

**PERSONNEL COMMISSION  
MINUTES**

December 14, 2016  
9 a.m.  
Room 508

6401 Linda Vista Road, San Diego, California 92111

**I. CALL TO ORDER**

The meeting was called to order at 9 a.m. by Commissioner Beall.

**II. ROLL CALL**

Members Present:

Mary Beall, Chair, Commissioner  
Chuck Huskey, Commissioner  
Miriam Rothman, Commissioner

Members Absent:

None

Present:

HR Staff: Jessica Glover, Norma Johnson, Adam Nieves, Mary Willis  
CSEA: Mike Reese  
COMET: Cindy Dunlevy

Executive Secretary: Absent (Norma Johnson, substitute)

Recording Secretary: Maritess Pantaleon

**III. APPROVAL OF PROPOSED AGENDA**

MSC (Huskey/Rothman) to approve the December 14, 2016 agenda as presented.

**IV. APPROVAL OF MINUTES**

**A. Regular Meeting – November 16, 2016**

MSC (Rothman/Huskey) to approve the minutes of the Personnel Commission meeting on November 16, 2016 as presented.

**V. PUBLIC COMMENTS**

A. No public comments.

**VI. RATIFICATION OF ACTIONS BY DIRECTOR**

A. None

**VII. CLASSIFICATIONS**

Human Resources staff presented reports and recommendations regarding the following classifications. Supporting documentation are attached to these minutes.

**A. New Classifications**

**1. Coordinator, Professional Learning and Technology Research, Grade 045**

The recommendation is to establish a new classification of Coordinator, Professional Learning and Technology Research, allocated to classified management grade 045.

MSC (Rothman/Huskey) to approve the new classification and salary allocation as presented.

**B. Classification of New Positions**

**1. Coordinator, Professional Learning and Technology Research**

The recommendation is to establish one (1) new position as the Coordinator, Professional Learning and Technology Research, classified management grade 045.

**C. Reclassification of Existing Position**

**1. Administrative Assistant III (position #10998551)**

The recommendation is to reclassify one (1) Administrative Assistant III (position #10998551) to one (1) Administrative Assistant II, classified support staff grade 48.

MSC (Huskey/Rothman) to approve the reclassification of position #10998551 as presented.

**2. Community Service Program Assistant (position #10998471)**

The recommendation is to reclassify one (1) Community Service Program Assistant, Grade 50 (position #10998471) to one (1) Youth Development Assistant, Grade 50. Additionally, since the classification of Community Service Program Assistant is no longer needed, the request is to abolish the classification. Lastly, recommendations include revisions to the Youth Development Assistant job description.

MSC (Rothman/Huskey) to approve the reclassification of position #10998471 and updated job description of Youth Development Assistant as presented, and additionally approved the abolishment of the classification of Community Service Program Assistant, effective December 14, 2016.

**3. Project Specialist - PASS AmeriCorps (position #10995233)**

The recommendation is to reclassify one (1) Project Specialist – PASS (position #10995233 to one (1) Project Specialist – PASS AmeriCorps, classified management grade 35. (Note: minutes include revised report correcting the typo in the recommendation (grade 35, not grade 38)

MSC (Huskey/Rothman) to approve the reclassification of position #10995233 as presented.

**D. Class Description Updates**

**1. STRS Counselor Supervisor (abolish)**

The recommendation is to abolish the STRS Counselor Supervisor since the CalSTRS regional office is no longer operating under the San Diego County Office of Education.

MSC (Rothman/Huskey) to approve the abolishment of the STRS Counselor Supervisor classification effective December 31, 2016.

**2. Youth Development Assistant**

The recommendation is to approve the updates as presented.

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

**VIII. OTHER ACTION ITEMS**

**A. Election of Personnel Commission Officers**

Mary Beall, Chair and Board appointee, recommends Chuck Huskey, Personnel Commissioner (classified support appointee) as the new chairman for the 2017 personnel commission meetings. MSC (Beal/Rothman) to approve the recommendation. Personnel Commissioner Huskey accepted.

## IX. POSITION ANNOUNCEMENTS - NO ACTION

### A. Job Bulletins – presented as information only.

<u>Position</u>	<u>Posting</u>
1. Bindery Worker	Open
2. Instructional Aide – DHH	Open
3. Interpreter I – DHH	Open
4. Project Specialist, PASS AmeriCorps	Promotional

## X. APPROVAL OF ELIGIBILITY LISTS

### Classification/Established Date:

1. Business Specialist, 11/29/2016
2. Campus Youth Advocate, 11/14/2016
3. FYHES Educational Liaison I, 11/16/2016
4. Project Specialist - PASS AmeriCorps, 11/29/2016
5. Program Secretary, 12/1/2016
6. Project Manager, ITS, 9/28/2016
7. Systems Technician II, 12/5/2016
8. Technology Infrastructure Analyst, 11/14/2016

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

## XI. INFORMATION ITEMS - NO ACTION

### A. Personnel Reports

The November 2016 report for classified personnel actions and resignations/separations was presented as an information item.

### B. Conference Call with George Cole, CSPCA (Time certain – 9:30 a.m.) Re: Information on Personnel Director Options (Discussion)

George Cole, CSPCA Executive Director, participated in a conference call with the Personnel Commissioners to discuss the Merit Rules and Regulations and relevant information with regards to Personnel Director options.

## XII. COMMUNICATIONS

- A. CSPCA State Conference – January 26 to 29, 2017  
Commissioners were provided information on upcoming conference. At this time there is no interest from Commissioners in attending.

## XIII. EXECUTIVE SECRETARY'S REPORT

- A. None

## XIV. DATE OF NEXT MEETING

- A. Regular Meeting – January 18, 2017, 9 a.m., Room 508

## XV. ADJOURNMENT

The meeting was adjourned at 10:09 a.m. by Commissioner Beall.

APPROVED BY PERSONNEL COMMISSION

Name: Chuck Huskey Date: Jan 18, 2017  
Chuck Huskey, Chair