

**PERSONNEL COMMISSION
MINUTES**

March 16, 2016
9:00 AM
Room 508

6401 Linda Vista Road, San Diego, California 92111

I. CALL TO ORDER

Meeting commenced 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
CSEA: Mike Reese

Executive Secretary: Michele Fort-Merrill

Recording Secretary: Maritess Pantaleon

III. APPROVAL OF PROPOSED AGENDA

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

IV. APPROVAL OF MINUTES

A. Regular Meeting - February 17, 2016

MSC (Huskey/Rothman) to approve the minutes of the Personnel Commission meeting on February 17, 2016 as presented.

V. PUBLIC COMMENT

None

VI. RATIFICATION OF ACTIONS BY DIRECTOR

None

VII. CLASSIFICATIONS

A. New Classifications

1. Audit Clerk, Grade 42, Business

(M. Fort-Merrill)

Staff revised the recommended action based on further review of the classification after the agenda was posted. Further review determined a new classification was not needed. Therefore, the revised recommendation is to update the class description of Account Clerk II to better reflect the audit functions. The revised class description is attached to these minutes.

MSC (Rothman/Huskey) to approve the amended recommendation to update the class description of Account Clerk II as presented.

B. Classification of New Positions

1. Instructional Aide - DHH

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

2. Program Data Technician

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

C. Reclassification of Existing Position

1. Account Clerk II

Based on action above this recommendation was withdrawn by staff.

D. Class Description

1. Computer Service Desk Supervisor

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

VIII. OTHER ACTION ITEMS

A. Commissioner Appointment Rule Revision

Ms. Fort-Merrill reviewed the issue paper background on the proposed revisions to the Merit Rules and Regulations for the Classified Service.

MSC (Huskey/Rothman) to set April 20, 2016 as the date for the Commission to take action on the proposed rule revision.

B. Proposed 2016-17 Personnel Commission Budget

The proposed 2016-17 PC budget including in increase in the Commission meeting stipend was presented for first reading.

MSC (Huskey/Rothman) to set the date for public hearing on the proposed budget for April 20, 2016.

IX. POSITION ANNOUNCEMENTS - NO ACTION

A. Job Bulletins

X. APPROVAL OF ELIGIBILITY LISTS

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

XI. INFORMATION ITEMS - NO ACTION

A. Personnel Report - February 2016

XII. COMMUNICATIONS

Communication from the Superintendent regarding the proposed revision to the Merit System Rules and Regulations.

XIII. EXECUTIVE SECRETARY'S REPORT

None

XIV. DATE OF NEXT MEETING

A. Regular Meeting - April 20, 2016, 9 a.m., Room 508

XV. ADJOURNMENT

Meeting adjourned at 9:29 a.m.

APPROVED BY PERSONNEL COMMISSION

Name: MBull Date: 4/20/16



SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Audit Clerk**

DEFINITION:

Under general supervision, performs a variety of technical activities involved in auditing school district payments for compliance with applicable codes, laws, and regulations; processing of warrants and deposits; and preparing spreadsheets and related reports

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:

Audits a variety of financial, payroll, payment and statistical data, reports and contracts for compliance with prescribed and applicable codes, laws, regulations, policies and procedures.

Reviews invoices and backup documentation prior to approving, rejecting, or placing holds on warrants, and payment of claims.

Release warrants for payment to school districts.

Provides technical information to school district, state, and federal agencies.

Enters warrant information into appropriate databases for tracking purposes.

Provides customer service and assists clients by responding to questions and correspondence.

Acts as a liaison between clients and other agencies.

Maintains alphabetical and numerical records and files.

NON-ESSENTIAL FUNCTIONS:

Performs other duties as required.

EDUCATION AND EXPERIENCE:

Education, training or experience which would clearly demonstrate possession of the knowledge, skills and abilities detailed above. An example of typical qualifying experience would include any combination of education and experience equivalent to two years of:

classroom or college-level instruction in financial record keeping, including one year of experience in purchasing, contracts, or accounts payable financial record keeping.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies, and procedures, including government codes and regulations, SAC codes, and the CA Schools Accounting Manual requirements.

Manual and electronic financial, payroll and statistical recordkeeping, including principles, procedures and terminology.

Operation of automated accounting record management, storage, and retrieval systems.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Perform technical audit functions.

Make routine mathematical calculations and verify the results.

Operate computerized accounting systems effectively and efficiently, along with other office machines and equipment.

Understand and carry out oral and written directions.

Establish and maintain effective working relationships with fellow employees, district personnel, and outside agencies.

Work independently without direct supervision.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

Duties are typically performed in an office setting.

