

PERSONNEL COMMISSION
MINUTES

January 20, 2015
9:00 AM
Room 508

I. CALL TO ORDER

Meeting commenced at 9 a.m.

II. ROLL CALL

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

Members Absent: Miriam Rothman, Vice-Chair, Commissioner

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

Executive Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

III. APPROVAL OF PROPOSED AGENDA

Due to Commissioner Rothman's absence, the agenda was amended to defer the Director's mid-year evaluation to February 17, 2016.

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

IV. APPROVAL OF MINUTES

A. Regular Meeting – December 16, 2015

MSC (Huskey/Beall) to approve the minutes of the regular meeting held on December 16, 2015.

V. PUBLIC COMMENT

A. NONE

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. NONE

VII. CLASSIFICATIONS

A. New Classification

1. Credentials/Human Resources Technician, Grade 52

(Jessica Glover &
Michele Fort-Merrill)

MSC (Huskey/Beall) to approve the recommendation as presented for new classification.

B. Classification of New Positions

1. None

C. Reclassification of Existing Position

- 1. Credentials Technician

(Jessica Glover)

MSC (Huskey/Beall) to approve the recommendation as presented for the reclassifications of existing position.

D. Class Description Update

- 1. Custodian
- 2. Webmaster

(Jessica Glover)
(Adam Nieves)

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

VIII. POSITION ANNOUNCEMENTS – NO ACTION

<u>TITLE</u>	<u>TYPE</u>
Account Clerk II	Open
Accounting Systems Analyst	Open/Promotional
Budget Technician	Open
Consultant, Business Advisory Services	Open
Custodian	Open
Instructional Aide – DHH	Open
Instructional Aide – Visually Impaired	Open
Preschool Instructional Assistant	Open
Project Specialist I – PASS School Community	Open
Service Desk Supervisor	Open
Technology Integration Specialist	Open

IX. APPROVAL OF ELIGIBILITY LISTS

<u>TITLE</u>	<u>TYPE</u>	<u># Eligible</u>	<u>EXPIRES</u>
Budget Systems Analyst	Open	2	06/15/2016
Payroll Technician	Open	2	5/16/2016
Program Business Specialist III	Promotional	2	5/17/2016
Project Specialist I – PASS School Community	Promotional	1	07/04/2016
Work Readiness Assistant I	Open	4	02/20/2016

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

X. INFORMATION ITEMS – NO ACTION

- A. Personnel Actions
The Personnel Action Report for December 2015 was distributed.
- B. Commissioners received training on the new CSBA Agenda Online platform to be implemented March 1, 2016.
- C. Report on Competency Model – Deferred to the February 17, 2016 meeting.

XI. COMMUNICATIONS

- A. None

XII. EXECUTIVE SECRETARY’S REPORT

None

XIII. DATE OF NEXT MEETING

Regular Meeting scheduled on Wednesday, February 17, 2016 at 9 a.m. in Room 508

XIV. OTHER ACTION ITEMS

A. Closed Session Pursuant to Government Code 54954

1. Public Employee Performance Evaluation – Mid-Year: Assistant Superintendent, Human Resources was deferred to February 17, 2016. No closed session was held.

XV. ADJOURNMENT

Meeting adjourned at 9:48 a.m.

APPROVED BY PERSONNEL COMMISSION

Name: M Beall Date: 2/17/16



SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: CREDENTIALS/HUMAN RESOURCES TECHNICIAN

DEFINITION:

Under general supervision, performs credential and human resources functions at the North County Regional Education Center, including credential and fingerprint services for school districts, SDCOE employees, and the general public; evaluates professional credential preparation programs, including those completed outside of California, to determine eligibility for California teaching and services credentials; reviews applications, interprets regulations; enters, edits and maintains information in a computer system; processes credential applications and records licenses; reviews certificated assignments; provides clerical and technical support to the LIVESCAN fingerprint and clearinghouse function.

