

PERSONNEL COMMISSION
MINUTES

November 18, 2015
9:00 AM
Room 508

I. CALL TO ORDER

Meeting commenced at 9:05 a.m.

II. ROLL CALL

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

Members Absent: Mary Beall, Vice-Chair, Commissioner

Present: HR Staff: Norma Johnson, Adam Nieves
CSEA: Mike Reese
COMET: Dave Liss

Executive Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

III. APPROVAL OF PROPOSED AGENDA

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

IV. APPROVAL OF MINUTES

A. Regular Meeting – October 28, 2015

MSC (Huskey/Rothman) to approve the minutes of the regular meeting held on October 28, 2015.

V. PUBLIC COMMENT

A. NONE

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. New Classification

1. Business Specialist I (Correct salary allocation to M30) (Michele Fort-Merrill)

MSC (Huskey/Rothman) to approve the ratification actions as presented for new classification.

VII. OTHER ACTION ITEMS

A. Election of Officers for 2016

Commissioner Rothman nominates Mary Beall as Chair for 2016; Second Motion made by Commissioner Huskey; Vote is carried and approved. Commissioner Huskey nominates Miriam Rothman as Vice-Chair. MSC (Huskey/Rothman) to approve as recommended.

VIII. CLASSIFICATIONS

A. New Classifications

- 1. Project Specialist I, Mental Health, Grade 35 (Adam Nieves)

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

B. Classification of New Positions

- 1. Project Specialist I, Mental Health (Adam Nieves)

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

C. Reclassification of Existing Positions

- 1. Program Secretary (Adam Nieves)

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

2. Class Description Updates

- 1. None

IX. POSITION ANNOUNCEMENTS – NO ACTION

<u>TITLE</u>	<u>TYPE</u>
Business Specialist I	Promotional
Project Specialist I, Student Mental Health & Wellness	Open
Special Education Classroom Behavior Intervention Aide	Open
Special Education Classroom Behavior Intervention Lead	Open

X. APPROVAL OF ELIGIBILITY LISTS

<u>TITLE</u>	<u>TYPE</u>	<u># Eligible</u>	<u>EXPIRES</u>
Executive Director, Technical Services	Open	3	05/06/2016
Human Resources Clerk	Open	10	04/29/2016
Human Resources Coordinator	Open	1	04/28/2016
PASS Community Aide I	Open	3	05/10/2016
Program Data Technician	Open	3	04/28/2016
Special Education Classroom Behavior Intervention Aide	Open	6	05/05/2016
Systems Analyst	Open	3	04/29/2016

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

XI. INFORMATION ITEMS – NO ACTION

A. Personnel Actions

- 1. The October 2015 personnel actions report was presented for information.

XII. COMMUNICATIONS

A. None

XIII. EXECUTIVE SECRETARY'S REPORT

Michele Fort-Merrill shared that the HR management team participated in a two-day workshop, *StrengthsFinder Institute*. It's an exciting time in which SDCOE will launch a countywide initiative for employees to discover, understand and build upon their strengths. This effort will be led by the new Organizational Excellence Unit.

XIV. DATE OF NEXT MEETING

Wednesday, December 16 18, 2015, 9 a.m., Room 508

XV. ADJOURNMENT

Meeting adjourned at 9:15 a.m.

Approved: Personnel Commission

By: Miriam Rothman
Chairperson

Date: 12-16-15

CLASSIFICATION ANALYSIS

Position: New
Range: New
Work Location: Internal Business
Incumbent: N/A

Prepared By: Michele Fort-Merrill
Report Date: November 12, 2015
PC Meeting Date: November 18, 2015
PC Action: Pending

INFORMATION SOURCES:

Assistant Superintendent, Business Services
Senior Director, Internal Business
Job descriptions and salary ranges from other Class II Counties & San Diego Unified
Program Business Specialist I/II/III Job Descriptions
Budget Specialist Job Description
Accounting Specialist Job Description

ESSENTIAL FUNCTION:

Perform professional accounting, budget analysis and review related to the compilation, evaluation and reporting of revenue and expenditures; provide comprehensive fiscal knowledge and technical assistance in support and service of the Internal Business Department to County Office departments and programs.

REPORTING RELATIONSHIPS:

Positions will report to a higher level business manager position.

