contracts, leases and other legal documents associated with the SELPA; assist the Director in controlling and administering contractual arrangements.

Maintain current knowledge of operational issues, budgetary constraints and pending legislation pertinent to the assignment; evaluate and make recommendations.

Communicate with SELPA administrators, school districts, County Office staff, federal and state agencies and others regarding special education financial activities and reports.

Participate with other members of the management team in overall program planning and coordination; recommend systems and other improvements.

Attend and participate in a variety of meetings; prepare written and verbal presentations as requested.

Train, supervise and evaluate assigned staff.

Operate computers and related software, peripheral equipment and standard office equipment.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced budgetary, accounting and fiscal management principles, procedures and systems.

Methods and practices of statistical analyses and financial record keeping.

School business functions including accounting, finance, student attendance accounting and state reporting requirements.

California Education Code, federal and state laws, and other related mandates.

Principles of supervision and office management.

ABILITY TO:

Independently perform advanced budgetary duties adhering to school district accounting principles.

Analyze, interpret, apply and explain laws, rules, regulations, policies and procedures.

Operate standard office equipment including computers and related software applications including computerized accounting systems, and advanced spreadsheet and database applications.

Communicate effectively orally and in writing.

Analyze problems and recommend and implement effective solutions.

Prepare or supervise the preparation of complex financial reports, analyses and recommendations.

Make effective presentations to individuals and groups.

Initiate, plan and complete assignments with minimal supervision.

Establish effective working relationships with those contacted in the course of work.

Train, supervise and evaluate the work of others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree in accounting, finance, business or public administration, or a closely related field and four years of professional-level experience in accounting with broad exposure to budgeting and school district or school-related accounting. Experience in special education finance is highly desirable.

Approved by Personnel Commission: 05/10

PERSONNEL COMMISSION-SAN DIEGO COUNTY OFFICE OF EDUCATION

POSITION ANNOUNCEMENTS

- Instructional – Vision Impaired, .63 FTE
- Behavioral Support Assistant
- Student Attendant, Friendship School
- Migrant Services Aide, .75 FTE

POSITION ANNOUNCEMENTS

May 10, 2010

- Agenda Item #5

PERSONNEL COMMISSION-SAN DIEGO COUNTY OFFICE OF EDUCATION

ELIGIBILITY LISTS

- Speech-Language Pathology Assistant
- Custodian

ELIGIBILITY LISTS
May 10, 2010
- Agenda Item #6

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

CLASSIFICATION:
Speech-Language Pathology Assistant

EXAM #:
EXPIRES 10/21/10

Bechter, Melissa

Belauskas, Roxanne

Carinio, Janelle

Cranmer, Diane

DeStefano, Gina

LeMay, Kristen

Longbrake, Carolyn

McMorris, Renece

Oviedo, Dolores

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

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

Classification:
CUSTODIAN

EXAM #:
EXPIRES: 10/23/2010

	Barnes, Michael		
	Bui, Anh-Tai		
	Carney, Jr., William		
	Mireles, Roberto		
	Murillo, Gloria		
	Owens, Michael		
	Platas, Daniel		

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

PERSONNEL COMMISSION-SAN DIEGO COUNTY OFFICE OF EDUCATION

PERSONNEL DIRECTOR'S REPORT

PERSONNEL DIRECTOR'S REPORT
May 10, 2010
- Agenda Item #7

PERSONNEL COMMISSION-SAN DIEGO COUNTY OFFICE OF EDUCATION

PERSONNEL ACTIONS

- As of April 2010

PERSONNEL ACTIONS
May 10, 2010
- Agenda Item #8

EMPLOYMENT ACTIONS

Effective Date	Name / Division	Classification / Section	% of Assignment	Range/ Step	Annual Salary	Action
4/19/2010	Kim, Grace M Integrated Technology Services	Technology Integration Specialist 4 INTG TECH SRVS	100	30/1	\$63,108	New

MANAGEMENT

SEPARATION ACTIONS

Effective Date	Name / Division	Classification / Worksite	% of Assignment	Range/ Step	Annual Salary	Action
4/12/2010	Nathanson, Richard F Administration	Military Transition Recruitment Specialist 1 TRC	100	34/5	\$84,936	Retire
4/9/2010	Castillo, Ruby Student Services	Migrant Secondary School Advisor 5 MIGED	100	40/6	\$42,684	Resign
4/2/2010	Downer, Kali A Student Services	Foster Youth Services/Homeless Educational Liaison I 5 Student Suprt Srvs	100	50/2	\$44,820	Resign
4/1/2010	Stafford, Denise K Student Services	Instructional Aide/Visually Impaired 5 SPEDNC	75	36/5	\$36,864	Resign

CLASSIFIED SUPPORT

**PERSONNEL COMMISSION-SAN DIEGO COUNTY OFFICE OF EDUCATION
SET MEETING DATES FOR 2010-11**

- Proposed Dates:
July 21, 2010
Sept. 15, 2010
Oct. 20, 2010
Nov. 17, 2010
Dec. 15, 2010
Jan. 19, 2011
Feb 16, 2011
March 16, 2011
April 20, 2011
May 18, 2011
June 15, 2011

Set Meeting Dates for 2010-11
May 10, 2010
- Agenda Item #9

2010-11 Personnel Commission
PROPOSED
Meeting Schedule

July 21, 2010
Sept. 15, 2010
Oct. 20, 2010
Nov. 17, 2010
Dec. 15, 2010
Jan. 19, 2011
Feb 16, 2011
March 16, 2011
April 20, 2011
May 18, 2011
June 15, 2011

All meetings begin at 9:00 AM

**PERSONNEL COMMISSION-SAN DIEGO COUNTY OFFICE OF EDUCATION
ADJOURN TO CLOSED SESSION**

- Public Employee Performance Evaluation: Executive Director, Human Resources
(Government Code 54957)

Adjourn to Closed Session
May 10, 2010
- Agenda Item #10

PERSONNEL COMMISSION-SAN DIEGO COUNTY OFFICE OF EDUCATION
RECONVENE OPEN SESSION – REPORT OUT CLOSED SESSION ACTIONS

- Public Employee Performance Evaluation: Executive Director, Human Resources

Reconvene Open Session – Report out Closed Session Actions
May 10, 2010
- Agenda Item #11

PERSONNEL COMMISSION-SAN DIEGO COUNTY OFFICE OF EDUCATION

NEXT MEETING

- June 16, 2010, 9:00 AM, Board Room, room 508

NEXT MEETING
May 10, 2010
- Agenda Item #12