

PERSONNEL COMMISSION

MINUTES

May 15, 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: Dave Liss, Mike Reese, Susan Dixon

Secretary: Michele Fort-Merrill

Recording Secretary: Beran Young

B. APPROVAL OF AGENDA

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

II. APPROVAL OF MINUTES

A. Regular Meeting – April 17, 2013

MSC (Beall/Rothman) to approve the minutes of the April 17, 2013 meeting.

III. RATIFICATION OF ACTIONS BY THE DIRECTOR

A. None.

IV. CLASSIFICATIONS/SALARY RECOMMENDATIONS

A. New Positions

1. None.

B. Reclassifications/Reallocations

1. None

C. Job Description Updates

Susan Dixon explained to the board that every month for the next few month there will be job description updates as the format is changing.

1. Deferred Compensation Program Clerk
2. Distribution Clerk I
3. Distribution Clerk II
4. Operations Distribution Worker
5. ITV Television Engineer

MSC (Beall/Seal) to approve the job description updates as presented.

V. POSITION ANNOUNCEMENTS

<u>TITLE</u>	<u>TYPE</u>
None	

VI. APPROVAL OF ELIGIBILITY LISTS

<u>TITLE</u>	<u>TYPE</u>	<u># Eligible</u>	<u>EXPIRES</u>
School Administrative Assistant II	Promo	6	10/19/13
Communications Specialist	Open	4	11/03/13

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

VII. INFORMATION ITEMS –NO ACTION

Personnel Actions- April 2013

VIII. COMMUNICATIONS

Michele Fort-Merrill presented the Commissioners with a letter from ACSA inviting them to become members. Michele also discussed the Analysis to Proposed Budget and LCFF.

Information regarding wellness week was also shared with the Commission and the raffle prizes that can be won by employees that participate in the program. Miriam Rothman, Commissioner asked if health care costs have gone down. This question could not be answered as VEBA tracks all the data related to costs.

Michele Fort-Merrill may provide a Health Care Analysis at the next Regular Meeting on June 10, 2013.

IX. DIRECTOR'S REPORT

X. OTHER ACTION ITEMS

None

XI. DATE OF NEXT MEETING

1. Regular Meeting – June 10, 2013; 9:00 AM, Room 508 (changed from June 5, 2013).
2. Regular Meeting – July 17, 2013; 9:00 AM, Room 508
3. No August Meeting
4. Regular Meeting – September 18, 2013; 9:00 AM, Room 508
5. Regular Meeting – October 16, 2013; 9:00 AM, TBD
6. No November Meeting
7. Regular Meeting – December 4, 2013; 9:00 AM, TBD (changed from December 18, 2013).

XII. ADJOURNMENT

MSC (Beall/Seal) to adjourn the meeting at 9:29AM.

Approved: Personnel Commission

By: *Ben Seal* Date: *10 JUNE 2013*

SAN DIEGO COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: DEFERRED COMPENSATION PROGRAM CLERK

DEFINITION:

Under general supervision, performs difficult and specialized clerical duties in the preparation and processing of a variety of reports, forms and records for program participants and member districts; maintains complex records and files; and assists the Deferred Compensation Program Manager in the performance of more complex tasks.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Prepares, maintains and reviews a variety of reports, forms and records pertaining to FBC 457/403b, ARS 3121 plan, incentive plan/golden handshake, 401a program.

Maintains program participants and member district records on a computerized record keeping system.

Posts information to control records where judgment must be exercised in the selection of data.

Prepares special and periodic reports which involved compiling materials and data from a number of sources.

Responds to questions and provides information to plan participants and member districts requiring the interpretation of policies, procedures, rules and regulations.

Creates charts, graphs and other presentation materials.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Any combination of education, training or experience demonstrating possession of the knowledge and abilities detailed below. An example of typical qualifying experience would include: completion of training or college-level course work in business, public administration or related field, and two years of increasingly responsible experience in the maintenance and preparation of financial, statistical or retirement records, including the use of microcomputers and related software and spreadsheet applications. Experience with Deferred Compensation Program and/or public employee retirement systems is highly desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office-clerical practices and procedures

ABILITY TO:

Operate a computer and a variety of related software, including spreadsheet and database applications

Type accurately at a rate of speed sufficient for successful job performance

Verify and compile numeric data

Perform computational tasks accurately

Prepare reports, correspondence and forms

Maintain complex filing and record keeping systems

Communicate orally and in writing

Follow oral and written instructions

Conduct basic research

Interpret and explain policies, procedures, rules and regulations

Maintain effective relationships with those contacted in the course of work

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

Duties are typically performed in an office setting.

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

Established: : 06/05

Revised: **5/13**

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DISTRIBUTION CLERK II

DEFINITION:

Orders, receives, receipts, stores and organizes materials and supplies; participates in inventorying of warehouse materials and supplies; sorts and packages materials for distribution; delivers materials, supplies and mail as necessary; contacts vendors as appropriate.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

May perform any combination of the following:

Orders, receives, receipts, records, stores and organizes materials and supplies.