POSITION/CLASS COMPARISON:

Program Business Specialist I M26, IIM34, III M38; Budget Specialist, M38; Accounting Specialist, M38

CRITICAL EVALUATION FACTORS:

Knowledge
Complexity
Impact

RECOMMENDATION:

Establish two (2) new classified management classifications: Business Specialist I at range M34-30 and Business Specialist II at range M38.

Reclassify vacant position #30000165 to Business Specialist I, M34-30

Reclassify vacant position #30000154 to Business Specialist II, M38

November 18, 2015 request: Correct the salary range placement for the Business Specialist I from M34 to M30 as noted above.

RATIONALE/DISCUSSION:

In the report to the Personnel Commission dated October 22, 2015 there was an error made in the salary range recommendation as noted and corrected above. This was a typographical error. The original recommendation should have been Range M30 for the Business Specialist I classification. No other change is needed to the Personnel Commission action.



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

CLASS TITLE: BUSINESS SPECIALIST I/II

DEFINITION:

Perform professional accounting, budget analysis and review related to the compilation, evaluation and reporting of revenue and expenditures; provide comprehensive fiscal knowledge and technical assistance in support and service of the Internal Business Department to County Office departments and programs.

SUPERVISION RECEIVED AND EXERCISED:

The Business Specialist I receives direct supervision and direction within a broad framework of policies and procedures from a fiscal or budget services manager. The Business Specialist II receives limited supervision and direction within a broad framework of policies and procedures from a fiscal or budget services manager.

REPRESENTATIVE DUTIES:

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

Monitors, analyzes and/or reviews financial summary and detailed reports, program budgets, documents, studies or records for accuracy, proper account charges, coding and compliance, implementing corrections and fund transfers, resolving discrepancies as necessary and/or processing documents for input into automated systems.

Analyzes, reconciles, and/or evaluates the accuracy of general ledger, accounting details, revenues, expenditures, accounting/budget/financial reports, ensuring proper amounts, receipt and classification.

Coordinates or make recommendations for the processing of accounting data.

Analyzes, reviews, and makes recommendations on budgetary and fiscal matters.

Identifies, prepares and supports necessary budget and expenditure transfers.

Gathers data and performs special studies and investigations on budget matters and various problems arising in connection with financial administration.

Assures compliance with state and federal laws, reporting and procedural requirements for County Office financial activities.

Provides technical assistance to County Staff in the management of a wide variety of financial activities including budget development, implementation and transfers.

Reviews and processes budget adjustment requests and processes requests in accordance with regulations, policies and principles of sound financial management.

Utilizes computer-based financial, budget and administrative systems; operates computers and related software, peripheral equipment and standard office equipment.

Confers with County Office personnel and others to obtain and/or impart information related to financial and administrative operations and to explain procedure and regulations.

Prepares journal entries, complex bank reconciliations, charts, complex spreadsheets and databases in the performance of complex accounting, budget and financial analysis work.

Works with, provides advice to and participates in training for County Office staff regarding accounting, budget and financial matters, budget preparation, revision and reporting, accounting corrections, appropriateness of transactions and/or automated accounting/financial systems.

Serves on committees and make oral presentations as required.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Business Specialist I: This is the first level professional classification in this series. Incumbents in this class possess an understanding of the accounting and budget processes, internal controls, bookkeeping procedures, automated accounting systems, fund accounting encumbrances, accounting system requirements and knowledge of applicable laws, statutes, rules, codes and ordinances.

Business Specialist II: This is the advanced professional classification in this series. Incumbents in this class possess a comprehensive understanding of the accounting and budget processes, internal controls, bookkeeping procedures, automated accounting systems, fund accounting encumbrances, accounting systems requirements and full knowledge of applicable laws, statues, rules, codes and ordinances. Employees at this class level demonstrate a high degree of ability to make independent decisions of significant impact or consequence.

EDUCATION AND EXPERIENCE

Business Specialist I: A Bachelor's degree with major coursework in accounting, auditing, finance, business administration, public administration or a related field from an accredited college or university and at least one year of work experience in professional accounting and fiscal control or in the absence of a degree, five years of progressively responsible financial or fiscal control work in a school district, county office of education or related public agency.

Business Specialist II: A Bachelor's degree with major coursework in accounting, auditing, finance, business administration, public administration or a related field from an accredited college or university. Four years of directly related experience in professional level accounting, budget development and budgetary analysis and financial forecasting.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Advanced principles, procedures and systems of accounting, auditing, budgeting, bookkeeping and fiscal recordkeeping as related to school district or public agency financial transactions.

