

PERSONNEL COMMISSION
MINUTES

December 17, 2014
9:00 AM, Room 508

I. CALL TO ORDER

II. ROLL CALL

Members Present: Mary Beall, Chair, Commissioner
Miriam Rothman, Commissioner
Chuck Huskey, Commissioner

Present: Staff: Susan Dixon, , Hedieh Khajavi, Adam Nieves,
CSEA: Mike Reese, Katy Kellers, and Wendy Lamb CSEA Labor
Representative
COMET: Dave Liss

Executive Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

Mary Beall, Chair, welcomed our new Personnel Commissioner, Chuck Huskey who shared his professional background. All meeting attendees also introduced themselves.

III. APPROVAL OF PROPOSED AGENDA

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

IV. APPROVAL OF MINUTES

A. Regular Meeting – November 12, 2014

MSC (Rothman/Huskey) to approve the minutes of the regular meeting held on November 12, 2014 as presented.

V. PUBLIC COMMENT

None

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. None

VII. CLASSIFICATIONS

A. New Classification

1. **Business Support Assistant II, Business Services** – Presented by Susan Dixon

MSC (Huskey/Rothman) approved the recommendation for a new classification as presented.

B. Reclassification of Existing Positions

1. Administrative Assistant IV with Shorthand, Business Services – Presented by Susan Dixon

The retirement of the existing Administrative Assistant IV in the Business Services Division has prompted the Assistant Superintendent to reevaluate the support she needs to accomplish division-wide tasks. The Administrative Assistant IV performs a full-range of highly responsible and confidential executive, administrative support functions and office management services; interprets policies and regulations to staff and the public; plans, organizes, and coordinates office activities and communications and information for the assigned administrator. In addition to these duties, the Assistant Superintendent has identified the need for an individual who can perform highly complex fiscal and budget functions for the Business Services Division. These tasks require an advanced-level of fiscal and budget knowledge as well as knowledge of a broad range of business services functions. For example, the incumbent will be tasked with preparing detailed business reports and presentations of a highly technical nature. In order to know which data to include, where to find the data, and how to explain the data, the incumbent must have a thorough knowledge of budgetary and accounting principles, fiscal management, and business practices and procedures. These duties are consistent with the new classification of Business Support Assistant II.

Therefore, the request is to reclassify vacant position #3014 from Administrative Assistant IV with shorthand (C53) to Business Support Assistant II (C60). Also, requested was to retitle Business Support Assistant to Business Support Assistant I and revise the class description to reflect the distinguishing characteristics between the two classifications.

2. Program Business Specialist III, Migrant Education - Presented by Susan Dixon

The Migrant Education Program has experienced a significant reduction in size over the last several years. In fact, in July of this year, the director-level position for Migrant Education was reclassified from an Executive Director to a Senior Director due to the reduction of budget and staff size. The current size of the Migrant Education Program warrants the classification of a Program Business Specialist II rather than a Program Business Specialist III.

Therefore, the request is to reclassify vacant position #5127 from Program Business Specialist III (R38) to Program Business Specialist II allocated to Range M34 of the Classified Management Salary Schedule.

Mary Beall inquired about the Migrant Education program reductions. Susan Dixon indicated that the Migrant Education preschool programs were moved to the Early Education and Services department. Michele Fort-Merrill shared that the Migrant Education program is federally-funded and has had a reduction in administrative functions and has also narrowed the focus to K-12.

3. Program Secretary, Human Resources – Presented by Susan Dixon

The vacant Program Secretary position in the Human Resources Services Division at the county Information Desk has provided the opportunity to reevaluate the support needs of the county office. The position will answer a multi-line telecommunication system; greet the public, parents, students, vendors, staff, etc. and respond to their inquiries; and perform various clerical and secretarial support to the assigned department. In addition, the position will perform bilingual and bi-literate translation services which includes preparing complex written translations of materials such as brochures, guides, curricular materials, policies, forms, tests, minutes, correspondences, procedures, reports, etc. for the county office. These tasks require the incumbent to

possess an advanced-level of skill and knowledge of the English and Spanish languages to provide accurate, concise, and grammatically and idiomatically correct translations. These duties are consistent with the new classification of Customer Support Services Technician. Therefore, the request is to reclassify position number #7667 from Program Secretary (R41) to Customer Support Services Technician allocated to Range 41 of the Classified Support Staff Salary Schedule. Michele Fort-Merrill reported that the bilingual stipend is embedded in the salary range.

MSC (Rothman/Huskey) to approve the three recommendations for reclassifications as presented.

C. Classification of New Position

1. **Human Resources Technician II, HR** – Presented by Michele Fort-Merrill
 The Assistant Superintendent, Human Resources Services has identified the need for an additional support staff member to perform specialized, complex and confidential human resources clerical and technical tasks. These tasks are consistent with the class description of a Human Resources Technician II. The recommendation is to classify one new position in Human Resources Services as Human Resources Technician II (R52). Additionally, it is requested that the class description for Human Resources Technician II be revised to reflect the duties and level of responsibility, independence, and decision making of the classification.

MSC (Huskey/Rothman) to approve the recommendation for one new position as presented.

D. Class Description Update

1. Custodian
2. Human Resources Technician I
3. SDCOE Schools Student Transition Technician

MSC (Rothman/Huskey) to approve the class description updates as presented.

VIII. POSITION ANNOUNCEMENTS – No Action

<u>TITLE</u>	<u>TYPE</u>
Custodian	Open
Preschool Instructional Assistant, Fallbrook Elementary	Open
Program Business Specialist III	Open
Program Secretary (Two vacancies)	Open
Student Transition Technician	Open

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>
Budget Technician	Open	3	05-20-15
Consultant, Business Advisory Services	Open	4	06-08-15
Custodial Services Supervisor	Promo/Open	4	05-21-15
Web Developer/Programmer II	Open	6	02-28-15 & 05-18-15
Work Readiness Assistant I	Open	10	05-20-15
Work Readiness Assistant II	Promo/Open	7	06-05-15

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

X. INFORMATION ITEMS – NO ACTION

A. Personnel Actions

1. The November 2014 personnel action reports were presented for information.

XI. COMMUNICATIONS

None

XII. EXECUTIVE SECRETARY’S REPORT

Michele Fort-Merrill reported that we are beginning the budget development for the 2015-16 fiscal year. Secondly, the SDCOE is embarking on the Baldrige Performance Excellence program with the objective to improve organizational performance and increase employee engagement.. SLT members attended the Baldrige Western Regional training recently to learn more about the program. SHARP hospital, who received the Baldrige Award, provided presentations on how their performance excellence program and invited SLT to attend their recent employee appreciation event that celebrates their work bi-annually. Fort-Merrill also introduced the newest Human Resources staff member, Adam Nieves, Human Resource Specialist. Lastly, HR will be undergoing a complete office re-model and may be temporarily re-locating staff during the next few months.

XIII. OTHER ACTIONS

A. Election of Officers for 2015

MSC (Huskey/Rothman) approved Miriam Rothman as Chairperson and Mary Beall as Vice-Chair for 2015.

B. Employee Request for Hearing on Complaint

Wendy Lamb, CSEA Field Representative, provided the Commission with a background on the employee complaint that dates back to April 2013 and presented the request on behalf of Mary Pat Culligan, who was not present, for the Personnel Commission to hear a complaint from Ms. Culligan regarding her reassignment from the HOPE Infant Program to the North County SELPA (NCCSE). The Personnel Commission had been provided an issue paper with a staff analysis. Following a brief discussion, the request for a hearing was denied as there had been no indication that discipline had been imposed. The Personnel Commission, in response to Ms. Lamb’s request, asked staff to provide Ms. Lamb with written confirmation of the Commission decision.

MSC (Rothman/Huskey) to deny the request for appeal hearing.