Organizes, sorts, assembles, packages and delivers materials, supplies and mail to office staff or clients' home.

Prepares materials for pickup by outside vendor.

Assembles instructional equipment.

Shelves and stores general warehouse materials.

Participates in the inventorying of warehouse supplies and materials.

Checks stock needs, records totals, and replenishes as necessary by following purchasing procedures.

Contacts and follows up with appropriate vendors to ensure orders are filled accurately.

Creates computerized spreadsheets in support of maintaining account and inventory records and lists.

Prepares labels.

Maintains records and files in alphabetical or numerical sequence.

Prepares materials for scanning.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Must have a valid California Driver's License when appointed to the position.

EDUCATION AND EXPERIENCE:

A combination of education, training and experience which clearly demonstrates possession of the knowledge and abilities detailed below. A typical qualifying background would include six (6) months of experience performing either general warehouse or clerical work.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and practices used in receiving, storing, and warehousing supplies and materials

Computerized inventory control systems pertaining to warehousing.

General inventory procedures

ABILITY TO:

Follow oral and written instructions

Maintain simple records

File alphabetically and numerically

~~Focus on detail~~

Establish and maintain effective working relationships with others

Follow-up with outside vendors

Perform simple arithmetic computations

Type forms, cards and labels

Post numbers to records, and files

Learn computer software used in the performance of assigned duties

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

Warehouse and office setting.

Must be able to hear and speak to exchange information; see to perform assigned duties; stand for extended periods of time; possess dexterity of hands and fingers to operate necessary equipment; kneel, reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; stoop, bend at the waist; move, push and/or lift heavy objects weighing up to 40 pounds.

DISTINGUISHING CHARACTERISTICS:

The classification of Distribution Clerk II is distinguished from Distribution Clerk I in that the former has responsibility for additional duties including assembling of instructional materials/equipment; delivery of materials, supplies and mail to staffs' work location and students' home; and contacting vendors as appropriate to resolve discrepancies or delays in delivery.

Established: 01/07

Revised: 5/13

SAN DIEGO COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: Operations Distribution Worker

DEFINITION:

Under limited supervision, perform a variety of duties related to the receipt, storage, inventory control, distribution and delivery of warehoused materials, supplies and equipment; sort and process outgoing mail for delivery and transport to U. S. Post Office on a regular basis; sort and deliver incoming mail; operate computer, using specialized software, to prepare mail and packages for delivery, track packages via Internet, input data for billing, accounting and inventory control purposes; prepare, deliver, operate and make minor repairs and adjustments to audiovisual equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Receive, shelve, store, account for, and deliver general warehouse materials, supplies and equipment.

Select appropriate transportation carrier for delivery.

Package, prepare and process shipments using selected carrier's requirements and specialized software.

Participate in the inventorying of warehouse supplies and materials.

Check stock levels of warehouse items, record totals, and replenish as needed by obtaining pricing information from vendors and preparing and processing purchase requisitions.

Record and store all capital outlay retirement items.

Operate a computer to post input information to purchase orders and accounts.

Maintain accounting and inventory records, lists and other information.

Sort and prepare outgoing mail for delivery to County school districts and the U.S. Post Office.

Sort incoming mail, other written communications, packages or shipments and direct to proper locations.

Deliver mail, parcels, packages and warehouse items to department offices and offsite locations on a regular basis as scheduled.

Make special deliveries and pick-ups as required.

Relieve regular delivery drivers occasionally or in an emergency as required.

Deliver, set up and prepare audiovisual equipment for operation.

Retrieve and store equipment after use ***as required***.

~~Troubleshoot and/or perform minor maintenance and repair to audiovisual or related equipment as needed.~~

Move, assemble and disassemble office furniture as needed.

Maintain warehouse in a clean and orderly fashion.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Must have a valid California Driver's License when appointed to the position.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above and at least one year of related experience in a stock room or warehouse.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, procedures, methods and practices used in modern automated warehouses, including receipt, storage, inventory control and disbursement of supplies and equipment

Computerized inventory control systems

Safe work practices and procedures

ABILITY TO:

Follow oral and written instructions

Quickly learn to operate forklift, pallet truck, shredder, vans, heavy trucks, mailing machinery and other related equipment

Quickly learn the setup, operation and maintenance of audiovisual equipment

Read and compare names and numbers quickly and accurately

Operate a computer and learn to use specialized software, such as Ascent, for the Pitney Bowles Processor

Maintain mailing permits for bulk and business reply mail

Maintain mail accounts, destination log and file, and other records and files

Work safely according to established practices and procedures

Establish and maintain effective and cooperative working relationships with co-workers, other departments, outside agencies and the general public

Perform simple arithmetic computations

Type forms, cards and labels

Post numbers to records, CRT's and files

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

Warehouse environment.