Methods and practices of statistical analyses, financial recordkeeping and reporting.
Revenue and expenditure projection and analysis.

Appropriate laws, codes, standards, and fiscal reporting requirements applicable to County Office financial transactions and financial reporting.

Microcomputer operations, software and hardware used in the performance of accounting, budget analysis, fiscal analysis and fiscal reporting.

ABILITY TO:

Perform a variety of complex accounting, budget development, analysis, monitoring and expenditure work as well as fiscal analysis and monitoring work related to financial and accounting transactions.

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

Gather, organize, analyze and summarize varied finance data for presentations and reports.

Think critically, analytically, and strategically to identify problem areas or situations and take appropriate action to resolve identified problems.

Plan, organize and prioritize work assignments to meet requirements and facilitate workflow.

Make arithmetical calculations quickly and accurately and identify and correct errors made by others.

Guide and influence other and ensure that staff understand and follow established professional and administrative procedures and processes.

Formulate and execute decisions involving complex issues in accordance with laws, regulations, and established administrative procedures.

Learn and utilize computerized accounting and financial management systems.

Prepare comprehensive information bulletins, memos.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.


WORKING CONDITIONS:

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; 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	Revised	FLSA Status	Job Code	Salary Grade
10/2015	October 28, 2015	<u>11/2015</u>	Exempt		<u>M30</u> M38

Approved: 
Assistant Superintendent
Human Resources

Date November 4, 2015

CLASSIFICATION ANALYSIS

Position: Project Specialist I, Student Mental
Health and Wellness

Grade: M35

Work Location: Student Support Services

Incumbent: New Position

Effective Date: November 18, 2015

Prepared By: Adam Nieves

Report Date: November 12,
2015

PC Meeting Date: November
18, 2015

PC Action: Pending

INFORMATION SOURCES:

Senior Director, Student Support Services
Coordinator, Student Mental Health and Wellness

ESSENTIAL FUNCTION:

Under administrative direction, provide outreach, consultation and technical assistance to district and agency partners, families and students working together to increase access to mental health services, promote activities that support student well-being and implement or enhance positive school climate efforts, including but not limited to all goals of the Student Mental Health Initiative and Project Cal-Well (NITT AWARE).

REPORTING RELATIONSHIPS:

Reports to and is evaluated by the Coordinator, Student Mental Health and Wellness.

POSITION/CLASS COMPARISON:

Project Specialist I (M35)
Project Specialist II (M38)

CRITICAL EVALUATION FACTORS:

Knowledge
Complexity
Impact

RECOMMENDATION:

Establish the proposed classification description and classify one new position as Project Specialist I, Student Mental and Wellness (M35).

RATIONALE:

The San Diego County Office of Education was awarded the Project Cal-Well grant. This grant will be overseen by the Student Support Services Unit, under the Student Services Division. In order to implement the grant, the department is requesting the establishment of this new

classification which will work and provide support to districts in promoting student mental health and wellness. This classification will provide consultation, technical support and training with respect to the Student Mental Health Initiative (SMHI) and Project Cal-Well services and materials to participants including but not limited to: Restorative Practices, Trauma Informed Care, Family and Student Engagement/Strengthening strategies, Asset Development, Cross System Collaboration, Youth Mental Health First Aid and other related activities. Human Resources staff has worked with the manager of the unit to determine the essential functions of the assignment as well as minimum requirements. Salary allocation is recommended based on a point-factor analysis as follows:

Knowledge	Complexity	Impact	Working Conditions	Total
F2 = 781	E2 = 338	B2= 106	A1 = 23	1,248 = M35



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

CLASS TITLE: PROJECT SPECIALIST I, STUDENT MENTAL HEALTH AND WELLNESS

DEFINITION:

Under administrative direction, provide outreach, consultation and technical assistance to district and agency partners, families and students working together to increase access to mental health services, promote activities that support student well-being and implement or enhance positive school climate efforts, including but not limited to all goals of the Student Mental Health Initiative and Project Cal-Well (NITT AWARE).

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work assigned to and performed by employees assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Provide consultation, technical support and training with respect to the Student Mental Health Initiative (SMHI) and Project Cal-Well services and materials to participants including but not limited to: Restorative Practices, Trauma Informed Care, Family and Student Engagement/Strengthening strategies, Asset Development, Cross System Collaboration, Youth Mental Health First Aid and other related activities.

