

PERSONNEL COMMISSION

MINUTES

February 19, 2014
9:00 AM, Room 508

I. CALL TO ORDER

II. ROLL CALL

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

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

Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

III. APPROVAL OF AGENDA

Mary Beall recommended an amendment to the agenda to correct her name listed in Roll Call. Bert Seal recommended an amendment to update the agenda to reflect the new 2014 Chair as Mary Beall. Michele Fort-Merrill recommended an amendment to the agenda to include the 9:20 AM time certain for Lora Duzyk's presentation.

MSC (Rothman/Seal) to amend the agenda as recommended.

IV. APPROVAL OF MINUTES

A. Regular Meeting – January 15, 2014

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

V. PUBLIC COMMENT

No comments presented.

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. Classification of New Position

1. Account Clerk II, R42, Business Services, Susan Dixon

The Retirement Reporting Unit currently has two vacant Account Clerk II positions. The Retirement Systems Specialist and her supervisors in the Business Services Division have identified a need to staff a position that has responsibility for producing a wide variety of very complex reports. The incumbent will need to possess advanced skills in Excel and Access in order to mine and manipulate data. Additionally, the duties performed will require experience in payroll such that the incumbent will be able to decipher which data to pull and use in the production of reports and queries. A classification with these requirements does not currently exist. The position has comparability to both, the Financial Reporting Analyst and the Budget Systems Analyst in terms of tasks performed, however those classifications are specific to finance and budget knowledge. Allocation to Range 58 of the classified support staff salary schedule is based on comparability to these two classifications.

Therefore the recommendation is to establish a new classification of Retirement Reporting Analyst allocated to Range 58 of the Classified Support Staff Salary Schedule and to reclassify vacant position #7254 from Account Clerk II (R42) to Retirement Reporting Analyst (R58).

Please note: in September 2013 the Personnel Commission took action to reclassify vacant position #7254 from Account Clerk II to Systems Analyst and to transfer the position to the MITI Customer Resource Center. However, when the transfer of the assignment was completed, vacant position #7543 was used instead of #7254. Therefore, at this time, position #7254 is still vacant and will be the one reclassified to Retirement Reporting Analyst.

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

B. Terminate Eligibility List – Systems Analyst, Susan Dixon

Per the Merit System Rules and Regulations, Human Resources is terminating the current eligibility list for the Systems Analyst classification. *An eligibility list may be terminated by the Director, Personnel Services, when no eligible is available for appointment to a specific regular position in a class or when there are fewer than three ranks of eligibles remaining on the list who are willing and able to accept appointment.*

Any vacancies that occur within this classification will be filled with a new eligibility list or other means as provided by the Merit System Rules and Regulations.

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

C. Reclassification of Existing Position

1. Human Resources Systems Analyst, R58, Susan Dixon

When the Human Resources Systems Analyst position and incumbent were transferred to the Customer Resource Center in November, the title of position #8473 was not changed to reflect the new assignment. Position #8473 functions as a generic Systems Analyst within MITI's Customer Resource Center; therefore, it should be classified as such. Therefore, the recommendation is to reclassify vacant position #8473 from Human Resources Systems Analyst to Systems Analyst.

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

VII. CLASSIFICATIONS

A. New Classification

1. Account Clerk II, R42, Early Education, Susan Dixon

The Early Education Program has received an additional 3.5 million dollars in funding which has allowed the program to provide services to a number of new agencies. The addition of new clients has warranted a need to hire additional staff to assist the Program Business Specialist with budget related tasks. Duties include preparing contracts, MOUs, MOAs, Performance Agreements and Grants and routing for appropriate signatures, maintaining the income/expense contract log, and assisting with the balancing and monitoring of the Quality Preschool Initiative budget in the Financial Information System. These duties are consistent with those of the existing Account Clerk II classification.

Therefore, the recommendation is to classify one new position in Student Services and Programs Division/Early Education and Support Unit as an Account Clerk II allocated to Range 42 of the Classified Support Staff Salary Schedule.

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

2. Special Education Financial Analyst, M42, Student Services and Programs Division, Michele Fort-Merrill

The classification of Program Business Specialist has three levels, I, II, and III with the distinguishing factor depending on the size of the program budget(s) the incumbent is assigned for preparing and monitoring. These management positions are assigned to various programs/divisions to assist administrators/directors with all of the fiscal requirements associated with their respective budgets.

The division administrator for the Student Services and Programs Division asked Human Resources in the spring of 2013 to do a study to determine if a separate job classification was warranted for the positions that support the SDCOE SELPA programs. His concern was that the scope of responsibility was different from other Program Business Specialists.

Human Resources research of other county offices found that positions providing fiscal support to SELPA's are typically in distinct job classifications. The classifications supporting SELPA's are distinguished from other classifications that provide program fiscal support in the specialized subject matter expertise in special education financing that is required. The duties and responsibilities also are distinguished from other similar job classes in the direct contact they regularly maintain with school district superintendents, SELPA financial advisory committees, and SELPA governing boards. Because the reporting relationship includes reporting to SELPA governing boards that rely solely on the incumbent's knowledge and expertise, the result of error distinguishes this classification from similar positions that do not have the internal and external accountability.

There is a need for this job classification in the SDCOE management classification structure based on discussion with SELPA directors and the Assistant Superintendent for Student Services and Programs. If the new classification is approved, further review will be done of existing positions that support the fiscal operation of SDCOE SELPA's to determine which would be more appropriately classified as Special Education Financial Analyst. The recommended salary range for this classification is based on the Ewing Point Factor System analysis provided in the report.

Therefore, the recommendation is to establish a new classification of Special Education Financial Analyst allocated to Range 42 of the Classified Management Salary Schedule.