XV. DATE OF NEXT MEETING

Regular Meeting – January 21, 2015, 9:00 a.m., Room 508

XVI. ADJOURNMENT

Meeting adjourned at 10:06 a.m.

Approved: Personnel Commission

By: *Miriam Rothman* Date: 1-21-15

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Business Support Assistant II, Range 60**

DEFINITION:

Under general direction performs a wide variety of complex administrative office/secretarial, fiscal, and budget functions for the Business Services Division; plans, coordinates and organizes office activities and processes for the division.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Functions as the lead secretarial/administrative support for office operations of the Business Services Division; plans, coordinates, and organizes office activities and processes for the division; monitors and facilitates office work flow and assures compliance with established time lines, procedures and standards of quality; coordinates information exchange with internal and external sources.

Trains staff on division processes; serves as a lead to division-wide administrative support staff; may directly lead and oversee the work of office support staff; participates on and chairs committees; schedules and organizes meetings; takes and transcribes minutes of meetings.

Collects board items from division programs; reviews and prepares board items for administrator; ensures items are calendared in accordance with applicable rules and deadlines.

Serves as a liaison between division programs, other SDCOE divisions, and school district administrators in assigned function.

Performs a variety of duties in support of special projects.

Prepares and delivers presentations on division processes, systems, or related topics.

Researches, prepares, and provides information related to employee bargaining.

Explains administrative and fiscal policies and procedures to staff and the public.

Composes correspondence, contracts, and others materials; proofreads, edits, and formats written materials for accuracy, completeness, and conformance with applicable rules, regulations and procedural requirements.

Makes recommendations on the development of division budgets; prepares preliminary budgets.

Ensures compliance with established policies, regulations and legal requirements; studies, plans, directs and coordinates the development and implementation of systems and procedures used to collect fiscal or budget data.

Reviews data collected for consistency, accuracy, and compliance with state and federal laws.

Prepares a variety of comprehensive fiscal and budget reports; creates, maintains and interprets complex spreadsheets.

Analyzes complex technical data and draws valid conclusions; makes recommendations to appropriate administrator.

Calculates revenue allocations and disburses funds in accordance with legal requirements; prepares invoices for school districts, private schools, and other agencies for services provided.

Develops, audits and verifies excess cost billing reports and procedures.

Organizes and maintains operational records, files and supplies and other departmental information.

Monitors administrative and fiscal systems and procedures to ensure adequate controls; assists in the design, improvement or update of administrative and fiscal systems and procedures.

Screens and routes mail, phone calls and office visitors.

Operates computers and related software and standard office machines such as 10-key adding machine and calculator.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Education, training and experience which clearly demonstrate possession of the knowledge and abilities described below. An example of qualifying education and experience would be: college level coursework in accounting, finance or related field and a minimum of five years of progressively responsible related experience.

KNOWLEDGE AND ABILITIES:

THOROUGH KNOWLEDGE OF:

Budgetary and accounting principles, fiscal management, and business practices and procedures

California Education Code and other related laws and mandates

Modern office practices, equipment and software including applications to develop spreadsheets, PowerPoint presentations and complex reports

Secretarial practices, business correspondence, and filing systems

Proper English grammar, usage and spelling

Problem research techniques

ABILITY TO:

Adhere to school district accounting principles

Compile and interpret financial data

Accurately prepare detailed financial reports

Understand and explain related administrative and fiscal regulations, policies and procedures

Advise others and make recommendations

Make decisions on procedural matters with limited supervision

Keyboard accurately at speed sufficient to perform assigned tasks

Accurately perform arithmetic computations

Operate standard office equipment including computers and software used in the course of business

Meet required deadlines

Follow oral and written instructions

Establish and maintain effective working relationships with staff members, other departments, and the general public

Communicate effectively orally and in writing

Prepare and deliver presentations

Prepare accurate and concise correspondence and reports

Plan, and direct the work of others with minimum supervision

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:

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.

DISTINGUISHING CHARACTERISTICS:

This position differs from those in the Administrative Assistant series in that this classification has responsibility for technical and complex fiscal or budget functions in a business office in addition to the complex administrative support functions. It is distinguished from Business Support Assistant I in that the scope and breadth of this assignment extends to an entire division. Employees in this classification must have an in-depth understanding of business services functions in order to independently perform complex analytical tasks related to reporting, presenting information, and ensuring compliance.

Established: December 14, 2014

Approved by the Personnel Commission: _____

CLASSIFICATION ANALYSIS

Position:	Human Resources Technician II	Prepared By:	Susan Dixon
Range:	52	Report Date:	December 9, 2014
Work Location:	Human Resources Services	PC Meeting Date:	December 17, 2014
Incumbent:	New Position	PC Action:	Pending
Effective Date:	December 17, 2014		

INFORMATION SOURCES:

Assistant Superintendent, Human Resources Services

ESSENTIAL FUNCTION:

Under general supervision, performs a variety of specialized, complex and confidential human resource clerical and technical activities related to recruitment, selection, new employee onboarding, benefits and classification functions; provides technical assistance to internal and external clients in processing personnel transactions and the compilation and reporting of data; conducts special research and recordkeeping, assists in training staff.

REPORTING RELATIONSHIPS:

Will report to the Human Resources Coordinator

POSITION/CLASS COMPARISON:

Human Resources Technician I (R48)

CRITICAL EVALUATION FACTORS:

Essential Functions

Level of Responsibility, Independence, and Decision Making

Level of Experience Required

RECOMMENDATION:

Classify one new position in Human Resources Services as Human Resources Technician II (R52). Revise the class description for Human Resources Technician II to reflect the duties and level of responsibility, independence, and decision making of the classification.

RATIONALE:

The Assistant Superintendent, Human Resources Services has identified the need for an additional support staff member to perform specialized, complex and confidential human resources clerical and technical tasks. These tasks are consistent with the class description of a Human Resources Technician II.

CLASS TITLE: HUMAN RESOURCES TECHNICIAN II

DEFINITION:

Under general supervision, performs a variety of specialized, complex and confidential human resource clerical and technical activities related to recruitment, selection, new employee onboarding, benefits and classification functions; provides technical assistance to internal and external clients in processing personnel transactions and the compilation and reporting of data; conducts special research and recordkeeping, assists in training staff.

DISTINGUISHING CHARACTERISTICS:

HR Technician II is the experienced-level classification in the HR Technician series; whereas the HR Technician I is the entry-level classification in the Human Resources series. Differences in the classifications are in level of responsibility, independence, and decision making in the performance of a variety of technical/clerical duties. HR Technician II is the advanced-level classification in the series and includes specific technical responsibilities requiring the application of laws, rules, and bargaining agreements pertaining to employee transactions, conditions of employment, and employment status.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to this 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:

Commits to honoring SDCOE's Mission, Vision, Core Values, Commitments, and Indicators of Student Success.

Solicits from and provides information to employees, job applicants, school districts, public agencies and the general public regarding personnel-related functions such recruitment, examinations, classification, benefits, medical data, employee records, and human resources policies and procedures.

Reviews, processes and provides assistance in the completion of human resources forms and related documents for compliance with applicable procedures and policies.

Interprets policies and procedures.

Administers the Substitute Teacher Assignment System.

Enrolls substitute teachers into the system and trains employees on the use of systems.

Receives substitute requests and assigns personnel to vacancies according to established procedures.

Ensures all substitute teacher assignments are filled.

Fills requests for temporary employees and volunteers; ensures required paperwork is completed.

Monitors substitute and limited-term lists to ensure a sufficient pool of employees is available for assignments; replenishes lists as needed.

Provides support to the recruitment and selection process by receiving and tracking personnel action and other requests; communicating information to candidates; preparing and place job announcements and advertisements; preparing examination and interview materials; administering examinations; preparing eligibility lists and certification forms; making job offers;

determining original salary placement and salary advancements including transcript and experience evaluation.

