

PERSONNEL COMMISSION

**MINUTES**

December 18, 2013

9:00 AM, Room 508

**I. OPENING PROVISIONS**

**A. CALL TO ORDER AND ROLL CALL**

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

Present: Susan Dixon, Dave Liss, Mike Reese

Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

**B. APPROVAL OF AGENDA**

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

**II. APPROVAL OF MINUTES**

1. Regular Meeting – October 30, 2013

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

**III. PUBLIC COMMENT**

No comments presented.

**IV. RATIFICATION OF ACTIONS BY DIRECTOR**

- A. None presented.

**V. CLASSIFICATIONS**

A. New Classification

**1. Functional Systems Analysts (R58), MITI (Susan Dixon)**

A need has been identified and funding approved to staff three new positions designed to serve as functional experts in specified business system areas. As the implementation of the new Oracle/PeopleSoft systems occur, staff is needed to work with end users to determine specific business needs of clients and convey those needs to the Cherry Road staff.

Incumbents must be proficient in policies and procedures of their respective functional area of responsibility such that they have an understanding of client needs and can successfully communicate those needs to the systems provider. Existing classifications at the SDCOE do not describe the tasks to be performed nor the required knowledge and abilities. Therefore, it is recommended that the classifications of Functional Systems Analyst – Human Resources, Functional Systems Analyst – Payroll, Functional Systems Analyst – Business Operations, and Functional Systems Analyst – Finance be established to meet this need. Allocation to Range 58 of the Classified Support Staff Salary Schedule is in light of the

comparability of the new classifications to the generic Systems Analyst classification as well as the specific Budget Systems Analyst classification. Therefore, the recommendation is to establish four new classifications as listed above, allocated to Range 58 of the Classified Support Staff Salary Schedule. In addition, classify three new positions in MITI as Functional Systems Analysts in the functional areas of Human Resources, Payroll, and Business Operations (R58).

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

**2. Food Service Program Supervisor (M30), JCCS (Susan Dixon)**

Currently, food services for JCCS students are contracted with the school districts in which the JCCS school site is located. The SDCOE has been notified that San Diego Unified School District will no longer be contracting these services for JCCS schools within its boundaries. Food service is a multi-faceted area of services. The food preparation and other front-end types of food services will still be contracted to food service providers. However, there are a multitude of other food service tasks and responsibilities that will now need to be performed by an SDCOE staff member. Among these are: compliance issues related to State, Federal, and National School Lunch Program regulations, the meal claims process, the distribution of the meals, and the training of school staff related to food service safety and compliance issues. Human Resources staff has worked with JCCS staff to create a job description that accurately reflects the duties to be performed as well as the minimum requirements necessary to perform in this capacity. Salary allocation of Management Range 30 is based on the following Ewing Point Factor System analysis. Therefore, the recommendation is to establish a new classification of Food Service Program Supervisor allocated to Range 30 of the SDCOE Classified Management Salary Schedule and to classify one new position in JCCS as such.

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

**3. Food Service Program Assistant (R38), JCCS (Susan Dixon)**

As discussed in the previous report, SDCOE has been notified that San Diego Unified School District will no longer be contracting the full spectrum of food services for JCCS schools within its boundaries. The food preparation and other front-end types of food services will still be contracted out to a food service provider. However, there are a multitude of other food service tasks and responsibilities that will now need to be performed by an SDCOE staff member. Among these are: recordkeeping, completion and checking of required forms, distribution of meals, and communication of information. Human Resources staff has worked with JCCS staff to create a job description for the duties to be performed as well as the minimum requirements necessary to perform in this capacity. Salary allocation of Classified Support Staff Range 38 is based on comparability to duties and qualifications of Office Assistant II (R38) and Distribution Clerk II (R38). Therefore, the recommendation is to establish a new classification of Food Services Program Assistant allocated to Range 38 of the Classified Support Staff Salary Schedule and to classify one new position in JCCS as such.