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

B. Class Description Updates
None

C. Classification of New Positions
None

D. Reclassification of Existing Positions

1. Functional Systems Analyst-Finance, R58, MITI Unit, Susan Dixon

In December of 2013, four new classifications were established in the area of systems support for the MITI Unit. The positions were deemed necessary because as the implementation of the new Oracle/PeopleSoft systems occurs, staff will be needed to work with end users to determine specific business needs of clients and convey those needs to the Cherry Road staff. The need was identified and funding approved to staff three new positions designed to serve as functional experts in specified business system areas. At the time, the three functional areas that needed support were Payroll, Human Resources and Business Operations. Human Resources recruited for these three new positions and successfully staffed two of them. However, the Functional Systems Analyst – Business Operations position remains unstaffed after posting the vacancy twice. The Executive Director of MITI has determined that at this time it is in the best interest of the organization to staff the third position with a Functional Systems Analyst – Finance rather than a Functional Systems Analyst – Business Operations. She has worked with her leadership team to reorganize the work in each functional area such that the business operations systems support will be provided by existing staff and the new staff member will focus on finance.

Therefore, the recommendation is to reclassify vacant Functional Systems Analyst – Business Operations (R58) to Functional Systems Analyst – Finance (R58).

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

VIII. POSITION ANNOUNCEMENTS – No Action

<u>TITLE</u>	<u>TYPE</u>
Food Service Program Supervisor	Open
Functional Systems Analyst – Finance	Open
Retirement Reporting Analyst	Open
Special Assistant, Office of the Superintendent	Promotional

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>
Account Clerk II	Open	14	8/7/14
Budget Systems Analyst	Open	2	7/22/14
Commercial Warrants and Accounts Payable Manager	Open	4	7/10/14
Early Education Intervention Assistant-Bilingual	Open	2	8/11/14
Food Service Program Supervisor	Open	4	8/10/14
Loss Control Analyst	Open	2	7/24/14
Special Assistant, Office of the Superintendent	Promo	1	7/31/14
Special Education Classroom Behavior Intervention Aide	Open	3	7/24/14

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

X. INFORMATION ITEMS – NO ACTION

A. Personnel Actions

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

B. Lora Duzyk, Assistant Superintendent of Business Services provided the Commissioners and meeting attendees with a presentation that reviews the Local Control Accountability Plan (LCAP) and Local Control Funding Formula for County school districts and the SDCOE.

XI. COMMUNICATIONS

None

XII. EXECUTIVE SECRETARY'S REPORT

Ms. Fort-Merrill shared with the Commissioners that Bill Ewing and Susan Dixon provided a presentation on the Ewing Point Factor System for the CSEA Executive Board and bargaining team. There was good conversation on how the Point Factor System may assist in guiding salary allocations for support staff positions.

XIII. OTHER ACTIONS

A. None

XIV. DATE OF NEXT MEETING

A. Regular Meeting: March 19, 2014, 9:00 AM, Room 508
Commissioner Bert Seal will be absent.

XV. ADJOURNMENT

Meeting adjourned at 10:02 AM

Approved: Personnel Commission

By: Mary Beall Date: 3/19/14

CLASSIFICATION ANALYSIS

Position:	Account Clerk II	Prepared By:	Susan Dixon
Range:	42	Report Date:	January 28, 2014
Work Location:	Retirement	PC Meeting Date:	February 19, 2014
Incumbent:	Vacant Position	PC Action:	
Date:			

INFORMATION SOURCES:

Retirement Systems Specialist

ESSENTIAL FUNCTION:

Reporting to the Retirement Systems Specialist, supports the Retirement Reporting Unit by utilizing Oracle/PeopleSoft to produce a wide variety of complex reports; defines systems requirements; assesses the systems needs of the Retirement Reporting Unit and recommends needed improvements and enhancements; provides technical support to Retirement Reporting Unit staff and school district users as needed on the use of applications for reporting purposes.

REPORTING RELATIONSHIPS:

Will report to the Retirement Systems Specialist

POSITION/CLASS COMPARISON:

Financial Reporting Analyst (R58)
Budget Systems Analyst (R58)

CRITICAL EVALUATION FACTORS:

Essential Functions
Knowledge Required

RECOMMENDATION:

Establish a new classification of Retirement Reporting Analyst allocated to Range 58 of the Classified Support Staff Salary Schedule. Reclassify vacant position #7254 from Account Clerk II (R42) to Retirement Reporting Analyst (R58).

Please note: in September 2013 the Personnel Commission took action to reclassify vacant position #7254 from Account Clerk II to Systems Analyst and to transfer the position to the MITI Customer Resource Center. However, when the transfer of the assignment was completed, vacant position #7543 was used instead of #7254. Therefore, at this time, position #7254 is still vacant and will be the one reclassified to Retirement Reporting Analyst.

RATIONALE:

The Retirement Reporting Unit currently has two vacant Account Clerk II positions. The Retirement Systems Specialist and her supervisors in the Business Services Division have identified a need to staff a position that has responsibility for producing a wide variety of very complex reports. The incumbent will need to possess advanced skills in Excel and Access in order to mine and manipulate data. Additionally, the duties performed will require an incumbent

with experience in payroll such that he/she will be able to decipher which data to pull and use in the production of reports and queries. A classification with these requirements does not currently exist. The position has comparability to both the Financial Reporting Analyst and the Budget Systems Analyst in terms of tasks performed however those classifications are specific to finance and budget knowledge. Allocation to Range 58 on the Classified Support Staff Salary Schedule is based on the comparability to these two classifications in terms of the level of knowledge required as well as the level of difficulty of the duties to be performed.