Conduct site visits to support initiative implementation.

Support the development of SMHI and Project Cal-Well materials and services; research and review existing materials and services; coordinate multidisciplinary activities to identify and utilize the materials and services.

Support the development and conduct training and in-service workshops on all SMHI and Project Cal-Well goals to teachers, administrators, counselors, other school staff, parents and community agency and organization members.

Facilitate process and outcome evaluation activities with SMHI and Project Cal-Well project evaluators.

Participate in local school and community meetings and activities as necessary to provide support, encouragement and technical assistance to professional staff, students and families.

Collect and analyze local data for required reports; assist in the preparation of required reports in a timely manner for the SMHI and Project Cal-Well as requested by funders.

Develop working relationships with local universities to create and monitor internship programs that support Project Cal-Well outcomes and goals.

Develop and distribute SMHW and Project Cal-Well communication documents including but not limited to web page monitoring and newsletter development.

Participate in monthly meetings with Initiative partners from participating districts, collaborative and community agencies.

Support the preparation of correspondence, promotional literature, research and information updates and other informative materials for site staff participating in the Initiative and communicate new program developments to all key stakeholders.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

EDUCATION

Possession of Master's Degree in Education, Sociology, Psychology or related field.

EXPERIENCE

At least five years of experience in school based services and collaboration with an emphasis in student and family programs and demonstrated success in designing best practices in prevention and intervention for students and families in mental health & family support programming.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Demonstrated collaboration with key stakeholders in youth and family serving programs/agencies

Implementation science techniques

Best practices in cross system collaboration and information sharing

Restorative practices

Adult learning best practices

Community engagement and empowerment best practices

Best practice knowledge of Multi-disciplinary joint efforts

Trauma informed care practices

Student and family engagement

Internship program development and monitoring

Youth Mental Health First Aid (YMHFA)

ABILITY TO:

Establish and maintain effective working relationships with school administrators, teachers, parents, students, law enforcement, probation, child welfare services and other agencies involved in Project Cal-Well efforts.

Planning for and leading activities, workshops, meetings, data collection and reports

Demonstrated successful partnerships with, mental/behavioral health providers, community-based organizations, and other relevant partners resulting in effective services for students and school communities.

Demonstrated successful grant writing at the local, state, and federal level.

Establish and maintain effective multi-disciplinary working relationships

Communicate effectively both orally and in writing

Operate various computer programs such as Excel, Word and Publisher

Plan and organize work to meet schedules and timelines

Work independently with minimal direction

Prepare comprehensive narrative and reports

Establish and maintain effective working relationships with others

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office environment.

Position requires transportation to and from various worksites.

Evening or weekend hours to attend, participate in or conduct meetings or conferences.

Physical Demands:

Must be able to hear and speak to exchange information and make presentations; 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	Approved by Personnel Commission	Revised	FLSA Status	Job Code	Salary Grade
11/2015		N/A	Exempt		M35

July 2015

CLASSIFICATION ANALYSIS

Position:	Program Secretary	Prepared By:	Adam Nieves
Range:	41	Report Date:	November 12, 2015
Work Location:	NCCSE	PC Meeting Date:	November 18, 2015
Incumbent:	Vacant Position	PC Action:	Pending
Effective Date:	November 18, 2015		

INFORMATION SOURCES:

Senior Director, North Coastal Consortium for Special Education
Special Education Financial Analyst

ESSENTIAL FUNCTION:

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:

Reports to the Special Education Financial Analyst

POSITION/CLASS COMPARISON:

Program Secretary (R41)
Account Clerk I (R40)
Account Clerk II (R42)
Account Clerk III (R48)

CRITICAL EVALUATION FACTORS:

Essential Functions
Knowledge Required
Abilities Required

RECOMMENDATION:

Reclassify vacant position 10997301, from Program Secretary (R41) to Account Clerk II (R42).

RATIONALE:

Due to a vacancy, the Senior Director of the North Coastal Consortium for Special Education has evaluated the current needs of the program. Upon review of the essential functions of the assignment with Human Resources, a determination was made that the classification of Account Clerk II more accurately describes the accounting clerical functions the position will be performing. The position will be providing direct support to the Special Education Financial Analyst in conducting journal entries, budget transfer requests, audit transfers, MOU tracking and handling deposits. The position duties are consistent with the duties in the Account Clerk II classification.