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

B. Class Description Updates

1. **Budget Systems Analyst**

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

C. Classification of New Positions

1. **Special Education Classroom Behavior Intervention Aide (R36), North County Academy (Susan Dixon)**

The NCCSE has received additional funding from member school districts to hire an additional staff person to perform duties related to assisting a classroom teacher with managing student behavior as well as providing academic support. The existing classification of Special Education Classroom Behavior Intervention Aide accurately describes the duties the incumbent will perform. Therefore, the recommendation is to classify one new position at North County Academy as a Special Education Classroom Behavior Intervention Aide allocated to Range 36 of the Classified Support Staff Salary Schedule.

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

2. **Human Resource Analyst (M26) (Michele Fort-Merrill)**

The Human Resources Analyst I is an entry-level classification performing beginning level professional and technical human resources duties under general supervision. The Human Resources Specialist level is a journey-level classification, independently performing complex human resources work under general direction and receiving guidance primarily in terms of establishing work priorities and defining the general parameters of work assignments. The Human Resources Specialist performs the more advanced assignments especially involving classification and compensation work and performs more intricate and difficult special projects independently. A redistribution of services provided by the Human Resources office is needed due to the changes in assignments needed to support the implementation of the new Human Capital Management System (HCM). There is a greater need for HR generalists rather than the technician level that can perform a broader range of Human Resources services particularly in the area of recruitment and selection. As the role of HR has changed in the organization, the need for higher level support is necessary. One new position (HR Analyst) and a reallocation of an existing position (HR Specialist) will facilitate the assignment and support of the higher level duties and services needed to support SDCOE staff and districts. In addition, the recommendation for salary allocation to Management Range 30 is based on the following Ewing Point Factor Analysis provided in the report.

Therefore, the recommendation is to reallocate the classification of Human Resources Analyst from Range M26 to Range M30 of the Classified Management Salary Schedule and classify one new position as Human Resources Analyst \*M30). In addition, it is recommended to revise Human Resources Analyst job description (first created in 1995).

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

D. Reclassification of Existing Positions

1. **Human Resources Specialist (M34) (Michele Fort-Merrill)**

This job class has not been evaluated since 2008 when the classification of Employment Services Supervisor was established. At that time, it was thought that a classification specifically devoted to recruitment and selection would best serve the needs of the Human

Resources department. Furthermore, at that time, the Human Resources Specialist position would be focused primarily on classification and compensation duties. However, the work of the department over the last 2-3 years has made clear that Human Resources generalists are needed instead and the incumbent has taken on significantly greater responsibility in recruitment and selection and in employee training and development. In addition, the department administrator needs the flexibility to assign any number of complex human resources duties and disperse the complex duties equally among journey-level staff. There is no longer a distinction in responsibility for interpreting and applying the Merit System rules and regulations, the negotiated labor agreements for both certificated and classified staff or any County Office policies and procedures. The incumbent has gradually taken on the responsibility of preparation and management of the Personnel Commission agenda and assisting the Commission's Executive Secretary in conducting the Personnel Commission meetings. As we prepare for the changes in the County Office human resources and payroll systems, both Human Resource Specialists will play a role in the preparation and implementation of the new systems. The gradual involvement of the incumbent in the broader range of duties justifies reclassification of the position and incumbent to the classification of Human Resources Specialist. The department will have two Specialists which will allow for greater flexibility in distribution of work. The position will have responsibility for the supervision of assigned technical or professional staff and independently perform complex journey-level human resources duties under general direction, receiving guidance primarily in terms of establishing work priorities and defining the general parameters of work assignments. The point factor analysis indicates that this position and the Employment Services Supervisor (recommended to be reclassified to Human Resources Specialist) are comparable and should be allocated to the same salary range.

Therefore, the recommendation is to reclassify position #5143 and incumbent, Susan Dixon, to Human Resources Specialist allocated to range M38 of the Classified Management Salary Schedule. In addition, it is recommended that the class description of Human Resources Specialist be revised.