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:

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

Analyzes and evaluates California and out-of-state coursework, training and experience to determine qualification for California teaching and service credentials; informs applicants of California credential requirements according to Education Code and Administrative Code regulations of the State of California.

Provides assistance for human resources clerical and technical tasks related to recruitment, benefits, personnel transactions, and human resources information.

Prepares and distributes a variety of human resources forms, job announcements, lists, correspondence, and other materials related to assigned personnel functions.

Ensures identity verification, accuracy of entries into the computerized system and capture of fingerprints.

Operates fingerprinting equipment to obtain and transmit fingerprint images and accompanying data to the Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI).

Acts as the initial contact for fingerprinting services to interpret and explain fingerprinting practices and procedures to SDCOE, district staff, and the general public.

Proctors examinations; checks candidate identification; distributes exam material; instructs and monitors job candidates to ensure test security; collects and accounts for test booklets and materials used in examinations.

Contacts and responds to inquiries from school districts, local and State agencies, and others to provide and/or obtain information.

Enters and compiles fingerprint data for accurate accounting of received monies and related records.

Analyzes transcripts and assists in application for supplementary and limited assignment teaching authorizations.

Provides information to employees, job applicants, and the general public regarding personnel-related functions.

Facilitates presentations regarding the interpretation and implementation of credential regulations, changes and updates.

Monitors certificated assignments in public schools throughout the County and assists in the preparation of reports for the Commission on Teacher Credentialing.

Interacts with school district personnel administrators and support staff to resolve credentialing and pay hold problems.

Issues warrant holds for certificated personnel not appropriately credentialed.

Assists in the interpretation and application of legislation related to credential requirements.

Verify applicants' qualification for credentials with institutes of higher education.

Enters credential information and maintains an on-line credential data information system, including credential registration; enters personnel data into PeopleSoft.

Initiates processing of credential applications and forward to Commission on Teacher Credentialing.

Issues Temporary County Certificates.

Disseminates, coordinates, and explains restricted, highly confidential information as appropriate from the CA Commission on Teacher Credentialing/Division of Professional Practices and the DOJ.

NON-ESSENTIAL FUNCTIONS:

Perform other related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Upon employment, ability to be certified under the Department of Justice Fingerprint Rolling Certification Program. DOJ certification criteria includes: legal California residency at time of certification; a minimum age of 18; and satisfactory completion of a prescribed application and criminal background investigation.

EDUCATION AND EXPERIENCE:

Training and experience which clearly demonstrates possession of the knowledge, skills and abilities detailed above. An example of such experience would be a minimum of two years of experience in a school district or university credentials/human resources office or similar setting. Experience must include complex record keeping and a high level of interpersonal contact. Personnel/credentials and payroll experience is preferred.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Standard office procedures and practices.

The use of common office computer systems and software.

ABILITY TO:

Learn, interpret and apply California Education Code, Title 5 regulations and related laws and procedures.

Communicate effectively orally and in writing in order to clearly explain procedures and requirements.

Maintain complex files and records requiring attention to detail, interpretation and accuracy.

Work with frequent interruptions.

Work under pressure and meet strict deadlines.

Utilize an on-line data system and interpret information displayed.

Utilize effective telephone techniques in responding to inquiries and requests from a varied clientele.

Establish and maintain effective working relationships with staff, the public and outside agencies.

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.

Established	Approved by Personnel Commission	Revised	FLSA Status	Job Code	Salary Grade
01/2016			Non-Exempt		52

CLASSIFICATION ANALYSIS

Position:	Credentials Technician	Prepared By:	Jessica Glover
Range:	R48	Report Date:	1/12/2016
Work Location:	Human Resources Services	PC Meeting Date:	1/20/2016
Incumbent:	Vacant Position	PC Action:	Pending
Effective Date:	1/20/2016		

INFORMATION SOURCES:

Assistant Superintendent, Human Resources Services
Credentials & LIVESCAN Services Supervisor
Human Resources Coordinator

ESSENTIAL FUNCTION:

Under general supervision, performs credential and human resources functions at the North County Regional Education Center, including credential and fingerprint services for school districts, SDCOE employees, and the general public; evaluates professional credential preparation programs, including those completed outside of California, to determine eligibility for California teaching and services credentials; reviews applications, interprets regulations; enters, edits and maintains information in a computer system; processes credential applications and records licenses; reviews certificated assignments; provides clerical and technical support to the LIVESCAN fingerprint and clearinghouse function.

