

PERSONNEL COMMISSION  
**MINUTES**

February 17, 2016  
9:00 AM  
Room 508

**I. CALL TO ORDER**

Meeting commenced at 9:05 a.m.

**II. ROLL CALL**

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

Members Absent: None

Present: HR Staff: Adam Nieves, Jessica Glover, Norma Johnson,  
CSEA: Mike Reese

Executive Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

**III. APPROVAL OF PROPOSED AGENDA**

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

**IV. APPROVAL OF MINUTES**

A. Regular Meeting – January 20, 2016

*MSC (Rothman/Huskey) to approve the minutes of the regular meeting held on January 20, 2016.*

**V. PUBLIC COMMENT**

A. NONE

**VI. RATIFICATION OF ACTIONS BY DIRECTOR**

A. NONE

**VII. CLASSIFICATIONS**

**A. New Classification**

1. None

**B. Classification of New Positions**

1. None

**C. Reclassification of Existing Position**

1. None

**D. Class Description Update**

- 1. Administrative Assistant III
- 2. Migrant Services Aide

(Jessica Glover)  
(Jessica Glover)

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

**VIII. POSITION ANNOUNCEMENTS – NO ACTION**

<u>TITLE</u>	<u>TYPE</u>
Credentials/Human Resources Technician	Open
Enterprise Business Systems Functional Manager - Human Resources/Payroll	Open
Migrant Services Aide	Open
Webmaster/Developer-Programmer	Open

**IX. APPROVAL OF ELIGIBILITY LISTS**

<u>TITLE</u>	<u>TYPE</u>	<u># Eligible</u>	<u>EXPIRES</u>
Account Clerk II	Open	3	08-02-2016
Budget Technician	Open	5	08-05-2016
Classroom Assistant	Open	22	Merged
Consultant, Business Advisory Services	Open	3	07-29-2016
English Language Development Assistant	Open	12	08-02-2016
Food Services Program Assistant	Open	6	08-09-2016
Independent Study Assistant	Open	7	08-02-2016
Instructional Aide – DHH	Open	10	Merged
Service Desk Supervisor	Open	2	07-27-2016
Technology Integration Specialist	Open	6	08-11-2016

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

**X. INFORMATION ITEMS – NO ACTION**

A. Personnel Actions

The Personnel Action Report for January 2016 was shared.

Mary Beall inquired about the odd FTE calculations. Michele Fort-Merrill noted that calculations less than 1.0 FTE (i.e., 0.8795 FTE) are usually a position requiring fewer than 8 hours per day and/or working 10 months out of the year. Jessica Glover stated these are usually instructional support positions in the classrooms and operate on a school schedule.

B. Report on Competency Model – Presentation by Norma Johnson

**XI. COMMUNICATIONS**

A. None

**XII. EXECUTIVE SECRETARY’S REPORT**

The 2016-17 budget would be presented at the March meeting.  
Human Resources offices will begin remodel sometime in March.  
A possible rule change regarding Commissioner appointments will be presented for Commission consideration at the March meeting.

**XIII. DATE OF NEXT MEETING**

Regular Meeting scheduled on Wednesday, March 16, 2016 at 9 a.m. in Room 508

**XIV. OTHER ACTION ITEMS**

A. Adjourned to Closed Session Pursuant to Government Code 54954 at 9:46 a.m.

1. Public Employee Performance Evaluation – Mid-Year: Assistant Superintendent, Human Resources.
2. Reconvene Open Session – Report Out Closed Session Actions  
The Commission returned to open session at 10:10 a.m. No action was taken during the closed session.

**XV. ADJOURNMENT**

Meeting adjourned at 10:10 a.m.

Approved: Personnel Commission

By:           M. Beale           Date:           3/16/16            
Chairperson

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

**CLASS TITLE:**           **Administrative Assistant III**

**DEFINITION:**

Under general direction provides secretarial and office management services in the administrative office of an Executive Director; **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:**

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

**ESSENTIAL FUNCTIONS:**

Functions as the lead secretarial role in all office operations of a major administrative office or unit.

Explains administrative policies and procedures to staff and the public.

Takes and transcribes difficult and complex dictation and minutes of administrative meetings.

Composes, edits, and prepares correspondence, bulletins, booklets and special reports.

Organizes and maintains operational records, files and supplies.

Compiles and prepares statistical reports on personnel, pupils, supplies, and equipment.

Arranges and schedules meetings, conferences, and events.

Maintains and monitors time sheets, departmental budget records, and mailing lists.

Bills school districts, private schools, and other agencies for services provided.

Screens and routes mail, phone calls and office visitors.

Organizes clerical functions and leads the work of assigned clerical and secretarial staff.