Reviews and verifies records, earned academic units, credentials, and employment histories.

Reviews and approves employee's salary placement in accordance with contracts, educational attainment, and longevity.

Coordinates examination logistics including: scheduling candidates, soliciting rater involvement; arranging rater panels, copying and collating examination materials.

Proctors examinations including: checking candidate's identification, distributing exam material, instructing, and monitoring job candidates to ensure testing security and that instructions are being followed, collecting and accounting for test booklets and materials used in the examination.

Assists with new employee onboarding processes.

Assists in providing orientation for new or substitute employees.

Obtains proper documentation and clearance related to screening for employment such as fingerprint review, medical examination, and education verification.

Evaluates records to determine employees' eligibility for salary adjustments and pass probation.

Insures that all personnel transactions are processed properly.

Researches and analyzes employment history records to resolve specific problems or to respond to specific inquiries.

Verifies Personnel Commission agenda material for completeness and accuracy.

Ensures the integrity of the database by inputting employee data and changes.

Retains and purges documents in accordance with record retention policies and regulations.

Extracts data from databases and computerized systems using various parameters to generate reports.

Prepares certificated contracts; tracks contracts to ensure receipt.

Performs duties related to position control such as generating, tracking, reviewing, processing, authorizing, and routing personnel transactions; creating/amending routing paths; generating usernames/passwords; preparing documents and/or procedures to be used in making budget and pay location adjustments; coordinating work flow across divisions to ensure personnel requisitions are processed in a timely manner.

Troubleshoots and responds to HR related service tickets sent from ITS

Participates in meetings, workshops and trainings as assigned for the purpose of conveying and/or gathering information.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of education, training and experience which clearly demonstrates possession of the knowledge, skills and abilities detailed above. A typical qualifying background would include: five years of human resources clerical/technical experience related to recruitment, selection, onboarding, salary advancements. Experience must include maintaining computerized records, and interpreting and applying complex laws, rules and regulations. Experience providing technical leadership is desirable. College-level course work in human resources, public administration or a related field may be considered as partial fulfillment of the work experience requirement.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resource clerical and technical methods, practices and procedures related to recruitment, selection, classification, employment
Modern office methods, practices, and procedures
Intermediate to advanced desktop computer operations and office software applications including Outlook, Word, Excel, Powerpoint
Database operations
Effective recordkeeping systems and procedures
Proper English grammar, punctuation, and sentence structure
Principles of customer service and support

ABILITY TO:

Learn, understand, interpret, explain and apply polices, laws, rules and regulations pertaining to assignment
Utilize multiple databases, software and document imaging
Perform clerical and technical duties related to human resources recruitment, onboarding activities
Perform mathematical calculations
Organize work, set priorities and exercise sound judgment within established policies, and guidelines
Establish and maintain effective working relationships with staff, the public and outside agencies
Independently carry out oral and written instructions
Prepare a variety of professional-quality correspondence, announcements and reports
Follow oral and written instructions
Establish and maintain effective working relationships
Work effectively independently and as part of a team with minimum supervision
Organize and prioritize work
Exercise appropriate judgment in making decisions
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:

WORKING CONDITIONS:

Office environment. Occasionally operate a vehicle to conduct work.

PHYSICAL ABILITIES:

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

Revised: 5/90; 7/95; 10/98; 2/08; 12/14

Approved by Personnel Commission _____

CLASSIFICATION ANALYSIS

Position:	Business Support Assistant II	Prepared By:	Susan Dixon
Range:	C60	Report Date:	December 9, 2014
Work Location:	Business Services Division	PC Meeting Date:	December 17, 2014
Incumbent:	Vacant Position	PC Action:	Pending
Effective Date:	December 17, 2014		

INFORMATION SOURCES:

Assistant Superintendent, Business Services Division

ESSENTIAL FUNCTION:

Under general direction performs a wide variety of complex administrative office/secretarial, fiscal, and budget functions for the Business Services Division; plans, coordinates and organizes office activities and processes for the division.

REPORTING RELATIONSHIPS:

Will report directly to the Assistant Superintendent, Business Services Division

POSITION/CLASS COMPARISON:

Administrative Assistant IV (R52)
Business Support Assistant (R58)

CRITICAL EVALUATION FACTORS:

Essential Functions
Knowledge Required

RECOMMENDATION:

Reclassify vacant position #3014 from Administrative Assistant IV with shorthand (C53) to Business Support Assistant II (C60). Retitle Business Support Assistant to Business Support Assistant I and revise the class description to reflect the distinguishing characteristics between the two classifications.

RATIONALE:

The retirement of the existing Administrative Assistant IV in the Business Services Division has prompted the Assistant Superintendent to reevaluate the support she needs to accomplish division-wide tasks. The Administrative Assistant IV performs a full-range of highly responsible and confidential executive, administrative support functions and office management services; interprets policies and regulations to staff and the public; plans, organizes, and coordinates office activities and communications and information for the assigned administrator. In addition to these duties, the Assistant Superintendent has identified the need for an individual who can perform highly complex fiscal and budget functions for the Business Services Division. These tasks require an advanced-level of fiscal and budget knowledge as well as knowledge of a broad range of business services functions. For example, the incumbent will be tasked with preparing detailed business reports and presentations of a highly technical nature. In order to know which data to include, where to find the data, and how to explain the data, the incumbent must have a thorough knowledge of budgetary and accounting principles, fiscal management, and business practices and procedures. These duties are consistent with the new classification of Business Support Assistant II.

SAN DIEGO COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: ADMINISTRATIVE ASSISTANT IV

DEFINITION:

Under the direction of an Assistant Superintendent, performs highly responsible and confidential executive, administrative support functions and office management services; interprets policies and regulations to staff and the public; plans, organizes, and coordinates office activities and communications and information for the assigned administrator.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Performs a variety of highly responsible administrative, secretarial and operational support functions of a wide and complex nature.

Processes, facilitates and disseminates information between the division and other COE departments, and divisions, school district representatives, and the general public.

Collects and analyzes relevant data; researches, initiates necessary changes and provides documentation on matters requiring administrator's attention; assumes responsibility for timely completion of special projects or tasks.

Assists in developing and monitoring division procedures; evaluates activities needed to be addressed and recommends course of action for inter-office matters such as personnel, budget, procedures, policies and special projects.

Serves as a resource to other support personnel regarding applicable rules, regulations, and policies and procedures.

Interprets and explains administrative rules, procedures and policies to school district representatives and the general public and refers callers to appropriate staff.

Assists in the development and monitoring of the department budget; prepares purchase requisitions; maintains equipment inventory; orders equipment and other office supplies; initiates, prepares and submits budget revisions and adjustments.

Establishes and maintains various records, and filing systems.

Operates and maintains a variety of office equipment including a computer and assigned software including but not limited to all Microsoft Office program applications.

Answers, screens and routes telephone calls; greets and assists visitors referring to appropriate staff members; conveys and responds to messages, requests, complaints and inquiries from the public and staff, representing administrator by phone or written communication; interprets policies and regulations to officials, staff and the public.

Composes, edits and prepares a variety of correspondence on a diversity of matters including those of a confidential nature; compiles and types various letters, forms, special reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, lists and other materials as directed assuring accuracy and proofreading of materials.

Coordinates and schedules various meetings and appointments; makes travel arrangements; reserves facilities; prepares and assures completion of reimbursement forms; maintains and coordinates the administrator's calendar; prepares and disseminates calendar of events; coordinates and arranges special events and activities for administrator.

Screens, sorts and routes incoming correspondence; reviews and determines priority of incoming mail; composes replies independently or from oral direction; prepares notices, packets and informational materials for mailing.

Attends a variety of meetings; served on committees as assigned; prepared related notices, reports, presentations and agendas; records and transcribes minutes; prepares and distributes minutes, updates records, documents and reports to appropriate personnel.