REPORTING RELATIONSHIPS:

Will report to the Credentials & LIVESCAN Services Supervisor and a Human Resources Coordinator.

POSITION/CLASS COMPARISON:

Credentials Technician (R48)
Human Resources Technician I (R48)
Human Resources Technician II (R52)

CRITICAL EVALUATION FACTORS:

Essential Functions
Skills & Knowledge Required

RECOMMENDATION:

Reclassify vacant position #10997136 from Credentials Technician (R48) to Credentials/Human Resources Technician (R52).

RATIONALE:

The Human Resources Department has a vacant Credentials Technician position located at the North County Regional Education Center (NCREC) in San Marcos, CA. In addition to the credential and fingerprinting services already being offered at this location, the department is adding general HR support for its staff, the North County school districts and the general public. The range for this position is supported by the independent nature of a satellite location.



SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: CREDENTIALS TECHNICIAN

DEFINITION:

Under general supervision, evaluates professional preparation programs, including those completed outside of California, to determine eligibility for California teaching and services credentials; reviews applications, evaluates work experience and transcripts for the Adult and Vocational Designated Subjects Credentials; interprets regulations; enters, edits and maintains information in a computer system; processes credential applications and records licenses; reviews certificated assignments; performs related duties as assigned; **provides clerical and technical support to the fingerprint clearinghouse function.**

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:

Assesses, recommends and informs applicants of California credential requirements according to Education Code and Administrative Code regulations of the State of California.

Analyzes and evaluates out-of-state coursework, training and experience to determine qualification for California teaching and service credentials.

Informs applicants of coursework necessary to meet California credential requirements.

Analyzes transcripts and assist in application for supplementary teaching authorizations.

Reviews, approves, and processes waivers and other credential related requests and authorizations.

Analyzes and interprets credential regulations for school district personnel staff, college credential staff and general public.

Facilitates presentations regarding the interpretation and implementation of credential regulations, changes and updates.

Monitors certificated assignments in public schools throughout the County and assists in the preparation of reports for the Commission on Teacher Credentialing.

Interacts with school district personnel administrators and support staff to resolve credentialing problems.

Issues warrant holds for certificated personnel not appropriately credentialed.

Assists in the interpretation and application of legislation related to credential requirements and certificated employment.

Consults with institutions of higher education regarding applicants' qualification for credentials.

Enters credential information and maintain an on-line credential data information system, including credential registration.

Determines eligibility for and issue temporary teacher assistant certificates.

Registers credentials utilizing an on-line data system.

Initiates processing of credential applications and forward to Commission on Teacher Credentialing.

Issues Temporary County Certificates.

Acts as the initial contact for fingerprinting services to interpret and explain fingerprinting practices and procedures to SDCOE, district staff, and the general public.

Serves as a backup to the Fingerprinting Clerk and the Credentials/Human Resources Technician.

Receives initial fingerprint results and subsequent arrest information from the Department of Justice (DOJ), sorts clearances and subsequent arrest reports according to district codes.

Disseminates and explains restricted, highly confidential information as appropriate, and coordinates district review of clearances and DOJ reports as necessary.

Inputs, maintains, and tracks fingerprint clearances and related information in the credentials/clearinghouse database.

Maintains manual files of clearances and subsequent arrest reports and ensures timely destruction of information.

NON-ESSENTIAL FUNCTIONS:

Perform other related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Upon employment, ability to be certified under the Department of Justice Fingerprint Rolling Certification Program. DOJ certification criteria includes: legal California residency at time of certification; a minimum age of 18; and satisfactory completion of a prescribed application and criminal background investigation.