Must be able to hear and speak to exchange information; 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 the Personnel Commission	Revised	FLSA Status	Job Code	Salary Grade
03/2016			Non-Exempt		42

CLASSIFICATION ANALYSIS

Position:	Instructional Aide – DHH	Prepared By:	Jessica Glover
Range:	R36	Report Date:	3/04/2016
Work Location:	Davila Day School	PC Meeting Date:	3/16/2016
Incumbent:	New Position	PC Action:	Pending
Effective Date:			

INFORMATION SOURCES:

Special Education Coordinator, Davila Day School
Senior Director, South County SELPA

ESSENTIAL FUNCTION:

Under general supervision of a DHH classroom teacher or a DHH itinerant teacher, and audiologist, provides specialized tutorial assistance to deaf/hard of hearing (DHH) students in the DHH classroom or mainstreamed into regular classes; assists deaf and hard of hearing students in the development of communication skills in spoken English or American sign Language (ASL); performs a variety of routine clerical duties for the deaf and hard of hearing instructional program; may assist medically fragile or physically disabled students in performing daily living activities.

REPORTING RELATIONSHIPS:

Reports to and is evaluated by the Special Education Coordinator, Davila Say School

POSITION/CLASS COMPARISON:

Instructional Aide (R34)
Instructional Aide – VI (R36)

CRITICAL EVALUATION FACTORS:

Definition
Essential Functions
Minimum Qualifications

RECOMMENDATION:

Classify one new position in Davila Day School as Instructional Aide – DHH (R36).

RATIONALE:

Due to an increase in enrollment of students with deaf and hard of hearing impairments, Davila Day School has received approval to hire an additional support staff member to assist a special education teacher with instructional, behavioral and clerical tasks. The existing classification of Instructional Aide – DHH accurately describes the duties the incumbent will perform.

INSTRUCTIONAL AIDE – DEAF AND HARD OF HEARING

Definition:

Under general supervision of a DHH classroom or a DHH itinerant teacher, and audiologist, provides specialized tutorial assistance to deaf/hard of hearing (DHH) students in the DHH classroom or mainstreamed into regular classes; assists deaf and hard of hearing students in the development of communication skills in spoken English or American sign Language (ASL); performs a variety of routine clerical duties for the deaf and hard of hearing instructional program; may assist medically fragile or physically disabled students in performing daily living activities.

Typical Tasks:

Essential Functions:

Orients and provides instructional assistance to individuals or small groups of DHH students in the DHH classroom or mainstreamed into regular classrooms;

assists itinerant and classroom teachers with the implementation of Individualized Education Plans (IEP);

tutors individuals and small groups of DHH students;

reinforces and explains teachers' lectures, instructions for completing assignments or projects, and audio portions of classroom media aids;

assists in the development of communication and language skills by assisting students with correct pronunciation of sounds, letters and words, or correct signs in ASL;

operates specialized equipment for DHH students such as specially adapted computers and augmentative communication devices;

Performs routine analysis of hearing aids and FM systems under the supervision of licensed audiologist; performs visual and listening checks for FM systems, hearing aids, and Cochlear implants and performs minor repairs including changing batteries, cords, cables, tubing, ear hooks and ear molds as needed;

assists medically fragile or physically disabled students in performing activities of daily living such as feeding, toileting, diapering, and mobility assistance

assists students in locating and using educational materials and equipment such as computers;

monitors and reviews progress of students with itinerant teacher and regular classroom teachers;

assists itinerant teachers in the preparation of a variety of learning aids, and tutorial and instructional materials;

contacts schools to request copies of current IEP's for students on itinerant caseload;

performs a variety of routine clerical duties such as typing, filing, sorting, duplicating and logging and mailing information related to the DHH program;

Non-Essential Functions:

Performs related duties as assigned.

<u>Minimum Qualifications:</u>	<p>Knowledge of: general elementary and high school academic subject areas such as math, science, and English; English pronunciation and grammar; basic office methods, procedures and equipment including computers.</p> <p>Ability to: communicate effectively orally and in writing; operate specially adapted computers, augmentative communication devices and other specialized equipment used by DHH students; tutor individuals and small groups; work effectively with students, teachers and staff; accept, understand and relate to deaf and hard of hearing students; perform routine clerical duties such as record keeping, filing and mailing; quickly learn to operate software associated with the instructional program; provide own transportation to and from schools and meeting sites.</p>
<u>Working Conditions and Physical Abilities:</u>	<p>Indoor, classroom or office environment. Must have the ability to travel to and from school/work sites as job requires.</p> <p>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; lift and handle students in caring for their personal needs such as toileting.</p>
<u>No Child Left Behind Act (NCLB) Requirement:</u>	<p>In order to satisfy the paraprofessional requirements of the NCLB Act, applicants must meet one of the following requirements:</p> <ul style="list-style-type: none"> • Completed at least two 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).
<u>Experience and Education:</u>	<p>In addition to meeting the NCLB requirement for employment detailed above, applicants must have a combination of education, training and experience which would clearly demonstrate possession of the knowledge and abilities detailed above. An example of a typical qualifying background would include completion of college-level course work in general academic subject areas such as math, science and English, and work experience in a school or other educational environment. Experience working with deaf and hard of hearing individuals is highly desirable.</p>
<u>Language Requirement:</u>	<p>Some positions in this classification may be designated bilingual (English/American Sign Language). Positions designated bilingual require proficiency in American Sign Language and the ability to translate English to ASL and ASL to English. Positions designated as bilingual receive a 5% bilingual stipend.</p>
<u>Certification Requirement:</u>	<p>Positions designated as bilingual (English/American Sign Language) require a certificate from an accredited agency verifying proficiency in American Sign Language.</p>
<u>Other Requirements:</u>	<p>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.</p>