Trains and leads the work of other support employees as assigned.

Executes assignments of administrative detail as delegated.

NON-ESSENTIAL FUNCTIONS:

Performs other duties reasonably related to the job class.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

The skills, knowledge, and abilities listed above would typically be acquired through five years of progressively responsible full-time paid secretarial or office management experience within the last 10 years with current regular status and satisfactory service in a secretarial job class at the level of Program Secretary or above.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Thorough knowledge of County Office organization, policies and standard procedures.

Effective office procedures, and practices including filing systems, maintenance, telephone techniques, letter and report writing.

Correct English usage, grammar, spelling and punctuation.

Basic financial recordkeeping, budgeting and mathematics.

Basic research analysis, techniques, and methods.

Operation of office software application programs for accounting, word processing, graphics and data base systems commonly used in the course of business including Word, PowerPoint and Excel applications.

ABILITY TO:

Interpret and apply applicable County Office organization, policies and standard departmental procedures

Compose, type, edit and distribute a variety of correspondence, memos, forms, reports and department documents with accuracy

Operate a keyboard at a rate sufficient for successful job performance

Perform at an advanced-level in Microsoft Office Suite

Exercise tact, diplomacy, and independent judgment;

Communicate effectively orally and in writing

Organize and prioritize work

Meet continuous deadlines in a fast-paced environment

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, accurate and with attention to detail

Train and lead the work of others.

WORKING CONDITIONS & PHYSICAL ABILITIES:

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.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification receive indirect supervision within a broad framework of policies and procedures. Errors in work or judgment could result in misinterpretations of **legal** code requirements, poor community, staff, or district relations, and/or legal actions against the SDCOE. This job class differs from the next lower class of Administrative Assistant III in that incumbents of that class act as primary administrative support to an Executive Director. Incumbents in this classification manage the administrative support functions of an entire division rather than a specific program of department. As such, Administrative Assistant IV's have a greater scope of responsibility than an Administrative Assistant I, II, or III.

Established: October 4, 1985

Revised: 9/85, 11/96, 2/01; 7/11; 7/13

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Business Support Assistant I**

DEFINITION:

Under general direction performs a wide variety of complex administrative office/secretarial, fiscal, and budget functions in a complex program or business office.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Function as the lead secretarial/administrative support for office operations of a complex program or business office;

Explain administrative and fiscal policies and procedures to staff and the public;

Make recommendations on the development of program budgets; prepare preliminary budgets;

Ensure compliance with established policies, regulations and legal requirements; study, plan, direct and coordinate the development and implementation of systems and procedures used to collect fiscal or budget data;

Review data collected for consistency, accuracy, and compliance with state and federal laws; prepare a variety of comprehensive fiscal and budget reports;

Create, maintain and interpret complex spreadsheets;

Calculate revenue allocations and disburse funds in accordance with legal requirements; prepare invoices for school districts, private schools, and other agencies for services provided;

Develop, audit and verify excess cost billing reports and procedures; compose, edit, and prepare correspondence, bulletins, booklets and special reports; organize and conduct meetings relative to fiscal matters;

Arrange and schedule a variety of meetings, conferences, and events; take and transcribe difficult and complex minutes of administrative meetings;

Organize and maintain operational records, files and supplies and other departmental information;

Monitor administrative and fiscal systems and procedures to ensure adequate controls; assist in the design, improvement or update of administrative and fiscal systems and procedures;

Screen and route mail, phone calls and office visitors; organize clerical functions and lead the work of assigned clerical and secretarial staff;

Operate computers and related software and standard office machines such as 10-key adding machine and calculator.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Education, training and experience which clearly demonstrate possession of the knowledge and abilities described below. An example of qualifying education and experience would be: college level coursework in accounting, finance or related field and a minimum of two years of progressively responsible related experience.

KNOWLEDGE AND ABILITIES:

THOROUGH KNOWLEDGE OF: Budgetary and accounting principles, fiscal management, California Education Code and other related laws and mandates; modern office practices, equipment and software including applications to develop spreadsheets, PowerPoint presentations and complex reports; secretarial practices, business correspondence, and filing systems; proper English grammar, usage and spelling.

ABILITY TO:

Adhere to school district accounting principles; compile and interpret financial data; accurately prepare detailed financial reports; understand and explain related administrative and fiscal regulations, policies and procedures; advise others and make recommendations; keyboard accurately at speed sufficient to perform assigned tasks; accurately perform arithmetic computations; operate standard office equipment including computers and software used in the course of business; make decisions on procedural matters with limited supervision; meet required deadlines; follow oral and written instructions; establish and maintain effective working relationships with staff members, other departments, and the general public; communicate effectively orally and in writing; prepare accurate and concise correspondence and reports; plan, and direct the work of others with minimum supervision.

WORKING CONDITIONS & PHYSICAL ABILITIES:

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.

DISTINGUISHING CHARACTERISTICS:

This position differs from those in the Administrative Assistant series in that this classification has primary responsibility for ongoing, day-to-day fiscal management functions of an assigned program or for technical and complex fiscal or budget functions in a business office in addition to the complex administrative support functions. **It is distinguished from Business Support Assistant II in that the scope and breadth of the II level assignment extends to the entire division and therefore requires an in-depth understanding of business services functions in order to independently perform complex analytical tasks related to reporting, presenting information, and ensuring compliance.**

Established: October 2011

Revised: December 2014

Approved by the Personnel Commission: October 5, 2011

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Business Support Assistant II, Range C60**

DEFINITION:

Under general direction performs a wide variety of complex administrative office/secretarial, fiscal, and budget functions for the Business Services Division; plans, coordinates and organizes office activities and processes for the division.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Functions as the lead secretarial/administrative support for office operations of the Business Services Division; plans, coordinates, and organizes office activities and processes for the division; monitors and facilitates office work flow and assures compliance with established time lines, procedures and standards of quality; coordinates information exchange with internal and external sources.

Trains staff on division processes; serves as a lead to division-wide administrative support staff; may directly lead and oversee the work of office support staff; participates on and chairs committees; schedules and organizes meetings; takes and transcribes minutes of meetings.

Collects board items from division programs; reviews and prepares board items for administrator; ensures items are calendared in accordance with applicable rules and deadlines.

Serves as a liaison between division programs, other SDCOE divisions, and school district administrators in assigned function.

Performs a variety of duties in support of special projects.

Prepares and delivers presentations on division processes, systems, or related topics.

Researches, prepares, and provides information related to employee bargaining.

Explains administrative and fiscal policies and procedures to staff and the public.

Composes correspondence, contracts, and others materials; proofreads, edits, and formats written materials for accuracy, completeness, and conformance with applicable rules, regulations and procedural requirements.

Makes recommendations on the development of division budgets; prepares preliminary budgets.

Ensures compliance with established policies, regulations and legal requirements; studies, plans, directs and coordinates the development and implementation of systems and procedures used to collect fiscal or budget data.

Reviews data collected for consistency, accuracy, and compliance with state and federal laws.

Prepares a variety of comprehensive fiscal and budget reports; creates, maintains and interprets complex spreadsheets.

Analyzes complex technical data and draws valid conclusions; makes recommendations to appropriate administrator.

Calculates revenue allocations and disburses funds in accordance with legal requirements; prepares invoices for school districts, private schools, and other agencies for services provided.

Develops, audits and verifies excess cost billing reports and procedures.

Organizes and maintains operational records, files and supplies and other departmental information.

Monitors administrative and fiscal systems and procedures to ensure adequate controls; assists in the design, improvement or update of administrative and fiscal systems and procedures.

Screens and routes mail, phone calls and office visitors.