EDUCATION AND EXPERIENCE:

Training and experience which clearly demonstrates possession of the knowledge, skills and abilities detailed above. An example of such experience would be a minimum of two years of experience in a school district or university credentials office or similar setting. Experience must include complex record keeping and a high level of interpersonal contact. Personnel/credentials experience is preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard office procedures and practices
The use of common office computer systems and software

ABILITY TO:

Learn, interpret and apply California Education Code, Title 5 regulations and related laws and procedures
Communicate effectively orally and in writing in order to clearly explain procedures and requirements
Maintain complex files and records requiring attention to detail, interpretation and accuracy
Work with frequent interruptions
Work under pressure and meet strict deadlines
Utilize an on-line data system and interpret information displayed
Utilize effective telephone techniques in responding to inquiries and requests from a varied clientele
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 class differs from the position of Lead Credentials Technician, the class of Lead Credentials Technician acts as a technical lead to staff in the more complex and highly responsible credentialing support functions.

Established	Approved by Personnel Commission	Revised	FLSA Status	Job Code	Salary Grade
03/1996	03/22/1996	04/87; 03/96; 04/97; 06/08; 6/15; 1/16	Non-Exempt		48



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:

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:

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:

A valid California Class C driver's license is required as travel from SDCOE to various locations throughout the county may be required in order to perform assigned tasks.

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.



SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Webmaster/*Developer-Programmer*

DEFINITION: Under general supervision, implements web pages and websites and oversees the day-to-day management of the SDCOE website/content management system; develops and tests user interface/experience (UI/UX); programming in the development and implementation of computer applications, oversees and manages web information architectures; provides assistance and resources to SDCOE, school site and district office personnel with website/webpage design, development and maintenance.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Implements search engine optimization strategies, techniques and standards.

Provides efficient and accurate reporting detailing website statistics and analytics.

Maintains website architecture, monitors web server and website performance.

~~Ensures regular communication and contact with internal and external clients and acts as main point of contact.~~

Assures the quality and integrity of website and pages.

Monitors the day-to-day operation of the website content management system (CMS) including web analytics and usage.

~~Trains and assists users of the content management system.~~

Creates and maintains website, webpages, webforms, and other related items.

Implements web graphics.

~~Converts submitted materials to web documents.~~

Works with and assists SDCOE, school site and district office staff with webpage design, development, implementation and maintenance. Advises client of most effective way to organize site.

Works with clients to define site goals, purpose and requirements. Assesses the functionality, needs and goals of site to provide effective recommendations.

Plans for future needs of clients.

Assists with the development, dissemination and observance of adherence to standards for publishing on SDCOE web pages.

Ensures all websites are ADA 508 compliant.

Debugs and troubleshoots issues that arise with performance of websites and pages.

Stays current with software and hardware that can improve the success of SDCOE website.

Researches emerging web tools and technologies.

Implements HTML, CSS and jQuery to perform various operations (e.g., counters, forms processing, searches, etc.).

Codes program instructions for web-based applications, windows applications, mobile applications and operating systems applications.

Prepares system tests, conducts tests of systems, audits test results and corrects errors in program logic.

Prepares and maintains program/project documentation.

Analyzes, designs, and implements computer applications.

Refers programming problems to supervisor and/or lead staff member and works collaboratively to resolve.

Modifies existing programs.

Prepares technical instructions and manuals.

Configures both in-house and third-party vendor software.

Researches emerging technologies and concepts and reports findings to supervisor.

Participates as a member of research and development teams.