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Jessica Glover <jglover@sdcoe.net>
Sent: Tuesday, November 17, 2015 3:01 PM
To: hr2sdcoe@list.sdcoe.net
Subject: [HR2SDCOE] SDCOE Classified Employment Opportunity
Attachments: ATT00001.txt

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

Position: **Budget Systems Analyst**

Department: Internal Business, Business Services Division

Location: 6401 Linda Vista Road, San Diego, CA, 92111

Salary Range: Classified Support R58: \$57,693 - \$73,635 annually, 12 months

Application Deadline: 1:00 PM on Friday, November 27, 2015

Link to posting: <https://www.edjoin.org/Home/JobPosting/745237>

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 certificated employees who would like to be considered for another position for which they hold the appropriate credential. Please make sure to include class title of the position for which you would like to be considered. 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. Thank you!

For a complete listing of all current job opportunities and application information, please go to:
<https://www.edjoin.org/Home/Jobs?keywords=san%20diego%20county%20office%20of%20education&searchType=all>

Jessica Glover
Employment Services
San Diego County Office of Education
jglover@sdcoe.net

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Adam Nieves
<adam.nieves@sdcoe.net>
Sent: Wednesday, November 04, 2015 9:01 AM
To: 'hr2sdcoe@list.sdcoe.net'
Subject: [HR2SDCOE] SDCOE Classified Management PROMOTIONAL Employment
Opportunity- Business Specialist I (Correction to Salary Range)
Attachments: ATT00001.txt; ATT00001.txt

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

Password: [business](#)

Position: **Business Specialist I (PA # 18509)**

Department: [Internal Business Services](#)

Location: SDCOE- Main Office: 6401 Linda Vista Road, San Diego

Salary Range: Classified Management Salary Grade: M30 \$68,535 to \$83,311 annually, 12 months

Application Deadline: 1:00 PM on Friday, November 13, 2015

Link to posting: <https://www.edjoin.org/Home/JobPosting/741699>

Adam Nieves
Human Resources Specialist
San Diego County Office of Education
Phone: 858-292-3762
Email: adam.nieves@sdcoe.net
Web: www.sdcoe.net

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Jessica Glover <jglover@sdcoe.net>
Sent: Tuesday, November 17, 2015 3:41 PM
To: hr2sdcoe@list.sdcoe.net
Subject: [HR2SDCOE] SDCOE Classified Job Opportunity
Attachments: ATT00001.txt

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

Position: **Payroll Technician**

Department: Internal Business, Business Services Division

Location: 6401 Linda Vista Road San Diego, CA, 92111

Salary Range: Classified Support 52: \$49,760 - \$63,509 annually, 12 months

Application Deadline: 1:00 PM on Friday, November 27, 2015

Link to posting: <https://www.edjoin.org/Home/JobPosting/745120>

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 certificated employees who would like to be considered for another position for which they hold the appropriate credential. Please make sure to include class title of the position for which you would like to be considered. 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.

Thank you!

For a complete listing of all current job opportunities and application information, please go to:

<https://www.edjoin.org/Home/Jobs?keywords=san%20diego%20county%20office%20of%20education&searchType=all>

Jessica Glover
Employment Services
San Diego County Office of Education
jglover@sdcoe.net

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Jessica Glover <jglover@sdcoe.net>
Sent: Thursday, December 03, 2015 12:04 PM
To: hr2sdcoe@list.sdcoe.net
Subject: [HR2SDCOE] SDCOE Classified Employment Opportunity
Attachments: ATT00001.txt

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

Position: **Program Business Specialist III (PA 19731) Promotional Only**

Department: Risk Management Unit, Business Services Division

Location: 6401 Linda Vista Road, San Diego, CA, 92111

Salary Range: Classified Management M38: \$83,503 - \$101,506 annually, 12 months

Application Deadline: 1:00 PM on Monday, December 14, 2015

Link to posting: <https://www.edjoin.org/Home/JobPosting/748635>

Password to apply: risk

For a complete listing of all current job opportunities and application information, please go to:
<https://www.edjoin.org/Home/Jobs?keywords=san%20diego%20county%20office%20of%20education&searchType=all>

Jessica Glover
Employment Services
San Diego County Office of Education
jglover@sdcoe.net

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Adam Nieves
<adam.nieves@sdcoe.net>
Sent: Thursday, November 12, 2015 9:59 AM
To: 'hr2sdcoe@list.sdcoe.net'
Subject: [HR2SDCOE] SDCOE Classified Management Employment Opportunity- Project Specialist I, Student Mental Health and Wellness
Attachments: ATT00001.txt