Operates computers and related software and standard office machines such as 10-key adding machine and calculator.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Education, training and experience which clearly demonstrate possession of the knowledge and abilities described below. An example of qualifying education and experience would be: college level coursework in accounting, finance or related field and a minimum of five years of progressively responsible related experience.

KNOWLEDGE AND ABILITIES:

THOROUGH KNOWLEDGE OF:

Budgetary and accounting principles, fiscal management, and business practices and procedures

California Education Code and other related laws and mandates

Modern office practices, equipment and software including applications to develop spreadsheets, PowerPoint presentations and complex reports

Secretarial practices, business correspondence, and filing systems

Proper English grammar, usage and spelling

Problem research techniques

ABILITY TO:

Adhere to school district accounting principles

Compile and interpret financial data

Accurately prepare detailed financial reports

Understand and explain related administrative and fiscal regulations, policies and procedures

Advise others and make recommendations

Make decisions on procedural matters with limited supervision

Keyboard accurately at speed sufficient to perform assigned tasks

Accurately perform arithmetic computations

Operate standard office equipment including computers and software used in the course of business

Meet required deadlines

Follow oral and written instructions

Establish and maintain effective working relationships with staff members, other departments, and the general public

Communicate effectively orally and in writing

Prepare and deliver presentations

Prepare accurate and concise correspondence and reports

Plan, and direct the work of others with minimum supervision

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:

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.

DISTINGUISHING CHARACTERISTICS:

This position differs from those in the Administrative Assistant series in that this classification has responsibility for technical and complex fiscal or budget functions in a business office in addition to the complex administrative support functions. It is distinguished from Business Support Assistant I in that the scope and breadth of this assignment extends to an entire division. Employees in this classification must have an in-depth understanding of business services functions in order to independently perform complex analytical tasks related to reporting, presenting information, and ensuring compliance.

Established: December 14, 2014

Approved by the Personnel Commission: _____

CLASSIFICATION ANALYSIS

Position:	Program Secretary	Prepared By:	Adam Nieves
Range:	41	Report Date:	December 11, 2014
Work Location:	Human Resources Services	PC Meeting Date:	December 14, 2014
Incumbent:	Vacant	PC Action:	Pending
Effective Date:	December 14, 2014		

INFORMATION SOURCES:

Assistant Superintendent, Human Resources Services
Human Resources Coordinator

ESSENTIAL FUNCTION:

Under general supervision, performs a variety of clerical and customer support services responding to inquiries from staff and the public; providing general information; directing callers and visitors to appropriate individuals/locations; providing requested information and/or referral to other parties; develop, edit, and prepare complex and specialized bilingual and biliterate translation from Spanish to English or English to Spanish; and performing a variety of routine clerical tasks.

REPORTING RELATIONSHIPS:

Human Resources Coordinator

POSITION/CLASS COMPARISON:

Information Clerk (R38)
Program Secretary (R41)
Translator/Interpreter (R44- Inactive classification)

CRITICAL EVALUATION FACTORS:

Essential Functions
Bilingual/Biliterate Skill Level
Level of Independence

RECOMMENDATION:

Reclassify position number 7667 from Program Secretary (R41) to Customer Support Services Technician (R41).

RATIONALE:

The departure of the existing Program Secretary in the Human Resources Services Division at the county Information Desk has prompted the need to reevaluate the support needs of the county office. It has been determined to provide a greater need of bilingual services support to county office personnel and the public. The position will answer a multi-line telecommunication system; greet the public, parents, students, vendors, staff, etc. and respond to their inquiries; and perform various clerical and secretarial support to the assigned department. In addition, the position will perform bilingual and biliterate translation services which includes preparing written translations of materials such as brochures, guides, curricular materials, policies, forms, tests, minutes, correspondences, procedures, reports, etc. for the county office. The position will also provide in person or over the phone, simultaneous, consecutive, or sight interpretations

at school, community and district meetings concerning legal situations. These tasks require the incumbent to possess an advanced-level of skill and knowledge of the English and Spanish languages to provide accurate, concise, and grammatically and idiomatically correct translations. These duties are consistent with the new classification of Customer Support Services Technician.

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Customer Support Services Technician (Bilingual-Spanish), R41**

DEFINITION:

Under general supervision, performs a variety of clerical and customer support services responding to inquiries from staff and the public; providing general information; directing callers and visitors to appropriate individuals/locations; providing requested information and/or referral to other parties; develop, edit, and prepare complex and specialized bilingual and bi-literate translation from Spanish to English or English to Spanish; and performing a variety of routine clerical tasks.

DISTINGUISHING CHARACTERISTICS:

The single position class of Customer Support Services Technician (Bilingual – Spanish) is distinguished from the Program Secretary classification and other clerical classifications by being the primary interface with the general public, and the breadth of familiarity required of the functions of county office departments or departmental operations, procedures, services, and programs. The position also performs advanced-level, specialized translations and interpretation (English-Spanish) in support of the county office and serve as a resource to staff throughout the county.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Commits to honoring SDCOE’s Mission, Vision, Core Values, Commitments, and Indicators of Student Success.

Answers multi-line telecommunication system for the purpose of screening calls, transferring calls, takes messages, responding to inquiries.

Greets public, parents, students, vendors, staff, etc. for the purpose of responding to their inquiries and/or directing them to appropriate personnel or location.

Responds to inquiries of staff, other educational institutions, the public, parents and/or students for the purpose of identifying appropriate parties to address immediate issues.

Performs record keeping, maintains logs, and filing systems and performs a broad array of general and program specific clerical functions (e.g. scheduling, scanning, copying, filing, faxing, word processing, data entry, etc.) for the purpose of supporting the assigned program. Processes documents and materials for the purpose of disseminating information to appropriate parties.

Prepares accurate, concise, and grammatically and idiomatically correct written translations of materials including brochures, guides, curricular materials, policies, forms, tests, minutes, correspondences, procedures, reports, etc. for the county office.

Collects, organizes, compiles and/or reviews routine to moderately complex data and information form a variety of reports, surveys, logs, lists and other materials

Provides in person or over the phone, simultaneous, consecutive, or sight interpretations at school, community, and District meetings concerning legal situations, such as Individualized Education Plan (I.E.P.) meetings, expulsion/suspension hearings, Local Control and Accountability Plan (LCAP), Juvenile and Court Schools meetings, and interactions with the public.

Reviews, edits, and proofs complex materials translated into Spanish for accuracy, grammar, syntax, etc.

Serves as resource to county office staff regarding Spanish language usage.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of education, training, and experience which clearly demonstrate possession of the knowledge, skills, and abilities.

Education

Graduation from high school or evidence of equivalent educational proficiency is required, along with completion of college level course work in the Spanish language.

Experience

Two years of clerical/office experience including two years conducting written translation, composing, and editing materials in English and Spanish and providing immediate oral interpretation during group meetings and in one-to-one situations, , preferably in a school setting or public agency.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational units, functions, and key personnel

Telephone techniques and etiquette.

Techniques and approaches in greeting and interfacing the public

The English and Spanish languages including pronunciation, spelling, grammar, punctuation, vocabulary and comprehension.

English and Spanish idiomatic expressions.

Intermediate to advanced Microsoft Office Word, Excel, and Outlook

Basic mathematical computations

Modern office organization, practices, procedures, methods and equipment.