Maintains privacy of information.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

EDUCATION AND EXPERIENCE:

Education, training or experience which demonstrates possession of the knowledge and abilities detailed below including successful website management experience. An example of typical qualifying experience would include: a minimum of three years of work experience in a comparable position. Completion of college-level coursework in a related field such as computer science, information systems, or graphic arts is desirable. HTML5 experience and knowledge of or experience with SharePoint 2007 or newer is highly desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

HTML, web usability, information architecture

Internet protocols and server administration

jQuery

XML

CSS

Web analytics

Search Engine Optimization (SEO)

ADA Section 508 and compliance

PC server-operating environment

Principles and techniques of programming using a variety of computer and web programming languages

Documentation methods and techniques

Familiarity with:

PeopleSoft environment

Team Foundation Server

Agile programming methodologies

Sharepoint 2010 or higher

ABILITY TO:

Troubleshoot, analyze and resolve problems

Analyze and assess web-related issues and make effective recommendations

Project and plan for future web-related needs

Execute graphic designs

Organize, develop and maintain applications on servers

Work with a variety of computers and peripherals

Compose data and supporting materials

Make presentations using appropriate technology

Communicate effectively orally and in writing

Work effectively independently and as part of a team

Organize and prioritize work

Pay close attention to detail in carrying out required duties

Work in a fast-paced environment with time-sensitive materials and continuous deadlines; meet required deadlines

Exercise appropriate judgment in making decisions

Display strong interpersonal skills

Establish effective working relationships with technical staff and all levels of SDCOE, school site and district office staff

Code, test and maintain computer programs using a variety of programming languages, such as .NET 4.0+, AJAX, C#, SQL Reporting Services, SQL, MySQL, VBScript, JavaScript, HTML5, CSS, jQuery, Sharepoint, XML, PHP, and other standard and/or evolving technologies

Troubleshoot, analyze and resolve problems

Program effectively and efficiently, producing maintainable code

Quickly learn new technologies and develop solutions to support clients

Meet schedules, deadlines, and time lines

Communicate effectively both orally and in writing

Work independently and as a member of a team

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

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

WORKING CONDITIONS & PHYSICAL ABILITIES:

Duties are typically performed in an office environment. Must be able to hear and speak to exchange information; see to perform assigned duties; sit for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment.

Established	Approved by Personnel Commission	Revised	FLSA Status	Job Code	Salary Grade
12/1996	01/16/1997	9/12; 12/12; 6/15	Non- Exempt		60

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Jessica Glover <jglover@sdcoe.net>
Sent: Friday, December 18, 2015 11:13 AM
To: hr2sdcoe@list.sdcoe.net
Subject: [HR2SDCOE] SDCOE Classified Job Opportunity
Attachments: ATT00001.txt

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

Position: **Account Clerk II (PA 19615)**

Department: NCCSE, Student Services Division

Location: San Marcos, CA

Salary Range: Classified Support Salary Schedule R42: \$38,884 - \$49,628 annually, 12 months

Application Deadline: 1:00 PM on Monday, January 4, 2016

Link to posting: <https://www.edjoin.org/Home/JobPosting/752972>

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, January 11, 2016 2:59 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: **Accounting Systems Analyst (PA 19830) Open/Promotional**

Department: Internal Business

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

Salary Range: Classified Support R58: \$57,693 - \$73,635 annually (plus a 1% increase, effective January 1, 2016), 12 months

Application Deadline: 1:00 PM on Thursday, January 21, 2016

Link to posting: <https://www.edjoin.org/Home/JobPosting/756552>

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 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, January 11, 2016 2:29 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: **Budget Technician (PA 19835)**

Department: Internal Business

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

Salary Range: Classified Support R58: \$57,693 - \$73,635 annually (plus a 1% increase, effective January 1, 2016), 12 months

Application Deadline: 1:00 PM on Thursday, January 21, 2016

Link to posting: <https://www.edjoin.org/Home/JobPosting/756530>

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, December 21, 2015 4:19 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: **Consultant, Business Advisory Services (PA 19788)**

Department: District Financial Services, Business Services Division

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

Salary Range: Classified Management M47: \$104,285 - \$126,727 annually, 12 months

Application Deadline: 1:00 PM on Friday, January 8, 2016

Link to posting: <https://www.edjoin.org/Home/JobPosting/753507>

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: Tuesday, January 12, 2016 2:28 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: **Custodian (PA 19736)**