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: RETIREMENT REPORTING ANALYST

DEFINITION:

Reporting to the Retirement Systems Specialist, supports the Retirement Reporting Unit by utilizing Oracle/PeopleSoft to produce a wide variety of complex reports; defines systems requirements; assesses the systems needs of the Retirement Reporting Unit and recommends needed improvements and enhancements; provides technical support to Retirement Reporting Unit staff and school district users as needed on the use of applications for reporting purposes.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Designs report formats.

Determines required data to pull from a number of varied sources and manipulates data to produce targeted queries.

Produces and compiles a variety of complex standard report and ad-hoc queries.

Researches, creates and maintains analytical retirement/payroll reports.

Instructs Retirement Reporting Unit staff and (school district users as needed) on how to extract data from the system.

Provides technical support to unit staff.

Supports auditing function by ensuring accuracy of data and reports.

Analyzes, designs, implements, documents, and maintains computer system applications utilized by Retirement Reporting Unit.

Serves as a liaison between the Retirement Reporting Unit and Integrated Technology Services.

Troubleshoots and resolves application or database problems.

Recommends application improvements and enhancements.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

A valid California driver's license and the availability of private transportation or the ability to provide transportation to and from urban and rural school/worksites is required.

EDUCATION AND EXPERIENCE:

A combination of education and experience which clearly demonstrates possession of the knowledge and abilities listed below. Typical qualifying experience would include: two years of experience working with systems applications for payroll operations performing comparable duties. Experience must include advanced spreadsheet and database applications. School district, government, or large public agency experience is preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Large-scale, complex computerized information systems and applications
- Payroll reporting rules, regulations, procedures, practices, and theories
- Database principles and concepts
- Methods and techniques of developing reports and queries
- Advanced Excel spreadsheet including macros and pivot tables
- Advanced Access database
- Problem research techniques

ABILITY TO:

- Quickly learn the operations and functions of the Retirement Reporting Unit
- Create a variety of reports utilizing multiple applications
- Operate a computer and related software including advanced spreadsheet and database applications
- Manipulate data in the production of reports
- Determine data sources and relevant data to produce reports and queries
- Analyze complex technical data and draw valid conclusions
- Identify improvements for unit processes and supporting systems
- Communicate effectively both orally and in writing
- Work effectively independently and as part of a team with minimum supervision
- Organize and prioritize work
- Meet required deadlines
- 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:

ENVIRONMENT:

Office environment

PHYSICAL REQUIREMENTS:

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 hand 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 and supplies; lift light objects.

DISTINGUISHING CHARACTERISTICS:

Established:

Revised:

TERMINATION OF ELIGIBILITY LIST

Classification: Systems Analyst
Range: 58
Date: February 11, 2014

Prepared By: Susan Dixon
Report Date: February 11, 2014
PC Meeting Date: February 19, 2014

RECOMMENDATION:

Terminate the eligibility list for Systems Analyst II

RATIONALE:

Per the Merit System Rules and Regulations, Human Resources is terminating the current eligibility list for the Systems Analyst classification. *An eligibility list may be terminated by the Director, Personnel Services, when no eligible is available for appointment to a specific regular position in a class or when there are fewer than three ranks of eligibles remaining on the list who are willing and able to accept appointment.*

Any vacancies that occur within this classification will be filled with a new eligibility list or other means as provided by the Merit System Rules and Regulations.

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

CLASSIFICATION:
Systems Analyst

EXAM: Promo/Open
EXPIRES: 3/20/14

Promotional:

Byrne, Teri

Campos, Lydia

Laterals:

09/18/2013 Hansen, Marjory

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

Hired: Milla, Jocelyn
Thiss, Barbara
Tucker, Heela
Bubel, Leah

CLASSIFICATION ANALYSIS

Position:	HR Systems Analyst	Prepared By:	Susan Dixon
Range:	58	Report Date:	February 13, 2014
Work Location:	ITS/MITI/CRC	PC Meeting Date:	February 19, 2014
Incumbent:	Vacant Position	PC Action:	
Date:	February 13, 2014		

INFORMATION SOURCES:

Executive Director, MITI

ESSENTIAL FUNCTION:

Under general supervision, provides technical guidance and support to SDCOE and school district staff in the testing, training, and troubleshooting of computerized information system(s). Incumbents may be assigned to the Customer Resource Center which supports the integrated HR/Payroll/Finance Systems, SIS Training and Support which supports the Student Information System, or other departments that require specific system(s) support. Depending upon assignment, incumbents may perform any combination of the duties listed below.

REPORTING RELATIONSHIPS:

Will report to the Customer Resource Center Manager

POSITION/CLASS COMPARISON:

Systems Analyst (R58)

CRITICAL EVALUATION FACTORS:

Definition
Essential Functions

RECOMMENDATION:

Reclassify vacant position #8473 from Human Resources Systems Analyst to Systems Analyst.

RATIONALE:

When the Human Resources Systems Analyst position and incumbent were transferred to the Customer Resource Center in November, the title of position #8473 was not changed to reflect the new assignment. Position #8473 functions as a generic Systems Analyst within MITI's Customer Resource Center, therefore, it should be classified as such.

CLASSIFICATION ANALYSIS

Position:	Account Clerk II	Prepared By:	Susan Dixon
Range:	R42	Report Date:	January 17, 2014
Work Location:	Early Education	PC Meeting Date:	February 19, 2014
Incumbent:	New Position	PC Action:	
Date:	February 1, 2014		

INFORMATION SOURCES:

Program Business Specialist III, Early Education

DEFINITION:

Under general supervision, performs accounting-clerical tasks of average difficulty involved in maintaining, compiling, verifying, and auditing financial, payroll, payment or statistical records.

REPORTING RELATIONSHIPS:

Will report to the Program Business Specialist III

POSITION/CLASS COMPARISON:

Account Clerk II (R42)

CRITICAL EVALUATION FACTORS:

Essential Functions

RECOMMENDATION:

Classify one new position in Student Programs and Services, Early Education as an Account Clerk II (R42).