ABILITY TO:

Interpret, explain and apply policies, procedures, laws, rules and regulations pertaining to an assigned work unit

Operate a multi-line telephone system

Organize work, set priorities and exercise sound judgment within established policies, and guidelines
Establish and maintain effective working relationships with staff, the public and outside agencies
Handle stressful situations in a calm and professional manner
Maintain a high level of care and thoroughness in handling the details of a task despite frequent interruptions
Check and compare information for completeness and accuracy
Gather, verify, sort, and organize data and information

Work effectively independently and as part of a team with minimum supervision
Monitor and respond to security and safety issues

Maintain confidentiality of sensitive information
Independently carry out oral and written instructions
Prepare a variety of professional-quality correspondence, announcements and reports
Listen to English and speak in Spanish simultaneously
Read and write effectively in English and Spanish.
Produce written material in appropriate, grammatically correct Spanish language.
Learn and apply new versions and functions of standard office hardware and software including multiline telephone systems, copy, scanner, and fax machines
Demonstrate attendance sufficient to complete the duties of the position as required

WORKING CONDITIONS & PHYSICAL ABILITIES:

WORKING CONDITIONS:

Office environment. Occasionally operate a vehicle to conduct work.

PHYSICAL ABILITIES:

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

Established: 1/2015

Revised:

Approved by the Personnel Commission: January 21, 2015

CLASSIFICATION ANALYSIS

Position:	Program Business Specialist III	Prepared By:	Susan Dixon
Range:	38	Report Date:	December 5, 2014
Work Location:	Migrant Education	PC Meeting Date:	December 17, 2014
Incumbent:	Vacant Position	PC Action:	Pending
Effective Date:	January 1, 2015		

INFORMATION SOURCES:

Senior Director, Migrant Education
Assistant Superintendent, Human Resources Services

ESSENTIAL FUNCTION:

Under the direction of a Director, provide business services and operational support to an assigned program; evaluate needs and prepare comprehensive analytical reports; assure compliance with established policies, regulations and legal requirements; supervise other employees engaged in a variety of functional support activities.

REPORTING RELATIONSHIPS:

Reports to the Senior Director, Migrant Education

POSITION/CLASS COMPARISON:

Program Business Specialist I (R30)
Program Business Specialist II (R34)
Program Business Specialist III (R38)

CRITICAL EVALUATION FACTORS:

Size of program

RECOMMENDATION:

Reclassify vacant position #5127 from Program Business Specialist III (R38) to Program Business Specialist II (R34).

RATIONALE:

The Migrant Education Program has experienced a significant reduction in size over the last several years. In fact, in July of this year, the director-level position for Migrant Education was reclassified from an Executive Director to a Senior Director due to the reduction of budget and staff size. The current size of the Migrant Education Program warrants the classification of a Program Business Specialist II rather than a Program Business Specialist III.

San Diego County Office of Education
Personnel Commission

CLASS TITLE: PROGRAM BUSINESS SPECIALIST II

BASIC FUNCTION:

Under the direction of a Director, provide business services and operational support to an assigned program; evaluate needs and prepare comprehensive analytical reports; assure compliance with established policies, regulations and legal requirements; supervise other employees engaged in a variety of functional support activities.

DISTINGUISHING CHARACTERISTICS:

The Program Business Specialist I performs a broad range of business-related functions in support of a program. Some positions may supervise accounting or technical subordinates, however, in most positions, supervision is limited and incidental to this class. The Program Business Specialist II directly supervises other accounting personnel and supports a large program. The Program Business Specialist III directly supervises a large number of employees or provides supervisory support and oversight of a functional unit in a major complex program.

REPRESENTATIVE DUTIES:

Provide fiscal, functional and operational support to an assigned program; prepare financial and operating reports.

Supervise employees engaged in technical support activities such as accounting, computer input and contracting.

Prepare and monitor the budget for the assigned program; administer grant finance activities.

Conduct research and analyze complex financial and statistical data pertinent to the assignment.

Prepare comprehensive records, reports, proposals and recommendations; interpret and summarize written materials as requested.

Participate with the members of the management team for the assigned program in fiscal and assigned operational aspects of the program.

Assure compliance with established laws, codes, regulations, timelines and legal and procedural requirements.

Communicate with County Office personnel, vendors, State agencies and others to coordinate departmental business transactions and exchange information.

Attend a variety of staff, management and other meetings; prepare written, graphic and verbal presentations as requested.

Program Business Specialist II - Continued

Maintain current knowledge of operational issues, budgetary constraints and pending legislation pertinent to the assignment; recommend systems and other improvements.

Assist the Director in implementation of special projects and program changes.

Prepare, process, file and distribute forms, applications and other documents.

Operate computers, peripheral equipment, calculator and standard business machines.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a bachelor's degree in accounting, finance, business or public administration, or related field and three years experience in an administrative or business support capacity.

LICENSES AND OTHER REQUIREMENTS:

Rev. 10/05; 06/06; 01/07

**SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLE: PROGRAM BUSINESS SPECIALIST III

DEFINITION:

Under the direction of a Director, provide direct program business services and operational support to an assigned program(s), department or division; evaluate needs and prepare comprehensive analytical reports; assure compliance with established policies, regulations and legal requirements; supervise other employees engaged in a variety of functional support activities.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Provide fiscal, functional and operational support to an assigned program(s); prepare financial and operating reports; assist Internal Business Services and District Financial Services in state/federal/district reporting for assigned program(s).

Supervise employees engaged in technical support activities such as accounting, computer input and contracting; supervise operational elements of an assigned program(s) including such activities as maintenance, food services and operations as assigned.

Participate with other members of the management team for the assigned programs in overall program planning and coordination.

Conduct research and analyze complex financial and statistical data pertinent to the assignment.

Prepare and monitor the budget for the assigned programs; administer grant finance activities.

Prepare comprehensive records, reports, proposals and recommendations; interpret and summarize written materials as requested.

Assure compliance with established laws, codes, regulations, timelines and legal and procedural requirements.

Communicate with County Office personnel, vendors, State agencies and others to coordinate departmental business transactions and exchange information.

Review and approve program expenditures.

Attend a variety of staff, management and other meetings; prepare written, graphic and verbal presentations as requested.

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

Maintain current knowledge of operational issues, budgetary constraints and pending legislation pertinent to the assignment; recommend systems and other improvements.

Assist the Director in implementation of special projects.

Prepare, process, file and distribute forms, applications and other documents.

Operate computers, peripheral equipment, calculator and standard business machines.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Methods and practices of statistical analyses and financial record keeping.

Principles of supervision and office management.

Applicable federal and state laws, and other related mandates.

ABILITY TO:

Independently perform advanced budgetary duties adhering to appropriate accounting principles.

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

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

Communicate effectively orally and in writing.

Analyze problems and recommend and implement effective solutions.

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

Make effective presentations to individuals and groups.

Initiate, plan and complete assignments with minimal supervision.

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

Train, supervise and evaluate the work of others.

WORKING CONDITIONS & PHYSICAL ABILITIES:**ENVIRONMENT:**

Office environment.

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; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects; possess dexterity of hands and fingers to operate a computer and other office equipment.

DISTINGUISHING CHARACTERISTICS:

The Program Business Specialist I performs a broad range of business-related functions in support of a program. Some positions may supervise accounting or technical subordinates, however, in most positions, supervision is limited and incidental to this class. The Program Business Specialist II directly supervises other accounting personnel and supports a large program. The Program Business Specialist III directly supervises a large number of employees or provides supervisory support and oversight of a functional unit in a major complex program.

Established:

Revised: 10/05; 06/06 01/07; 09/10; 4/13

San Diego County Office of Education
Personnel Commission

CLASS TITLE: CUSTODIAN

DEFINITION:

Under general supervision, maintains assigned buildings and adjacent grounds areas in a clean, orderly, and safe condition.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Sweeps, scrubs, shampoos, and vacuums carpets and floors.

Dusts and polishes furniture and woodwork.

Strips and waxes floors.

Empties and cleans waste receptacles.

Washes windows and walls.

Polishes metal work.

Maintains equipment and material used in work.

Mixes and uses cleaning chemicals according to directions and appropriate safety standards.

Cleans restrooms, toilets, washbowls, urinals, and sinks.

Cleans up bodily fluids.

Keeps records of work performed and chemicals used.

Guards an assigned area against trespass, fire or malfunction of mechanical equipment.