Operates standard office machines, word processing equipment, on-line data terminals and peripheral equipment.

**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 above. An example of qualifying experience and education would be: a minimum of four years of progressively responsible full-time paid secretarial or office management experience within the last 10 years. Advanced secretarial or business courses are highly desirable. Graduation from a recognized four-year college with a directly related business or secretarial major may be substituted for one year of the experience requirement.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Thorough knowledge of: modern office practices, equipment, secretarial practices, business correspondence, and filing systems; proper English grammar, usage, and spelling.

Thorough technical knowledge of modern office and organization practices.

**ABILITY TO:**

~~Type at a net, corrected speed of 60 words per minute~~

Take and transcribe complex and exacting dictation;

Exercise tact, diplomacy and independent judgment

Establish and maintain files and recordkeeping systems

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

Compose varied correspondence

Research and prepare accurate and concise reports

Understand, interpret, and explain policies and procedures

Proficiency in spelling, punctuation, and grammar

~~Shorthand speed (when required for the position) must be 100 wpm with 95% accuracy for two minutes.~~

**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 that of Administrative Assistant I and II in that the size of the program budget and staff is generally larger and the level of the director is generally higher. 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 Government code requirements, poor community, staff, or district relations, and/or legal actions against the SDCOE.

Established: 10/92

Revised: 1/98, 2/01, 6/04, 3/06, 7/11

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

**CLASS TITLE:**       **Migrant Services Aide**

**DEFINITION:**

Under general supervision, provides supplemental instructional, health and social services to migrant children (preschool through age 22) and their families in order to meet graduation requirements and access higher education opportunities.

**REPRESENTATIVE DUTIES:**

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

**ESSENTIAL FUNCTIONS:**

Conducts home visits to assist migrant families in obtaining health, welfare and educational services.

Tutors students in home or at the school site before and after regular school hours, and during summer and/or intersessions.

Recruits and assists in the participation of migrant parents in school-related activities.

Assists students in fully using all available school and community resources.

Acts as a liaison between students, counselors and teachers.

Monitors graduation credit accrual.

Develops and coordinates participation of students in extracurricular and post-secondary programs;

Identifies and addresses needs of "at-risk" students.

Implements Portable Assisted Study Sequence (P.A.S.S.) program.

Acts as a liaison between home and school.

Facilitates health and support services.

Supports regional program outreach efforts.

Collects data, prepares and submits required reports.

Transports students or parents as needed.

**NON-ESSENTIAL FUNCTIONS:**

Performs related duties as assigned.

**CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:**

Persons in this class must possess a valid California Driver's License at the time of appointment.

Migrant Services Aides may be asked to accommodate a flexible work schedule for effective program delivery which may include evening hours and occasional weekend assignments. Employees must have reliable transportation to and from field assignments and be able to transport clients served by the program to various activities.

This position requires oral competency and literacy in Spanish and English, and the ability to translate orally and in writing from English to Spanish and Spanish to English.

In order to meet the requirements of AB346(s), persons in this classification are required to obtain both a California Department of Justice and an FBI clearance prior to starting employment.

**In order to satisfy the paraprofessional requirements of the NCLB Act, applicants must meet one of the following requirements:**

- **Completed at least 2 years of study at an institution of higher education;**
- **Obtained an associate's (or higher) degree;**
- **Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).**

**EDUCATION AND EXPERIENCE:**

Completion of college-level course work in general academic subject areas such as math, science, or English and work experience in a school or other educational environment.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Concerns, problems and experiences affecting the migrant community.

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

Modern office practices, procedures, methods, and equipment.

**ABILITY TO:**

Tutor students on an individual and/or group basis.

Establish and maintain effective working relationships with migrant families, school staff and the public.

Communicate effectively orally and in writing.  
Compose simple letters and memos.  
Complete forms, set up and organize office files.  
Perform clerical work with detail and accuracy;  
Perform arithmetical computations.  
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:**

Home, school site or office setting. Driving a vehicle to conduct work.

Must be able to hear and speak to exchange information; see to read printed materials and computer screens; 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; lifting of light objects.

Established: 09/1986

Revised: 09/1999, 04/2011, 02/2016



## Maritess Pantaleon

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**From:** hr2sdcoe-bounces@list.sdcoe.net on behalf of Jessica Glover <jglover@sdcoe.net>  
**Sent:** Thursday, January 21, 2016 3:18 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: **Credentials/Human Resources Technician (PA 19861) Open/Promotional**

Department: Human Resources Services

Location: North County Regional Education Center, San Marcos, CA.