RATIONALE:

The Early Education Program has received an additional 3.5 million dollars in funding which has allowed the program to provide services to a number of new agencies. The addition of new clients has warranted a need to hire additional staff to assist the Program Business Specialist with budget related tasks. Duties include preparing contracts, MOUs, MOAs, Performance Agreements and Grants and routing for appropriate signatures, maintaining the income/expense contract log, and assisting with the balancing and monitoring of the Quality Preschool Initiative budget in the Financial Information System. These duties are consistent with those of the existing Account Clerk II classification.

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ACCOUNT CLERK II

DEFINITION:

Under general supervision, performs accounting-clerical tasks of average difficulty involved in maintaining, compiling, verifying, and auditing financial, payroll, payment or statistical records.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

May perform any combination of the following tasks:

Compiles various financial, payroll, payment or statistical records, reports and statements requiring the use of independent judgment.

Posts entries to financial, payroll or statistical records and computerized information systems.

Posts, audits, balances and adjusts financial, payroll, or statistical records and reports.

Performs mathematical calculations.

Classifies or codes data according to prescribed financial, payroll or statistical systems.

Audits a variety of financial, payroll, payment and statistical data, reports and contracts for compliance with prescribed and applicable codes, laws, regulations, policies and procedures.

Provides customer service and assists clients by responding to questions and correspondence.

Acts as a liaison between clients and other agencies.

Processes warrants, and payment of claims.

Collects and accounts for money.

Enters and retrieves information from a computerized financial or payroll information system, database or spreadsheet.

Operates a computer, adding machine (10 key), and other office equipment.

Maintains alphabetical and numerical records and files.

NON-ESSENTIAL FUNCTIONS:

Performs other duties as required.

EDUCATION AND EXPERIENCE:

Education, training or experience which would clearly demonstrate possession of the knowledge, skills and abilities detailed below. An example of typical qualifying experience would include any combination of education and experience equivalent to two years of: classroom or college-level instruction in basic accounting, bookkeeping or closely related field and/or accounting/bookkeeping experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Thorough knowledge of:

Manual and electronic financial, payroll and statistical recordkeeping including principles, procedures and terminology

ABILITY TO:

Understand and apply codes, laws, regulations and policies as prescribed

Compute mathematical problems such as addition, subtraction, multiplication and division of whole numbers, fractions and decimals

Calculate percentages

Operate a computer and standard office software including word processing, spreadsheet or database applications, and electronic/manual office machines such as an adding machine (10-key, by touch)

Understand routine transactions utilizing accounting codes and classifications

Reconcile differences within the recordkeeping system

Proofread alphabetical and numerical material and make necessary corrections

Maintain records and prepare reports

Communicate clearly and effectively both orally and in writing

Follow oral and written instructions

Work with minimum supervision

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

Work well under pressure of recurring deadlines

Maintain confidentiality of information

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

Complete routine tasks thoroughly and accurately

WORKING CONDITIONS AND 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 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.

Established: 12/81

Revised: 5/95, 5/98, 10/03, 9/09

Approved by the Personnel Commission: May 2, 1983

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: RETIREMENT REPORTING ANALYST

DEFINITION:

Reporting to the Retirement Systems Specialist, supports the Retirement Reporting Unit by utilizing Oracle/PeopleSoft to produce a wide variety of complex reports; defines systems requirements; assesses the systems needs of the Retirement Reporting Unit and recommends needed improvements and enhancements; provides technical support to Retirement Reporting Unit staff and school district users as needed on the use of applications for reporting purposes.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Designs report formats.

Determines required data to pull from a number of varied sources and manipulates data to produce targeted queries.

Produces and compiles a variety of complex standard report and ad-hoc queries.

Researches, creates and maintains analytical retirement/payroll reports.

Instructs Retirement Reporting Unit staff and (school district users as needed) on how to extract data from the system.

Provides technical support to unit staff.

Supports auditing function by ensuring accuracy of data and reports.

Analyzes, designs, implements, documents, and maintains computer system applications utilized by Retirement Reporting Unit.

Serves as a liaison between the Retirement Reporting Unit and Integrated Technology Services.

Troubleshoots and resolves application or database problems.

Recommends application improvements and enhancements.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of education and experience which clearly demonstrates possession of the knowledge and abilities listed below. Typical qualifying experience would include: two years of experience working with systems applications for payroll operations performing comparable duties. Experience must include advanced spreadsheet and database applications. School district, government, or large public agency experience is preferred.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Large-scale, complex computerized information systems and applications

Payroll reporting rules, regulations, procedures, practices, and theories

Database principles and concepts

Methods and techniques of developing reports and queries

Advanced Excel spreadsheet including macros and pivot tables

Advanced Access database

Problem research techniques

ABILITY TO:

Quickly learn the operations and functions of the Retirement Reporting Unit

Create a variety of reports utilizing multiple applications

Operate a computer and related software including advanced spreadsheet and database applications

Manipulate data in the production of reports

Determine data sources and relevant data to produce reports and queries

Analyze complex technical data and draw valid conclusions

Identify improvements for unit processes and supporting systems

Communicate effectively both orally and in writing

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

Organize and prioritize work

Meet required deadlines

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:**ENVIRONMENT:**

Office environment

PHYSICAL REQUIREMENTS:

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 hand 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 and supplies; lift light objects.