Does room and stage set-ups.

Makes minor repairs and reports needed repairs.

Assists in moving and arranging furniture.

Acts as part of emergency response team in case of electrical, water or gas emergency.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of education, training and experience which clearly demonstrates possession of the knowledge and abilities detailed above. A typical qualifying background would include six (6) months of experience performing general custodial work, OR completion of formal custodial training.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Cleaning procedures and techniques
Safety requirements related to custodial work

ABILITY TO:

Follow oral and written instructions
Operate required machinery including vacuum, shampooer/carpet cleaner, speed buffer, water extractor, and carpet drier

Establish and maintain effective working relationships

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

Organize and prioritize work

Exercise appropriate judgment in making decisions

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:

WORKING CONDITIONS:

Office, classroom or outdoor setting. Exposure to chemicals used in the course of cleaning is a regular part of this assignment. **Positions in this classification may work the night shift.**

PHYSICAL ABILITIES:

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 supplies and use cleaning materials; stoop, squat, twist, bend at the waist, climb; move, push and/or lift heavy objects **up to 50 LBS; climb ladders up to 20 ft. in height;** tolerate exposure to chemicals.

Revised 4/98; 4/99; 11/03; 07/09; **12/14**

Approved by the Personnel Commission: _____

CLASS TITLE: HUMAN RESOURCES TECHNICIAN I

DEFINITION:

Under immediate supervision, performs technical/clerical duties in recruitment, compensation, benefits, examination, employment processing or other related human resources processes.

DISTINGUISHING CHARACTERISTICS:

HR Technician I is the entry-level classification in the Human Resources series; whereas HR Technician II is the experienced-level classification in the HR Technician series. Differences in the classifications are in level of responsibility, independence, and decision making in the performance of a variety of technical/clerical duties. HR Technician II is the advanced-level classification in the series and includes specific technical responsibilities requiring the application of laws, rules, and bargaining agreements pertaining to employee transactions, conditions of employment, and employment status.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to this 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:

Commits to honoring SDCOE's Mission, Vision, Core Values, Commitments, and Indicators of Student Success.

Solicits from and provides information to employees, job applicants, and the general public regarding personnel-related functions such as recruitment, examinations, classification, benefits, medical data, employee records, and human resources policies and procedures.

Reviews, processes and provides assistance in the completion of human resources forms and related documents for compliance with applicable procedures and policies.

Assists with administering the Substitute Teacher Assignment System.

Receives substitute requests and assigns personnel to vacancies according to established procedures.

Assists with filling requests for temporary employees and volunteers

Communicating information to candidates; preparing and placing job announcements and advertisements; preparing examination and interview materials; administering examinations; preparing eligibility lists and certification forms; making job offers.

Prepares and distributes a variety of human resources forms, job announcements, lists, correspondence and other materials related to assigned personnel functions including letters to applicants regarding interviews, test results, agendas, and insurance forms.

Proctors examinations including: checking candidates identification, distributing exam material, instructing and monitoring job candidates to ensure testing security and that instructions are being followed, collecting and accounting for test booklets and materials used in the examination.

Assists with new employee onboarding processes.

Obtains proper documentation and clearance related to screening for employment such as fingerprint review, medical examination, and education verification.

Enters, updates and modifies, searches and retrieves specific personnel data, finds discrepancies, or verifies information such as job applications, employees' job assignments,

probation, employment and anniversary dates, salary, eligibility for advancement, medical information, classification, benefits and other pertinent information.

Extracts data from databases and computerized systems using various parameters to generate reports.

Retains and purges documents in accordance with record retention policies and regulations.

Assists with livescan fingerprinting in absence of fingerprinting clerk.

Performs basic clerical and record keeping duties associated with employee records, benefits administration, recruitment and selection, new employee processing, workers compensation and unemployment insurance.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of education, training and experience which clearly demonstrates possession of the knowledge, skills and abilities detailed above. A typical qualifying background would include: three years of human resources clerical/technical experience related to recruitment, selection, and onboarding. Experience must include maintaining computerized records, and interpreting and applying laws, rules and regulations. College-level course work in human resources, public administration or a related field may be considered as partial fulfillment of the work experience requirement.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resource clerical and technical methods, practices and procedures related to recruitment, selection, classification, employment
Modern office methods, practices, and procedures
Desktop computer operations and office software applications including Outlook, Word, Excel, Powerpoint
Database operations
Effective recordkeeping systems and procedures
Proper English grammar, punctuation, and sentence structure
Principles of customer service and support

ABILITY TO:

Learn, understand, interpret, explain and apply policies, laws, rules and regulations pertaining to assignment
Utilize multiple databases, software and document imaging
Perform clerical and technical duties related to human resources recruitment, onboarding activities
Perform mathematical calculations
Organize work, set priorities and exercise sound judgment within established policies, and guidelines
Establish and maintain effective working relationships with staff, the public and outside agencies
Independently carry out oral and written instructions
Prepare a variety of professional-quality correspondence, announcements and reports
Follow oral and written instructions

Establish and maintain effective working relationships
Work effectively independently and as part of a team with minimum supervision
Exercise appropriate judgment in making decisions
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:

WORKING CONDITIONS:

Office environment. Occasionally operate a vehicle to conduct work.

PHYSICAL ABILITIES:

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

Revised: 5/90; 7/95; 10/98; 2/08; 12/14

Approved by Personnel Commission_____

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: SDCOE SCHOOLS STUDENT TRANSITION TECHNICIAN

DEFINITION:

Under the general direction of the Student Support Supervisor and in partnership with counselors, serves as a technical resource to school districts and schools operated by the San Diego County Office of Education (SDCOE Schools) for students transitioning between school districts and SDCOE Schools; teams with support staff to implement highly personalized student plan placements; brokers opportunities and facilitates post-secondary educational placements; performs complex and difficult assignments related to the maintenance of student records and reporting of transition outcomes; and developing and maintaining a program-wide, formalized system of accountability that is in line with state standards.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from that of the Student Support Supervisor; the latter provides supervision duties in that it has responsibility for the overall functioning of the student transitioning program.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Provides technical assistance and acts as a liaison between school district and SDCOE school staff in areas related to student transition.

Promotes SDCOE Schools academic and program opportunities to districts and agencies.

Facilitates systems for districts and agencies to refer students for enrollment.

Works with student information system staff to develop, maintain and update database of student transition information.

Provides access to referring agencies of student progress updates, gathers information and prepares required reports.

Interprets complex rules, regulations, policies and procedures related to SDCOE Schools and provides explanations for compliance.

Attends meetings and makes presentations at workshops.

Develops and facilitates training sessions for classified and certificated staff.

Organizes and maintains information on the unique offerings of each SDCOE School, postsecondary opportunities, scholarships and other related student transition information.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Qualifying education and experience would most likely include the completion of college-level coursework in an area related to the duties of the classification as well as a minimum of two years of increasingly responsible technical experience with an educational institution providing support to a program.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General activities and functions of SDCOE Schools

Laws, rules and regulations related to county operated Court and Community schools

Admissions and student enrollment processes

Modern office practices, procedures and equipment, including computers, peripherals and related software

ABILITY TO:

Prioritize tasks to ensure timely completion of projects

Interpret, explain and apply legal requirements, computer printouts and reports

Operate a computer, peripherals and related software including Microsoft Word, Microsoft Excel, specialized applications, databases and student information system.

Establish and maintain complex and accurate record keeping systems

Prepare periodic statements and reports pertaining to student and/or program progress

Follow oral and written instructions

Communicate effectively orally and in writing

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

Work effectively under tight time constraints

Handle multiple assignments simultaneously

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:

Office environment. Travel to school districts or other County Office locations, will be part of this assignment.