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

2. **Employment Services Supervisor (M38) (Michele Fort-Merrill)**

In 2008 when the classification was established it was thought that a classification specifically devoted to recruitment and selection would best serve the needs of the Human Resources department. However, the work demands especially in the last two years have made it clear that a Human Resources generalist is what is needed. It has been necessary to assign position classification and compensation, employee orientation and training as well as analysis of human resource systems to the incumbent in addition to special studies and reports in other areas of Human Resources. As we prepare for the changes in the County Office human resources and payroll systems, all Human Resource Specialists will play a role in the preparation and implementation of the new systems. The gradual involvement of the incumbent in the broader range of duties justifies reclassification of the position and incumbent to the classification of Human Resources Specialist. The department will have two Specialists which will allow for greater flexibility in distribution of work. The position will continue to have responsibility for the supervision of assigned technical or professional staff and independently perform complex journey-level human resources duties under general direction, receiving guidance primarily in terms of establishing work priorities and defining the general parameters of work assignments.

The revised duties of the incumbent are consistent with current salary allocation at M38 as calculated by the Ewing Point Factor System.

Therefore, the recommendations are to reclassify position #5012 and incumbent, Elva Uribe, to Human Resources Specialist allocated to Range M38 of the Classified Management Salary Schedule, and also to terminate the classification of Employment Services Supervisor (M38).

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

**VIII. POSITION ANNOUNCEMENTS**

<u>TITLE</u>	<u>TYPE</u>
Account Clerk III (Commercial Warrants)	Open
Account Clerk III (DSF/AP)	Promotional
Business Application Developer	Open
Commercial Warrants and Accounts Payable Manager	Open
Customer Resource Center Supervisor (Enterprise Resource Planning)	Open
Customer Resource Center Supervisor (SIS)	Open
Database Manager	Promotional
Early Childhood Parent & Family Liaison	Open
Early Intervention Assistant, Bilingual (English/Spanish)	Open
Functional Systems Analysts:	Open
Human Resources	
Payroll	
Business Operations	
Human Resources Analysts	Promotional
Loss Control Analyst	Promotional
Office Assistant I, Orange County	Open
Senior Information Technology Officer	Promotional
Special Education Classroom Behavior Intervention Aide	Open
Student Attendant	Open
Technology Integration Specialist	Open
Web Services & Application Development Manager	Promotional

The above listed position announcements were presented for information only.

**IX. ELIGIBILITY LISTS**

<u>TITLE</u>	<u>TYPE</u>	<u># Eligible</u>	<u>EXPIRES</u>
Account Clerk III	Promo	2	6/10/2014
Database Manager	Promo	1	5/12/2014
Early Childhood Parent & Family Liaison	Open	6	6/11/2014
Foster Youth & Homeless Education Services Liaison I	Open	6	5/12/2014
Office Assistant II (Ramona)	Open	4	6/12/2014
Fiscal Technician	Promo	2	6/12/2014
Human Resources Analyst	Promo	2	6/11/2014
Senior Information Technology Officer	Promo	1	5/12/2014
Web Services & Application Development Manager	Promo	1	5/12/2014

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

**X. INFORMATION ITEMS**

A. Personnel Actions

1. The October and November 2013 personnel action reports were presented for information.

**XI. COMMUNICATIONS**

A. CSPCA Annual Conference, February 6-9, 2014, San Jose, CA

All Commissioners declined to participate.

**XII. EXECUTIVE SECRETARY'S REPORT**

Ms. Fort-Merrill shared with the Commissioners the CSEA Chapter 568 Executive Board for 2014. Candida Hammond will be CSEA Chapter 568 President, effective January 1, 2014. Mike Reese will continue to participate during the Personnel Commission meetings. In addition, Ms. Fort-Merrill shared the Board Resolution (handout attached) that Dr. Ward presented at the December 18, 2013 Board Meeting recognizing Mike Reese's work over the past nine years as CSEA President.

**XI. OTHER ACTIONS**

A. None

**12. DATE OF NEXT MEETING**

A. Regular Meeting: January 15, 2014, 9:00 AM, Room 508

B. Mike Reese agreed to postpone classification studies (classified employees) report to April 2014, in order for Human Resources to prepare during March 2014.

**13. ADJOURNMENT**

Meeting adjourned at 9:41 AM

Approved: Personnel Commission

By: M Beall

Date: 1/15/13