Established: February 2014

Revised:

CLASSIFICATION ANALYSIS

Position: N/A

Range: N/A

Work Location: To Be Assigned to SELPA's

Incumbent: N/A

Prepared By: Michele Fort-Merrill/Susan Dixon

Report Date: February 14, 2014

PC Meeting Date:

PC Action:

INFORMATION SOURCES:

Assistant Superintendent, Student Services and Programs

Related job descriptions from other Class II Counties

Program Business Specialists Job Descriptions

SELPA Directors

ESSENTIAL FUNCTION:

To provide fiscal analysis, reporting and budget preparation and monitoring for a large or multiple small Special Education consortiums

REPORTING RELATIONSHIPS:

Reports to and is evaluated by the assigned SELPA Director; also is responsible to Superintendents' Council for the assigned SELPA

POSITION/CLASS COMPARISON:

Program Business Specialist I, II, III

CRITICAL EVALUATION FACTORS:

Knowledge

Complexity

Impact

RECOMMENDATION:

Establish a new classification: Special Education Financial Analyst, M42.

RATIONALE/DISCUSSION:

The County Office has maintained the classification of Program Business Specialist for many years. This classification has 3 levels, I, II, III with the distinguishing factor being the size of the program budget or budgets the incumbent is assigned for preparing and monitoring. These management positions are assigned to various programs or divisions to assist division administrators or program directors with all of the fiscal requirements associated with their respective budgets. The division administrator for Student Services and Programs asked Human Resources in the spring of 2013 to do a study to determine if a separate job classification was warranted for the positions that support the SDCOE SELPA programs. His concern was that the scope of responsibility was different from other Program Business Specialists.

Human Resources research of other county offices found that positions providing fiscal support to SELPA's are typically in distinct job classifications.

The classifications supporting SELPAs are distinguished from other classifications that provide program fiscal support in the specialized subject matter expertise in special education financing that is required. The duties and responsibilities also are distinguished from other similar job classes in the direct contact they regularly maintain with school district superintendents, SELPA

financial advisory committees, and SELPA governing boards. Because the reporting relationship includes reporting to SELPA governing boards that rely solely on the incumbent's knowledge and expertise, the result of error distinguishes this classification from similar positions that do not have the internal and external accountability.

There is a need for this job classification in the SDCOE management classification structure based on discussion with SELPA directors and the Assistant Superintendent for Student Services and Programs. If the new classification is approved, further review will be done of existing positions that support the fiscal operation of SDCOE SELPA's to determine which would be more appropriately classified as Special Education Financial Analyst.

The Ewing Factor System analysis provided below supports the recommended salary range for the classification.

Knowledge	Complexity	Impact	Working Conditions	Total
E3 = 591	E3 = 388	E3 = 447	A1 = 23	1449 = M42

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SPECIAL EDUCATION FINANCIAL ANALYST

DEFINITION: Under the supervision of a SELPA Senior Director, administer, coordinate, and plan the development, allocation and reporting of complex financial reports and activities for a Special Education Program or SELPA; advise, coordinates and serve as expert resource on special education financial and business related matters.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Prepare, review, and distribute a wide variety of financial reports including quarterly fund balance analyses, reimbursement reports to various finance and school district administrators.

Prepare and present fiscal presentations to a wide variety of audiences including school district superintendents and SELPA governing boards.

Review, audit and authorize Special Education funding and administrative reports submitted to and received from the California Department of Education and other regulatory agencies.

Perform responsible tasks in connection with financial interim and adopted budgets, unaudited actuals, accounting and fiscal reports.

Review special education certification documents and County Excess Tax distribution.

Advise county office administration, school districts, and SELPAs of financial implications of adopted budgets and projections; suggest solutions to deal with financial challenges based on analysis of fiscal data.

Work with county office business officials to complete fiscal review of Special Education programs; review and approves requisitions, terms of contracts and other transactions initiated by administrative staff and program managers.

Lead and facilitate discussions regarding program funding and expenditures; advise on appropriate use of funding.

Monitor and interpret school business legislation to communicate implications; serve as an information source regarding fiscal procedures, policies, requirements, and standards for Special Education in accordance with applicable law, regulations and policies and procedures; interpret and analyze policies and regulations and participates in the analysis of legislation disseminated by regulatory agencies.

Plan, direct and monitor special projects; confer with auditors; advise and respond to inquiries related to program funding and expenditures.

Meet and confer with administrators and program managers at school districts as needed to provide direction, technical and procedural assistance on special education fiscal matters.

Review state, regional, and administrative reports impacting school district funding and reimbursements owed for services; provide district special education administrators with financial updates on the status and use of specialized funding in accordance with established guidelines.

Research, analyze, interpret, and ensure fiscal actions are in compliance with Education Code, regulations and court decisions.

Reconcile Special Education reports, tax, and apportionment to state and county reports.

As applicable, train coordinate, assign work to and evaluate assigned staff.

NON-ESSENTIAL FUNCTIONS:

Perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other classifications that provide program fiscal support in that this classification requires specialized subject matter expertise in special education financing as well as extensive and directly related and progressively responsible experience performing highly specialized, complex and technical special education fiscal analysis and reporting are assigned to this classification. Incumbents in this classification are distinguished from other similar job classes in the direct contact they regularly maintain with school district superintendents, SELPA financial advisory committees, and SELPA governing boards. Because the reporting relationship includes reporting to SELPA governing boards that rely solely on the incumbent's knowledge and expertise, the result of error distinguishes this position from similar positions that do not have the internal and external accountability.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

A valid California driver license or the ability to travel to and from county school districts' administrative offices

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor’s degree from an accredited college or university with major course work in accounting, business administration or a related field and four (4) years of progressively responsible experience demonstrating competence in the essential functions of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting, budgeting, financial analysis and research techniques as related to special education within school districts.

Applicable California and federal statutes, codes, laws, and regulations pertaining to special education funding.

ABILITY TO:

Formulate and execute decisions involving complex issues; recognize the need for policy changes and develop appropriate policy recommendations.