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

Established: 9/04

Revised: 12/14

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Susan Dixon
<sdadixon@sdcoe.net>
Sent: Friday, December 05, 2014 10:48 AM
To: hr2sdcoe@list.sdcoe.net
Subject: [HR2SDCOE] Classified Employment Opportunity - Custodian
Attachments: ATT00001.txt

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

Position: **Custodian**

Department: Maintenance & Operations

Salary Range: Classified Support Staff R38 \$33,535 - \$42,800 annually + 5% shift differential

Application Deadline: December 15, 2014

Link to

posting: <http://www.edjoin.org/viewPosting.aspx?postingID=633373&countyID=37&onlineApp=1>

This posting is for an anticipated vacancy. A subsequent notice for lateral transfer opportunity will be sent upon confirmation of this vacancy.

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: hr2sdcoe-bounces@list.sdcoe.net on behalf of Veraleen Bondoc <vbondoc@sdcoe.net>
Sent: Tuesday, November 25, 2014 1:38 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: **Preschool Instructional Assistant** (PA 18018 & 18019) Fallbrook Elementary School District

Department: Early Education Program

Salary Range: Classified Support R30 (94 Workdays for FY 2014-2015 and full 184 Days the following year); \$13.23 to \$16.89 hourly; 3.5 hours per day; 43.75% FTE

Application Deadline: 1:00 PM on Monday, December 08, 2014

Link to posting: <http://www.edjoin.org/viewPosting.aspx?postingID=632233&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: [SDCOE Current Job Opportunities](#)

Veraleen Bondoc
Human Resources Services

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Veraleen Bondoc
<vbondoc@sdcoe.net>
Sent: Thursday, December 11, 2014 4:16 PM
To: 'hr2sdcoe@list.sdcoe.net'
Subject: [HR2SDCOE] Classified Management Employment Opportunity - Program
Business Specialist III
Attachments: ATT00001.txt

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

Position: **Program Business Specialist III (PA 18138)**

Department: Learning and Leadership Services

Salary Range: Classified Management; R 38; \$81,055 - \$ 98,530 annually. Effective January 1, 2015, the salary will increase by 2%.

Application Deadline: **1:00 PM on Monday, January 5, 2015**

Link to

posting: <http://www.edjoin.org/viewPosting.aspx?postingID=634973&countyID=37&onlineApp=1>

For a complete listing of all current job opportunities and application information, please go to: [SDCOE Current Job Opportunities](#)

Vera Bondoc
Human Resources Services

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Susan Dixon
Sent: Monday, November 17, 2014 10:48 AM
To: hr2sdcoe@list.sdcoe.net
Subject: [HR2SDCOE] Classified Employment Opportunities - Program Secretary
Attachments: ATT00001.txt

The following San Diego County Office of Education employment opportunities have been posted:

Position: **Program Secretary**

Departments; 2 vacancies - 1. JCCS, PA#17712

2. College & Career Readiness, PA#18025

Salary Range: Classified Support Staff R41; \$3009.08 - \$3840.58 monthly

Application Deadline: November 24, 2014

Link to

posting: <http://www.edjoin.org/viewPosting.aspx?postingID=628746&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 Monday, November 24, 2014. 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>

Susan Dixon

Human Resources Specialist

San Diego County Office of Education

858 292-3648

sdadixon@sdcoe.net

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Veraleen Bondoc
<vbondoc@sdcoe.net>
Sent: Tuesday, December 09, 2014 4:17 PM
To: 'hr2sdcoe@list.sdcoe.net'
Subject: [HR2SDCOE] Classified Employment Opportunity - SDCOE Student Transition Technician
Attachments: ATT00001.txt

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

Position: **Student Transition Technician (PA 17886)**

Department: JCCS

Salary Range: Classified Support Staff; R52; \$47,363 - \$ 60,450 annually

Application Deadline: 1:00 PM on Friday, December 19, 2014

Link to

posting: <http://www.edjoin.org/viewPosting.aspx?postingID=634610&countyID=37&onlineApp=1>

For a complete listing of all current job opportunities and application information, please go to: [SDCOE Current Job Opportunities](#)

Vera Bondoc
Human Resources Services

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

Classification:
Budget Technician

EXAM #: Open
EXPIRES: 05/20/15

Name

Carrillo, Montserrat

Gurrola, Antonio

Yasukochi, Ann

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

HIRED:

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

CLASSIFICATION:
Consultant - Business Advisory Services

EXAM: Open
EXPIRES: 6/8/15

Armatis, Kristin
Scheidt, Tim
Thompson, Glenston
Loree, Andrienne

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:
Custodial Services Supervisor

EXAM: Promo/Open
EXPIRES: 5/21/15

Promotional:

Descoteaux, David
Monteith, Vanessa
Ray Simpson

Open:

Pace, Alexander

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

Hired:

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

Classification:
Web Developer/Programmer II

EXAM: OPEN
EXPIRES: 02/28/15
& 05/18/15

Baltazar, Jair
Gil, Ricardo
Hsieh, Steve
Nhan, Lou
Sanchez, Chris
Xu, Angela

Lateral:

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:
Work Readiness Assistant I

EXAM: Open
EXPIRES: 5/20/15

Banks, Alan
Barrera-Gomez, Calipso
Coyazo, Christina
Cruz, Arthur
Glasrud, Bryan
Kimbrough, Troy
Moreno, Sonya
Pittman-Nelson, Teresita
Sanchez, Natalie
Toscano, Anna

Lateral Transfer:

Rosa Leon - PA 17868

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

Hired:

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

CLASSIFICATION:
Work Readiness Assistant II

EXAM: Open/Prom
EXPIRES: 6/05/15

PROMOTIONAL LIST

	Gomez, Patricia	
	Leon, Rosa	

OPEN LIST

	Cruz, Arthur	
	Glasrud, Bryan	
	Moran, Atilano	
	Pittman-Nelson, Teresita	
	Rivera, Adina	

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

Hired:

EMPLOYMENT ACTIONS

Effective Date	Name / Division	Classification / Section	% of Assignment	Range/ Step	Annual Salary	Action
MANAGEMENT						
11/18/2014	Ryan, Tara Student Services	Child Care and Development Planning Council Specialist Early Education Central	50	24/2	\$60235	New Employee
CLASSIFIED SUPPORT						
11/13/2014	Buxbaum, Anna Business Services	Commercial Warrants and Accounts Payable Systems Analyst Commercial Warrants	100	58/4	\$63571	New Employee
11/3/2014	Williams, Melissa S Business Services	Account Clerk II Commercial Warrants	100	42/6	\$47,238	New Employee

SEPARATION ACTIONS

Effective Date	Name / Division	Classification / Worksite	% of Assignment	Range/ Step	Annual Salary	Action
MANAGEMENT						
11/30/2014	Fiscus, Teresa M Business Services	Consultant Business Advisory Services District Financial	100	47/1	\$98,758	Resign
CLASSIFIED SUPPORT						
11/21/2014	Farrington, Kurt W Administration	Work Readiness Assistant II North Network	100	42/5	\$44989	Retire

TO: Personnel Commission
FROM: Executive Secretary, Personnel Commission
DATE: December 17, 2014

SUBJECT: ELECTION OF OFFICERS

ISSUE:

Under the San Diego County Office of Education Merit System Rules and Regulations, Chapter III.2 the Personnel Commission must elect one of its members as chairperson and another member as the vice chairperson to serve a one-year term at the first meeting of the Commission following December 1 of each year.

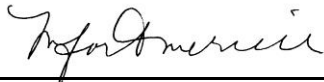
BACKGROUND:

Ms. Mary Beall is the current chairperson of the Commission and Ms. Miriam Rothman is the current vice chairperson.

ACTION REQUIRED:

Elect a chairperson and vice chairperson for 2015.

Respectfully submitted,



Michele Fort-Merrill
Executive Secretary, Personnel Commission