Department: Maintenance and Operations

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

Salary Range: Classified Support R38: \$35,232 - \$44,966 + 5% night shift stipend + 1% COLA effective January 1, 2016, 12 months

Application Deadline: 1:00 PM on Friday, January 22, 2016

Link to posting: <https://www.edjoin.org/Home/JobPosting/756937>

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 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 17, 2015 9:41 AM
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: **Instructional Aide - DHH (two vacancies) PA 19032, 19717**

Department: NCCSE

Location: North San Diego County

Salary Range Classified Support R36: \$16.12 - \$20.58 per hour, 184 days, 6 hours per day

Application Deadline: 1:00 PM on Wednesday, January 6, 2016

Link to posting: <https://www.edjoin.org/Home/JobPosting/752430>

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 17, 2015 10:15 AM
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: **Instructional Aide – Vision Impaired (PA 19722)**

Department: NCCSE

Location: North San Diego County

Salary Range: Classified Support R36: \$16.12- \$20.58 per hour, 190 days, 6 hours per day

Application Deadline: 1:00 PM on Wednesday, January 6, 2016

Link to posting: <https://www.edjoin.org/Home/JobPosting/752447>

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, January 11, 2016 1:22 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: **Preschool Instructional Assistant (PA 19807)**

Department: Early Education Programs and Services

Location: SDCOE Preschool, Fallbrook, CA

Salary Range: Classified Support R30: \$13.90 - \$17.74 per hour (plus a 1% increase effective January 1, 2016), 185 days, 18.5 hours per week

Application Deadline: 1:00 PM on Thursday, January 21, 2016

Link to posting: <https://www.edjoin.org/Home/JobPosting/756449>

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: Friday, December 18, 2015 4:23 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: **Project Specialist I – PASS School Community (PA 18422) Promotional Only**

Department: Student Mental Health and Well Being, Student Services Division

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

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

Application Deadline: 1:00 PM on Monday, January 4, 2016

Link to posting: <https://www.edjoin.org/Home/JobPosting/753247>

Password to apply: PASS

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: Friday, December 18, 2015 3:57 PM
To: 'hr2sdcoe@list.sdcoe.net'
Subject: [HR2SDCOE] SDCOE Classified Management Job Opportunity- Service Desk Supervisor
Attachments: ATT00001.txt; ATT00001.txt

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

Position: **Service Desk Supervisor (PA 19041)**

Department: Integrated Technology Services

Location: SDCOE- Main Campus

Salary Range: Classified Management Salary Schedule Grade 34: \$75,649 - \$91,959 annually (Plus 3% salary increase effective January 1), 12 months

Application Deadline: 1:00 PM on Friday, January 15, 2016

Link to posting: <https://www.edjoin.org/Home/JobPosting/753192>

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>

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 Adam Nieves
<adam.nieves@sdcoe.net>
Sent: Thursday, January 14, 2016 3:45 PM
To: 'hr2sdcoe@list.sdcoe.net'
Subject: [HR2SDCOE] SDCOE Classified Management Employment Opportunity- Technology Integration Specialist
Attachments: ATT00001.txt; ATT00001.txt

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

Position: **Technology Integration Specialist (PA # 19823)**

Department: [Integrated Technology Services](#)

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

Salary Range: Classified Management Salary Grade: M30 \$70,591.05 to \$85,810.33 annually, 12 months

Application Deadline: 1:00 PM on Monday, January 25, 2015

Link to posting: <https://www.edjoin.org/Home/JobPosting/756423>

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:
Budget Systems Analyst

EXAM: Open
EXPIRES: 6/15/2016

Jennie Quejada

Thea Welch

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:
PAYROLL TECHNICIAN

EXAM: Open
EXPIRES: 5/16/16

Arellano, Silvia
Poggio, Klaudia

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
PROGRAM BUSINESS SPECIALIST III