Organize, prepare and summarize data for presentations and reports.

plan, review, train and supervise assigned staff; make decisions in accordance with laws, regulations, and established administrative procedures; read, analyze, and interpret statutes, policies, regulations, negotiated agreements and legal opinions and advise management of their interpretation and impact on operations; analyze and make innovative recommendations/options to meet client needs; make effective oral and visual presentations and prepare comprehensive information bulletins, memos; learn and utilize highly specialized software applications communicate effectively, both orally and in writing; establish and maintain effective working relationships with others.

Interpret, analyze, and apply laws, codes, regulations and court decisions affecting schools and special education.

Perform financial and other statistical analysis.

Work cooperatively and collaboratively with others.

WORKING CONDITIONS & PHYSICAL ABILITIES:

ENVIRONMENT:

Office environment.

Travel to school districts and other County Office locations is a regular part of this assignment.

PHYSICAL ABILITIES:

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 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: _____

Approved by Personnel Commission: _____

CLASSIFICATION ANALYSIS

Positions:	Functional Systems Analyst - Finance	Prepared By:	Susan Dixon
Range:	R58	Report Date:	February 4, 2014
Work Location:	MITI	PC Meeting Date:	February 19, 2014
Incumbent:	Vacant Position	PC Action:	
Date:	February 1, 2014		

INFORMATION SOURCES:

Executive Director, MITI

DEFINITION:

Under general supervision, formulates concepts for, develops, and supports the implementation and upgrade of the Finance System.

REPORTING RELATIONSHIPS:

Executive Director, MITI

POSITION/CLASS COMPARISON:

Functional Systems Analyst – Payroll (R58)
Functional Systems Analyst – HR (R58)
Functional Systems Analyst – Business Operations (R58)
Systems Analyst (R58)

CRITICAL EVALUATION FACTORS:

Essential Functions
Knowledge Required
Experience Required

RECOMMENDATION:

Reclassify vacant Functional Systems Analyst – Business Operations (R58) to Functional Systems Analyst – Finance (R58).

RATIONALE:

In December of 2013, four new classifications were established in the area of systems support for the MITI Unit. The positions were deemed necessary because as the implementation of the new Oracle/PeopleSoft systems occurs, staff will be needed to work with end users to determine specific business needs of clients and convey those needs to the Cherry Road staff. The need was identified and funding approved to staff three new positions designed to serve as functional experts in specified business system areas. At the time, the three functional areas that needed support were Payroll, Human Resources and Business Operations. Human Resources recruited for these three new positions and successfully staffed two of them. However, the Functional Systems Analyst – Business Operations position remains unstaffed after posting the vacancy twice. The Executive Director of MITI has determined that at this time it is in the best interest of the organization to staff the third position with a Functional Systems Analyst – Finance rather than a Functional Systems Analyst – Business Operations. She has worked with her leadership team to reorganize the work in each functional area such that the business operations systems support will be provided by existing staff and the new staff member will focus on finance.

SAN DIEGO COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: FUNCTIONAL SYSTEMS ANALYST – BUSINESS OPERATIONS

DEFINITION: Under general supervision, formulates concepts for, develops, and supports the implementation and upgrade of the Business Operations Systems including purchasing, warehousing and inventory.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Consults with technical and managerial staff and end-users to gather information related to the functional business requirements of clients and recommends best practice information technology solutions to problems affecting business operations.

Collaborates with others to define system requirements, process designs, detailed business activities, data mapping, and data modeling to support the implementation and maintenance of the business operations modules.

Analyzes and participates in the resolution of complex, unusual, urgent or sensitive configuration or master data issues.

Reviews technical policies to identify areas for improvement; recommends corrective actions to improve efficiency and business processes.

Participates in the building of business plans and strategic directions by formulating standards and processes for business operations procedures.

Prepares and compiles functional specifications to detail reports, enhancements, interfaces, forms, and conversions to be developed for complex solutions to the business operations modules.

Communicates information to functional teams; coordinates with other teams on various integration points.

Reviews and provides guidance on materials such as business process procedure documents, test scripts, or unit system integration and user acceptance testing.

Initiates and maintains liaison with end users, programmers, subject matter experts, consultants, and others to accomplish assigned duties.

Participates in ongoing training on applicable software to remain proficient and up-to-date on system(s).

Attends a variety of meetings.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of education, training and/or experience that clearly demonstrates possession of the knowledge and abilities detailed below. A typical qualifying background would include five years of functional business operations (purchasing, warehousing, and inventory) work

experience including significant work within business operations systems. School district and Oracle/PeopleSoft experience is preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Large-scale, complex computerized information systems and applications

Business operations, including purchasing, warehousing, and inventory, procedures, practices and theories

Systems analysis and application development

Requirements, restrictions and applications of database concepts

Problem research techniques

ABILITY TO:

Quickly develop a thorough technical and working knowledge of the structure, applications and operation of assigned system(s)

Analyze complex technical data and draw valid conclusions

Identify improvements for business processes and supporting systems

Analyze functional requirements, apply governing rules and regulations, make recommended changes, and translate into best practices solutions within ERP

Determine business requirements and translate requirements for implementation design into functional specifications

Use computer equipment, peripherals and software applications

Make effective technical presentations to individuals and groups

Communicate orally and in writing

Provide technical leadership, guidance and assistance

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:

Environment

Duties are typically performed in an office environment or training site. Position requires the ability to travel to and from school districts, SDCOE sites, and other training facilities throughout the county.

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 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: 12/13

Approved by Personnel Commission: December 18, 2013

SAN DIEGO COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: FUNCTIONAL SYSTEMS ANALYST – FINANCE

DEFINITION: Under general supervision, formulates concepts for, develops, and supports the implementation and upgrade of the Finance System.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Consults with technical and managerial staff and end-users to gather information related to the functional business requirements of clients and recommends best practice information technology solutions to problems affecting business operations.