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

Position: **Project Specialist I, Student Mental Health and Wellness (PA # 19582)**

Department: [Student Support Services](#)

Location: SDCOE- Main Office: 6401 Linda Vista Road, San Diego

Salary Range: Classified Management Salary Grade: M35 \$77,540 to \$94,259 annually, 12 months

Application Deadline: 1:00 PM on Monday, November 23, 2015

Link to posting: <https://www.edjoin.org/Home/JobPosting/743884>

Adam Nieves
Human Resources Specialist
San Diego County Office of Education
Phone: 858-292-3762
Email: adam.nieves@sdcoe.net
Web: www.sdcoe.net

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Jessica Glover <jglover@sdcoe.net>
Sent: Friday, October 23, 2015 3:52 PM
To: hr2sdcoe@list.sdcoe.net
Subject: [HR2SDCOE] SDCOE Classified Employment Opportunity
Attachments: ATT00001.txt

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

Position: **Special Education Classroom Behavior Intervention Aide (PA 19507)**

Department: North Coastal Academy, NCCSE

Location: Carlsbad, CA

Salary Range: Classified Support R36: \$15.65 - \$19.98 hourly; 7.5 hours per day, 213 days per year

Application Deadline: 1:00 PM on Monday, November 2, 2015

Link to posting: <https://www.edjoin.org/Home/JobPosting/739039>

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 certificated employees who would like to be considered for another position for which they hold the appropriate credential. Please make sure to include class title of the position for which you would like to be considered. 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. Thank you!

For a complete listing of all current job opportunities and application information, please go to:
<https://www.edjoin.org/Home/Jobs?keywords=san%20diego%20county%20office%20of%20education&searchType=all>

Jessica Glover
Employment Services
San Diego County Office of Education
jglover@sdcoe.net

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Jessica Glover <jglover@sdcoe.net>
Sent: Monday, November 02, 2015 12:28 PM
To: hr2sdcoe@list.sdcoe.net
Subject: [HR2SDCOE] SDCOE Classified Employment Opportunity
Attachments: ATT00001.txt

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

Position: **Special Education Behavior Intervention Lead**

Department: North County Academy, NCCSE

Location: Carlsbad, CA

Salary Range: Classified Support R49: \$22.22 - \$28.35 per hour, 224 days; 8 hours per day

Application Deadline: 1:00 PM on Thursday, November 12, 2015

Link to posting: <https://www.edjoin.org/Home/JobPosting/741224>

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 certificated employees who would like to be considered for another position for which they hold the appropriate credential. Please make sure to include class title of the position for which you would like to be considered. 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. Thank you!

For a complete listing of all current job opportunities and application information, please go to:
<https://www.edjoin.org/Home/Jobs?keywords=san%20diego%20county%20office%20of%20education&searchType=all>

Jessica Glover
Employment Services
San Diego County Office of Education
jglover@sdcoe.net

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Adam Nieves
<adam.nieves@sdcoe.net>
Sent: Tuesday, November 17, 2015 10:30 AM
To: 'hr2sdcoe@list.sdcoe.net'
Subject: [HR2SDCOE] SDCOE Classified Employment Opportunity-Systems Analyst
Attachments: ATT00001.txt

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

Position: **Systems Analyst (Accounts Payable Focus) (PA# 19352)**
Department: ITS

Location: 6401 Linda Vista Road, San Diego, CA, 92111

Salary Range: \$57,693 - \$73,635 annually; Grade 58 of the Classified Support Staff Salary Schedule

Application Deadline: **OPEN UNTIL FILLED**

Link to posting: <https://www.edjoin.org/Home/JobPosting/744685>

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

Please make sure to include class title of the position for which you would like to be considered. 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 September 22, 2015. Thank you!