EXAM:
EXPIRES: 5/17/16

Buxbaum, Anna

Carrillo, Monserrat

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:
Project Specialist I - PASS School Community

EXAM: Promo
EXPIRES: 07/04/16

Peevey, Jenee

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

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

CLASSIFICATION:
Work Readiness Assistant I

EXAM: Open
EXPIRES: 1/20/16
Extension of
Expiration: 2/20/16

Alejandre, Yarely
Park, John
Rodriguez, Ashley
Van, Rodney

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

SAN DIEGO COUNTY OFFICE OF EDUCATION

PERSONNEL ACTIONS – DECEMBER 2015

Effective Date	Name	Classification/Section	% of Assignment	Division/Unit	Grade/Step	Action
MANAGEMENT						
12/18/2015	Faith Mitchell	Business Specialist I	100%	Business Services / Internal Business	M30/2	Promotional

CLASSIFIED SUPPORT						
12/01/2015	Fabiola Resendiz-Castillo	School Office Assistant	100%	JCCS	40/1	New Employee
12/01/2015	Kimberly Garcia	Program Data Technician	100%	Student Services	52/1	Promotional
12/01/2015	Joseph O'Connor	Classroom Assistant-Alternative Education	75%	JCCS	34/1	New Employee
12/01/2015	Thucvi Cao	Human Resources Clerk	100%	Human Resources	40/6	New Employee
12/01/2015	Victor Esquer	English Language Development Assistant	75%	JCCS	34/1	New Employee
12/01/2015	Yaneen Leyva	PASS Community Aide I	100%	Student Services / Safe Schools	42/1	New Employee
12/02/2015	Lenard Estevez	Systems Technician II	100%	ITS / SIS	52/1	New Employee
12/03/2015	Crecencio Avila-Aguayo	Special Education Classroom Behavior Intervention Aide	82.21%	Student Services / North County Academy	36/1	New Employee
12/7/2015	Gabriela Torres	Program Data Technician	100%	LLS /	52/2	Promotional
12/14/2015	Jennifer Bartolome	Senior Systems and Programming Analyst	100%	ITS	71/1	Promotional
12/15/2015	Anahi Leon	English Language Development Assistant	75%	JCCS	34/2	New Employee
12/16/2015	Griselda King	Student Information Data and Systems Analyst	100%	ITS / SIS	58/3	Promotional

SAN DIEGO COUNTY OFFICE OF EDUCATION

SEPARATION ACTIONS – DECEMBER 2015

Effective Date	Name	Classification	Division/Unit	FTE	Grade/Step	Action
MANAGEMENT						
12/18/2015	Timothy Sheidt	Consultant, Business Advisory Services	Business Services / BAS	100%	M47/4	RESIGN
12/31/2015	Thomas Silva	School Facilities Planning Coordinator	Business Services / Educational Solutions Facilities Group	100%	M45/5	RETIREMENT

SUPPORT STAFF						
12/01/2015	Trish Harrison	Special Education Classroom Behavior Intervention Aide	Student Services / NCCSE	82.21%	36/5	RESIGN
12/02/2015	Stephanie Ramirez	Preschool Instructional Assistant	Student Services / SPED Early Ed/La Pinata	41.63%	30/1	RESIGN
12/18/2015	Ruth Gonzalez	Early Intervention Assistant	Student Services / Early Ed	78.46%	37/3	RESIGN
12/29/2015	Charlotte Lariccia	Early Intervention Assistant	Student Services / Early Education	78.85%	37/6	RETIREMENT
12/29/2015	Valerie Goodman	Instructional Aide – DHH	Student Services / NCCSE	57.40%	36/6	RETIREMENT
12/30/2015	Phuong Nguyen	Program Secretary	Student Services / NCCSE	100%	41/6	RETIREMENT
12/30/2015	Pamela Hayden	Credentials Technician	Human Resources	100%	48/6	RETIREMENT
12/31/2015	Michael Curran	Television Engineer	ITS / ITV	100%	66/6	RETIREMENT