Collaborates with others to define system requirements, process designs, detailed business activities, data mapping, and data modeling to support the implementation and maintenance of the finance modules.

Analyzes and participates in the resolution of complex, unusual, urgent or sensitive configuration or master data issues.

Reviews technical policies to identify areas for improvement; recommends corrective actions to improve efficiency and business processes.

Participates in the building of business plans and strategic directions by formulating standards and processes for financial procedures.

Prepares and compiles functional specifications to detail reports, enhancements, interfaces, forms, and conversions to be developed for complex solutions to the Finance modules.

Communicates information to functional teams; coordinates with other teams on various integration points.

Reviews and provides guidance on materials such as business process procedure documents, test scripts, or unit system integration and user acceptance testing.

Initiates and maintains liaison with end users, programmers, subject matter experts, consultants, and others to accomplish assigned duties.

Participates in ongoing training on applicable software to remain proficient and up-to-date on system(s).

Attends a variety of meetings.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of education, training and/or experience that clearly demonstrates possession of the knowledge and abilities detailed below. A typical qualifying background would include five years of functional finance/accounting work experience including significant work within a finance system. School district and Oracle/PeopleSoft experience is preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Large-scale, complex computerized information systems and applications
Finance procedures, practices, and theories
Systems analysis and application development
Requirements, restrictions and applications of database concepts
Problem research techniques

ABILITY TO:

Quickly develop a thorough technical and working knowledge of the structure, applications and operation of assigned system(s)
Analyze complex technical data and draw valid conclusions
Identify improvements for business processes and supporting systems
Analyze functional requirements, apply governing rules and regulations, make recommended changes, and translate into best practices solutions within ERP
Determine business requirements and translate requirements for implementation design into functional specifications
Use computer equipment, peripherals and software applications
Make effective technical presentations to individuals and groups
Communicate orally and in writing
Provide technical leadership, guidance and assistance
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:

Environment

Duties are typically performed in an office environment or training site. Position requires the ability to travel to and from school districts, SDCOE sites, and other training facilities throughout the county.

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 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: 12/13

Approved by the Personnel Commission: _____ December 18, 2013

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Susan Dixon
Sent: Monday, January 13, 2014 10:15 AM
To: hr2sdcoe@list.sdcoe.net
Subject: [HR2SDCOE] SDCOE Employment Opportunity
Attachments: ATT00001.txt

The following **San Diego County Office of Education** employment opportunity has been posted:

Position: **Food Services Program Supervisor**

Department: Juvenile Court and Community School Program

Salary Range: Management Range 30: \$65,016 - \$79,212 annually, 12 months

Application Deadline: 1:00 PM on Monday, January 20, 2014

Link to posting: <http://www.edjoin.org/viewPosting.aspx?postingID=539021&countyID=37&onlineApp=1>

For a complete listing of all current job opportunities and application information, please go to: <http://www.edjoin.org/searchResults.aspx?countyID=37&districtID=666>

Susan Dixon
Human Resources Specialist
San Diego County Office of Education
858 292-3648
sdadixon@sdcoe.net

Maritess Pantaleon

From: hr2cls-bounces@list.sdcoe.net on behalf of Diane Herrera
Sent: Friday, January 31, 2014 12:10 PM
To: 'hr2cls@list.sdcoe.net'
Subject: [HR2CLS] Employment Opportunity
Attachments: ATT00001.txt

Follow Up Flag: Follow up
Flag Status: Flagged

The following **San Diego County Office of Education** employment opportunity has been posted:

Position: **Functional Systems Analyst - Finance**

Department: MITI

Salary Range: Classified Support R58: \$53,436 - \$68,232 annually, 12 months

Application Deadline: 1:00 PM on Monday, Feb. 10, 2014

Link to posting: <http://www.edjoin.org/viewPosting.aspx?postingID=543309&countyID=37&onlineApp=1>

Lateral Transfer Opportunity:

SDCOE employees who qualify for a lateral transfer to the above posting should complete an on-line lateral transfer form:

https://thehub.sdcoe.net/layouts/Pages/page_serve.aspx?urlpath=LateralTransfer

Eligibility for a lateral transfer is limited to permanent employees who would like to be considered for another position in the same classification (or related classification) on the same range of the salary schedule. Please make sure to include class title and PA # you are applying for. You will be contacted by HR staff to confirm whether your transfer request has been approved. The deadline to submit the lateral transfer request is the same as the posting close date above. Please contact Susan Dixon at sdadixon@sdcoe.net if you have any questions. Thank you!

For a complete listing of all current job opportunities and application information, please go to: <http://www.edjoin.org/searchResults.aspx?countyID=37&districtID=666>

Diane Herrera

Diane Herrera, M.A., PHR
Human Resource Analyst

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Diane Herrera
Sent: Friday, February 07, 2014 12:26 PM
To: 'hr2sdcoe@list.sdcoe.net'
Subject: [HR2SDCOE] Employment Opportunity
Attachments: ATT00001.txt

The following **San Diego County Office of Education** employment opportunity has been posted (**NOTE change in application deadline**):

Position: **Retirement Reporting Analyst**

Department: Retirement

Salary Range: Classified Support R58: \$53,436 - \$68,232 annually, 12 months

Application Deadline: 1:00 PM on Friday, Feb. 14, 2014

Link to posting: <http://www.edjoin.org/viewPosting.aspx?postingID=543346&countyID=37&onlineApp=1>

Lateral Transfer Opportunity:

SDCOE employees who qualify for a lateral transfer to the above posting should complete an on-line lateral transfer form:

https://thehub.sdcoe.net/layouts/Pages/page_serve.aspx?urlpath=LateralTransfer

Eligibility for a lateral transfer is limited to permanent employees who would like to be considered for another position in the same classification (or related classification) on the same range of the salary schedule. Please make sure to include class title and PA # you are applying for. You will be contacted by HR staff to confirm whether your transfer request has been approved. **The deadline to submit the lateral transfer request is the same as the posting close date above.** Please contact Susan Dixon at sdadixon@sdcoe.net if you have any questions. Thank you!