Salary Range: Classified Support R52: \$50,258 - \$64,145 annually, 12 months

Application Deadline: 1:00 PM on Monday, February 1, 2016

Link to posting: <https://www.edjoin.org/Home/JobPosting/759451>

### **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](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 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](mailto:jglover@sdcoe.net)

## Maritess Pantaleon

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**From:** hr2sdcoe-bounces@list.sdcoe.net on behalf of Jessica Glover <jglover@sdcoe.net>  
**Sent:** Friday, January 22, 2016 3:07 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: **Enterprise Business Systems Functional Manager – Human Resources/Payroll (PA 19894)**

Department: MITI, Integrated Technology Services

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

Salary Range: Classified Management M47: \$107,414 - \$130,570 annually, 12 months

Application Deadline: Until filled

Link to posting: <https://www.edjoin.org/Home/JobPosting/759730>

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](mailto:jglover@sdcoe.net)

## Maritess Pantaleon

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**From:** hr2sdcoe-bounces@list.sdcoe.net on behalf of Jessica Glover <jglover@sdcoe.net>  
**Sent:** Tuesday, February 02, 2016 4:37 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: **Migrant Services Aide (PA 19896)**

Department: Migrant Education Services

Location: Fallbrook, CA

Salary Range: Classified Support R40: \$37,383 \$47,712 annually, 12 months

Application Deadline: 1:00 PM on Friday, February 12, 2016

Link to posting: <https://www.edjoin.org/Home/JobPosting/762979>

### **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](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 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](mailto:jglover@sdcoe.net)

## Maritess Pantaleon

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**From:** hr2sdcoe-bounces@list.sdcoe.net on behalf of Adam Nieves  
<adam.nieves@sdcoe.net>  
**Sent:** Tuesday, February 02, 2016 4:57 PM  
**To:** 'hr2sdcoe@list.sdcoe.net'  
**Subject:** [HR2SDCOE] SDCOE Classified Job Opportunity  
**Attachments:** ATT00001.txt; ATT00001.txt

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

Position: **Webmaster/Developer-Programmer (PA 19845)**

Department: ITS

Location: SDCOE- Main Campus

Salary Range: Classified Support Staff Grade 60: \$61,215-78,131 annually, 12 months

Application Deadline: Open until filled

Link to posting: <https://www.edjoin.org/Home/JobPosting/762945>

### **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](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 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>

### **Adam Nieves**

Human Resources Specialist  
San Diego County Office of Education  
Phone: 858-292-3762  
Email: [adam.nieves@sdcoe.net](mailto:adam.nieves@sdcoe.net)  
Web: [www.sdcoe.net](http://www.sdcoe.net)



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

**CLASSIFICATION:**  
**Account Clerk II**

**EXAM: Open**  
**EXPIRES: 8/02/16**

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Nguyen, Marianne  
Nguyen, Quynh  
Moolmuang, Mukda

**APPROVED BY PERSONNEL COMMISSION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Hired:

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

**CLASSIFICATION:**  
**Budget Technician**

**EXAM: Open**  
**EXPIRES: 8/05/16**

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Chernau, Stephanie  
Lee, Maria Pamela  
Lilley, Tiffany  
Sandoval, Gabriel  
Welch, Thea

**APPROVED BY PERSONNEL COMMISSION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

**CLASSIFICATION:**  
**Classroom Assistant**

**EXAM: OPEN**  
**EXPIRES: 8/2/2016**  
**3/4/2016\***

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Aguirre, Belinda  
Arce, Tatiana  
Buechner, Kate  
Canizales, Charles  
Carter, Paul  
Celladora, Sheryll  
Coffey, Kristine  
Deyling, Darcy  
Freeman, Britney  
Guzman, Jorge  
Jimenez, Evelyn  
Lundgren II, James  
Macias, Beatriz  
Mikhail, Norma\*  
Nielsen, Janice  
Price, Sharon  
Santos-Herrera, Lorena  
Smith, Christopher  
Truong, Valarie  
Vela, Rebecca  
Zenteno, Gabriela  
Zhang, Erica

**APPROVED BY PERSONNEL COMMISSION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson



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

**CLASSIFICATION:**  
**Consultant - Business Advisory Services**

**EXAM: Open**  
**EXPIRES: 7/29/16**

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Cherin, Tony  
Heidemann, Scott  
Schuff, Natalie

**APPROVED BY PERSONNEL COMMISSION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson

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

**CLASSIFICATION:**  
**English Language Development Assistant**

**EXAM: OPEN**  
**EXPIRES: 8/02/2016**

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Aguirre, Belinda

Borja, Jose

Canizales, Charles

Carter, Paul

Deyling, Darcy

Dujic Carew, Vedrana

Guzman, Jorge

Hourani, Deana

Macias, Beatriz

Padilla, Maria

Regaldo, Lucy

Santos-Herrera, Lorena

**APPROVED BY PERSONNEL COMMISSION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson

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

**CLASSIFICATION:**  
**FOOD SERVICES PROGRAM ASSISTANT**

**EXAM: Open**  
**EXPIRES: 08/09/16**

Diaz-Kennon, Lucero  
Estrada, Bianca  
Lizarrage, Veronica  
Lujano, Magdalena  
Ramos, Manuel  
White, Damieka