Must be able to: see to read, drive and perform assigned duties; hear and speak to exchange information in person, on the telephone and via two-way radio; kneel, bend at the waist, reach overhead, above the shoulders and horizontally, to retrieve and store supplies, materials and equipment; lift and carry objects weighing up to 50 lbs.; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate equipment.

DISTINGUISHING CHARACTERISTICS:

Established: 8/85

Revised: 2/92, 5/95, 4/99, 2/03, 9/09, 3/13

SAN DIEGO COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: ITV Television Engineer

DEFINITION:

Under general direction, is responsible for the overall technical quality of the County Office of Education's color television production, transmission, operations, and reception systems; and for ensuring technical compliance with the provisions of the Federal Communications Commission (FCC) licenses granted to the Office of Education.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Installs, repairs, and supervises the installation and repair of ITFS and FM television microwave transmission equipment and a variety of broadcast quality television production, post-production, and master control equipment such as videotape recorders, broadcast color studio cameras, audio mixers, computer-controlled editing system, modulators, RF distribution systems, switchers, monitors, and other related equipment.

Designs television systems.

Writes technical specifications.

Maintains current knowledge of technical developments in television engineering and keeps management informed of developments.

Provides input to management with regard to the selection of technical personnel and contractors.

Plans, designs, and recommends the purchase of equipment and facilities.

Coordinates the purchase, installation, maintenance, and repair of equipment.

Evaluates new equipment, and designs and makes equipment modifications.

Provides technical advice to Department and section personnel on the selection and use of equipment.

Coordinates technical activities with cable television and wireless cable television companies.

Makes mathematical calculations related to transmitter propagation characteristics.

Keeps inventory of equipment.

Utilizes a computer to update databases.

Keeps maintenance and activity records and reports.

Trains and supervises assigned personnel in the operation and repair of equipment.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None ~~Possession of a valid California Driver License and proof of automobile insurance.~~

EDUCATION AND EXPERIENCE:

Qualifying experience must include responsibility for the operation and maintenance of technical equipment used in color video production, recording, reception, and transmission; maintenance of logs and performance reports; and the design and evaluation of television systems.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Installation, operation, and maintenance of sophisticated ITFS and microwave transmission equipment and a variety of television production, post-production, and master control equipment
FCC Rules and Regulations pertaining to broadcasting standards and practices, and to technical operations

Safety practices related to the operation and maintenance of electronic and mechanical equipment in the studio, in the field, and at the transmitter site

Principles and practices of supervision

ABILITY TO:

~~Skill in:~~ Diagnosing and repairing malfunctions in electronic and mechanical production and transmission equipment

Preparing equipment specifications

~~the~~ Design of equipment modifications

~~the~~ Design of television systems

~~the~~ Operation of test and repair equipment

Reading and analyzing electronic schematics

Use a microcomputer to maintain databases, activity records, and reports

Communicate effectively orally and in writing

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Meet continuous deadlines in a fast-paced environment

Exercise appropriate judgment in making decisions

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

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

Television station, meeting room and office setting. ~~Willingness to maintain~~ **This position requires flexible working hours. Must have the ability to travel to school and off-site locations as job requires.**

Must be able to: hear and speak to exchange information; see to perform assigned duties; recognize and distinguish colors; sit, stand, kneel, stoop for extended periods of time; bend at the waist, reach overhead, above the shoulders and horizontally to retrieve and service television and audiovisual equipment; lift objects weighing up to 50 pounds; possess dexterity of hands and fingers to repair and operate equipment; climb antenna towers to 50 feet.

~~Physical ability to: bend, stoop, and climb towers up to 50 feet; lift equipment weighing up to 50 lbs; distinguish colors~~

Established: 9/77

Revised: 4/95, 10/99, 12/02; **5/13**

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

CLASSIFICATION:
School Administrative Assistant II

EXAM: Promo
EXPIRES: 10/19/13

01	Lewis-Partch, Barbara	67
02	Weil, Judy	66
02	Anderberg, Heidi	66
03	Chappell, Sheri	65
04	Combs, Kathy	64
04	Jensen, Kimberly	64

Lateral:

04/01/2013 Follmer, Kathy

APPROVED BY PERSONNEL COMMISSION

Name: _____ **Date:** _____

Hired:

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

CLASSIFICATION:
COMMUNICATIONS ASSISTANT

EXAM #: Open
EXPIRES: 9/12/13

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- | | |
|----|---------------------|
| 01 | Brandt, Stacy |
| 02 | Dipping, Caroline |
| 03 | Anderson, Emily |
| 04 | Breier, Michelle |
| 05 | Coughlin, Catherine |

Laterals:

Reinstatements:

APPROVED BY PERSONNEL COMMISSION

Name: Ben Seal Date: 10 JUNE 2013

SEPARATION ACTIONS

CLASSIFIED SUPPORT

Effective Date	Name / Division	Classification / Worksite	% of Assignment	Range/ Step	Annual Salary	Action
4/17/2013	Nien, Hsiu Chin Student Services	Systems Technician II Early Education Preschool	100	52/1		Resign