For a complete listing of all current job opportunities and application information, please go to: <http://www.edjoin.org/searchResults.aspx?countyID=37&districtID=666>

Diane Herrera

Diane Herrera, M.A., PHR
Human Resource Analyst
San Diego County Office of Education
6401 Linda Vista Rd., Room 405

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Diane Herrera
Sent: Tuesday, January 21, 2014 3:58 PM
To: 'hr2sdcoe@list.sdcoe.net'
Subject: [HR2SDCOE] SDCOE Employment Opportunity
Attachments: ATT00001.txt

The following **San Diego County Office of Education** employment opportunity has been posted:

Position: **Special Assistant, Office of the Superintendent – Promotional Only**

Department: Administrative Services Division

Salary Range: Classified Management Range 38: \$79,212 - \$96,528 annually, 12 months

Application Deadline: 1:00 PM on Friday, January 31, 2014

Link to posting: <http://www.edjoin.org/viewPosting.aspx?postingID=541124&countyID=37&onlineApp=1>

Password to apply: saos

Diane Herrera

Human Resources

San Diego County Office of Education

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

**CLASSIFICATION:
ACCOUNT CLERK II**

**EXAM: Open
EXPIRES: 08/07/2014**

Aguirre, Joel
Bui, Uyen
Christensen, Karlye
Ghafri, Nada
Magarro, Alberto
Navarro, Judith
Okamura, Kazuki
Papasodero, Jessica
Rogers, Calandra
Simpson, Kay
Sohn, Timothy
Webb, Steven

Laterals:

Alsaigh, Tamara
Evans, Renee

District Financial Services, Accounts Payable
District Financial Services, Accounts Payable

Reinstatement:

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

Hired:

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

**CLASSIFICATION:
BUDGET SYSTEMS ANALYST**

**EXAM: Open
EXPIRES: 7/22/2014**

Robles Leal, Betty
Wilmot, Alex

Laterals:

Reinstatement:

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

Hired:

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

CLASSIFICATION:
COMMERCIAL WARRANTS AND ACCOUNTS PAYABLE MANAGER

EXAM: Open
EXPIRES: 07/10/2014

Beltran, Grisel*
Buxbaum, Anna
Carreon, Guiselle
Lee, Paul

Laterals:

Reinstatement:

*candidate is currently on her initial probation, therefore she cannot be certified until 6/3/2014.

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

Hired:

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

CLASSIFICATION:
Early Intervention Assistant - Bilingual

EXAM: Open
EXPIRES: 08/11/14

Gonzalez, Ruth
Nakamura, Jackie

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

09/27/2011 Willeson-Holland, Christine - 79 PA 12102

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

Classification:
Food Service Program Supervisor

EXAM: Open
EXPIRES: 08/10/14

01	McNeil, Jennifer	269
02	Johnson, Norma	242
03	Smith, Jerry	232
04	Harris, Daniel	193

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

Hired:

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

Classification
LOSS CONTROL ANALYST

EXAM: OPEN
EXPIRES: 7/24/14

RANDOLPH BROCK

MICHAEL CZOBerek

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

Hired:

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

CLASSIFICATION: **SPECIAL ASSISTANT, OFFICE OF THE SUPERINTENDENT** **EXAM: Promotional**
EXPIRES: 07/31/2014

Cole, Leo

Laterals:

Reinstatement:

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

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

CLASSIFICATION:
Special Education Classroom Behavior Intervention Aide

EXAM: Open
EXPIRES: 7/24/14

Burnham, Jeffrey
Hirson, Jessica
Jolls, Maria

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

Hired:

EMPLOYMENT ACTIONS

Effective Date	Name / Division	Classification / Section	% of Assignment	Range/ Step	Annual Salary	Action
MANAGEMENT						
1/21/2014	Dos Santos, William Business Services	Senior Director Facilities Planning	100	52/4	\$129,804	New Employee
1/2/2014	Herrera, Diane C Administration	Human Resources Analyst Human Resources	100	30/5	\$79,212	Promotion
CLASSIFIED SUPPORT						
1/3/2014	Aclan, Sharon H Student Services	Occupational Therapist SELPA - North County	90	64/6	\$78,996	New Employee
1/21/2014	Araujo, Theresa D Student Services	Cabin Assistant Outdoor Education	100	28/1	\$28,620	New Employee
1/30/2014	Gruhot, Tracy Student Services	Office Assistant II SELPA - North Inland	44	38/1	\$32,796	New Employee
1/7/2014	Piza, Isabel Student Services	Early Childhood Parent and Family Liaison Early Education Central	100	50/2	\$46,176	New Employee
1/13/2014	Rosses, Darlin Student Services	Student Attendant Special Education	75	35/1	\$30,444	New Employee
1/2/2014	Sali, Cathryn R Student Services	Foster Youth Services/Homeless Educational Liaison I Foster Youth Services	100	50/5	\$56,124	Re-employment
1/23/2014	Zendejas, Ofelia Business Services	Account Clerk III Commercial Warrants	100	48/4	\$48,480	Promotion

SEPARATION ACTIONS

Effective Date	Name / Division	Classification / Worksite	% of Assignment	Range/ Step	Annual Salary	Action
CLASSIFIED SUPPORT						
1/21/2014	Hill, Felicia D Student Services	Cabin Assistant Outdoor Education	100	28/6	\$32,796	Resign
1/31/2014	Phillips, Patricia L Student Services	Occupational Therapist SELPA - North County	1	67/2	\$69,688	Resign