Laterals:

Reinstatement:

**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:**  
Independent Study Assistant

**EXAM: OPEN**  
**EXPIRES: 8/02/2016**

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Canizales, Charles  
Celladora, Sheryll  
Coffey, Kristine  
Macias, Beatriz  
Nielsen, Janice  
Vela, Rebecca

**TRANSFER:**    Patton, Jeanne

**APPROVED BY PERSONNEL COMMISSION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Hired:

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

**Classification**  
**Instructional Aide – DHH**

**EXAM: Open**  
**EXPIRES: \*Merged**

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Eligibles:

Shabbir, Maria	5/20/2016
Farr, Noelle	5/20/2016
Dye, Douglas	5/20/2016
Lopez, Andrea	7/26/2016
Pope, Dee	7/26/2016
Turvey, Laura	7/26/2016
Thompson, Tara	7/26/2016
Taylor, Demetrius	7/26/2016
Fontanez, Deanna	7/26/2016
Clancy, Megan	5/20/2016

Laterals:

**APPROVED BY PERSONNEL COMMISSION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

**CLASSIFICATION:**  
**Service Desk Supervisor**

**EXAM: Open**  
**EXPIRES: 07/27/2016**

James, Kevin  
Kyle, Maurice

Laterals:

N/A

Reinstatement:

N/A

**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:**  
**Technology Integration Specialist**

**EXAM: Open**  
**EXPIRES: 8/11/16**

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Adkins-Williams, Brittany  
Fickett, Reesa  
Galarpe, Glen  
Guilan, Teresa  
Jacobson, Katharine  
Probert, Andrew

**APPROVED BY PERSONNEL COMMISSION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Hired:

SAN DIEGO COUNTY OFFICE OF EDUCATION

**PERSONNEL ACTIONS – JANUARY 2016**

Effective Date	Name	Classification/Section	FTE	Division/Unit	Grade/Step	Action
<b>MANAGEMENT</b>						
01/04/2016	Montserrat Carrillo	Program Business Specialist III	1.00	Business Services / Risk Management	M38 / 1	Promotion
01/04/2016	Steven Carter	Executive Director, Technical Services	1.00	ITS	M56 / 1	New Employee
01/06/2016	Jenee Peevy	Project Specialist I – PASS School Community	1.00	Student Services / Student Support	M35 / 1	Promotion
01/08/2016	Heather Nemour	Project Specialist I – Student Mental Health & Wellness	1.00	Student Services / Student Support	M35 / 2	New Employee

<b>CLASSIFIED SUPPORT</b>						
01/04/2016	Mario Cordova	Classroom Assistant – Alt. Ed.	0.75	JCCS	34 / 1	New Employee
01/04/2016	Maxwell Del Rio	Special Education Classroom Behavior Intervention Aide Lead	0.9192	Student Services / NCCSE	49 / 1	Promotion
01/04/2016	Sylvia Munoz	Budget Technician	1.00	Student Services / Early Education	58 / 1	New Employee
01/05/2016	Cheyenne Evans	Instructional Aide – DHH	0.5596	Student Services / Davila Day	36 / 1	New Employee
01/07/2016	Derick Jones	Special Education Classroom Behavior Intervention Aide	0.8221	Student Services / NCCSE	36 / 1	New Employee
01/11/2016	Alejandro Salazar	Business Intelligence Programming Analyst	1.00	ITS	71 / 6	New Employee
01/11/2016	Jennie Quejada	Budget Systems Analyst	1.00	Business Services / Internal Business	58 / 1	Promotion
01/19/2016	Janet Silva	Classroom Assistant – Alt. Ed.	0.75	JCCS	34 / 1	New Employee



**SEPARATION ACTIONS – JANUARY 2016**

<b>Effective Date</b>	<b>Name</b>	<b>Classification</b>	<b>Division/Unit</b>	<b>FTE</b>	<b>Grade/Step</b>	<b>Action</b>
<b>MANAGEMENT</b>						
1/29/2016	Mary Gonzalez	Migrant Education Specialist	Student Services / Migrant Education	100%	M28 / 5	RETIREMENT

<b>SUPPORT STAFF</b>						
1/10/2016	Kristopher Jacobsen	Outdoor Education Program Specialist	Student Services / Outdoor Education	100%	41 / 6	RESIGN