For a complete listing of all current job opportunities and application information, please go to:

<https://www.edjoin.org/Home/Jobs?keywords=san%20diego%20county%20office%20of%20education&searchType=all>

Adam Nieves

Human Resources Specialist

San Diego County Office of Education

Phone: 858-292-3762

Email: adam.nieves@sdcoe.net

Web: www.sdcoe.net

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

CLASSIFICATION:
Executive Director, Technical Services

EXAM: Open
EXPIRES: 05/06/16

Adamson, Vaughn
Cusack, John
Li, Roy

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

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

Classification
HUMAN RESOURCES CLERK

EXAM : Open
EXPIRES: 4/29/16

Blount, Tara
Cao, Thucvi
Figueroa, Alejandrina
Grady-Taylor, Karame
Greenbaum, Alexander
Lopez, Deborah
McKay, Joseph
Reaves, Bruce
Turner, Shannon
Vicario, Meghan

Reinstatement:

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

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

CLASSIFICATION:
Human Resources Coordinator

EXAM: OPEN
EXPIRES: 04/28/16

Johnson, Norma

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

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

CLASSIFICATION: **Promoting Achievement and Student Success (PASS) Community Aide I** **EXAM: Open**
EXPIRES: 05/10/16

Le, Teenie

Leyva, Yaneen

Powell, Alexandra

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

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

Classification:
Program Data Technician

EXAM : Open
EXPIRES: 04/28/16

Name

Jensen, Brandy
Jimenez, Flor
Martinez, Armando

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

HIRED: Yolanda Martinez

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

CLASSIFICATION:
Special Education Classroom Behavior Intervention Aide

EXAM: Open
EXPIRES: 5/05/2016

Alcos. Roma
Avila, Crescencio
Hernandez, Jaime
Jones, Derick
Padilla, Maria
Simmons, Bracy

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:
Systems Analyst

EXAM: Open
EXPIRES: 4/29/16

Estevez, Lenard
Pacheco, Sharon
Williams, Vickie

Laterals:

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

Hired:

SAN DIEGO COUNTY OFFICE OF EDUCATION

PERSONNEL ACTIONS

Effective Date	Name	Classification/Section	% of Assignment	Grade/Step	Annual Salary	Action
MANAGEMENT						
10/5/2015	Lance Bidnick	School Facilities Planning Specialist	100%	M40 / 05	\$106,644	New Employee
10/27/2015	Christine Carrera	Project Specialist I – ASES Program	100%	M35 / 01	\$77,540	New Employee

CLASSIFIED SUPPORT						
10/1/2015	Holly Sarno	Account Clerk II	100%	42 / 01	\$38,884	Reinstate Former Employee
10/5/2015	Karina Montgomery	Technology Center Events Assistant	100%	50 / 04	\$54,831	Promotional
10/5/2015	Allison Wulff	Student Information Data and Systems Analyst	100%	58 / 01	\$57,693	New Employee
10/7/2015	Christiana Guillen	Student Information Data and Systems Analyst	100%	58 / 01	\$57,693	New Employee
10/8/2015	Ruben Sandoval	Senior Computer Operator	100%	53 / 01	\$51,002	New Employee
10/12/2015	Katharine Bowman	Program Secretary	100%	41 / 01	\$37,937	New Employee
10/12/2015	Tami Chapman	Administrative Assistant II	100%	48 / 04	\$52,192	Promotional
10/12/2015	Vianca Silva	Campus Youth Advocate	75%	36 / 01	\$33,536	New Employee
10/13/2015	Mary Ramirez	M&O Supplies and Services Clerk	100%	44 / 06	\$52,138	Promotional
10/15/2015	Susan Jeremiah	Program Secretary	100%	41 / 01	\$37,937	New Employee
10/19/2015	Danielle Clark	Administrative Assistant II	100%	48 / 06	\$57,542	New Employee

SAN DIEGO COUNTY OFFICE OF EDUCATION

CLASSIFIED SUPPORT						
10/19/2015	Ewa Visconti	Administrative Assistant IV	100%	52 / 03	\$54,860	Promotional
10/19/2015	Alejandro Aragon	Account Clerk II	100%	42 / 01	\$38,884	New Employee
10/21/2015	Michelle Breier	Communications Assistant	100%	52 / 01	\$49,760	New Employee
10/27/2015	Rachael Chavez	Physical Therapist	87.31%	64 / 06	\$85,375	New Employee

SAN DIEGO COUNTY OFFICE OF EDUCATION

SEPARATION ACTIONS

Effective Date	Name/Division	Classification/Section	% of Assignment	Grade/Step	Annual Salary	Action
MANAGEMENT						
10/02/2015	Mary Kraus	Project Specialist (Online & Blended Learning)	100%	M23 / 5	\$90,051	Resignation

CLASSIFIED SUPPORT						
10/30/2015	Uyen Bui	Account Clerk II	50%	42 / 03	\$42,871	Resignation