Established: 09/97

Revised: 12/06; 2/07; 5/09; 10/10; 3/11

Approved by the Personnel Commission: _____ September 12, 1997

CLASSIFICATION ANALYSIS

Position:	Program Data Technician	Prepared By:	Jessica Glover
Range:	R52	Report Date:	3/04/2016
Work Location:	Migrant Education	PC Meeting Date:	3/16/2016
Incumbent:	New Position	PC Action:	Pending
Effective Date:			

INFORMATION SOURCES:

Senior Director, Migrant Education Programs

ESSENTIAL FUNCTION:

Under general supervision, performs a wide variety of technical duties in auditing, verifying and ensuring accuracy of student record and program data; generates a variety of reports for use by SDCOE and reporting to various stakeholders (i.e. State and federal agencies, grantors, SDCOE Staff, etc.); exports data to other formats for detailed analysis and specialized reporting; interacts with administrators, students, parents, representatives of other public agencies and others. May independently perform a wide variety of difficult and highly responsible clerical and operational support activities, including preparation and maintenance of student records, reports and forms; maintain logs and documentation as required.

REPORTING RELATIONSHIPS:

Reports to and is evaluated by

POSITION/CLASS COMPARISON:

Migrant Education Support Services Technician (R50)
Program Data Technician (R52)

CRITICAL EVALUATION FACTORS:

Definition
Essential Functions
Minimum Qualifications

RECOMMENDATION:

Classify one new position in Migrant Education Programs as Program Data Technician (R52).

RATIONALE:

Over the last three years, the Migrant Education Program has been tasked with increased reporting requirements to state and federal programs regarding the migrant students they serve. In order to meet these needs, the department has received approval to add a new position. The existing classification of Program Data Technician accurately describes the duties the incumbent will perform.



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

CLASS TITLE: Program Data Technician

DEFINITION:

Under general supervision, performs a wide variety of technical duties in auditing, verifying and ensuring accuracy of student record and program data; generates a variety of reports for use by SDCOE and reporting to various stakeholders (i.e. State and federal agencies, grantors, SDCOE Staff, etc.); exports data to other formats for detailed analysis and specialized reporting; interacts with administrators, students, parents, representatives of other public agencies and others. May independently perform a wide variety of difficult and highly responsible clerical and operational support activities, including preparation and maintenance of student records, reports and forms; maintain logs and documentation as required.

DISTINGUISHING CHARACTERISTICS:

Program Data Technicians are responsible for independently performing a wide variety of difficult and responsible records management duties involving the audit, verification and updating of program data and the generation of a variety of standard to complex reports. May be responsible for performing a wide variety of difficult and highly responsible clerical and office support functions. Work requires a detailed understanding of the operations and functions of SDCOE's student information system and/or other applicable systems and the ability to identify and resolve data errors and problems based on knowledge gained through experience.

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.

Receives and logs requests for data from schools/programs.

Locates student records in systems and researches student enrollment history and academic records to obtain data on academic credits.

Reviews program eligibility qualifications to ensure student is appropriately placed in program; references state and federal requirements to ensure accuracy.

Exports various educational data from multiple data systems for schools/programs to identify inaccurate codes, mismatches and other missing or erroneous data and follows up with school sites or programs to obtain missing or corrected data.

Generates summary reports and reports by grade, funding source, school and other variables; reconciles data differences, identifies reasons for differences and/or makes manual adjustments; prints and distributes final reports; maintains files of all reports and revisions.

Trains school site and other personnel on the uses and operations of SDCOE's student information system or other applicable systems such as SEIS, CASEMIS and program databases.

Creates specialized databases, linked spreadsheets and forms for use by other unit staff; creates course numbers and adds them to customized databases.

Assists in performing minor maintenance on the student information system and other SDCOE databases.

Performs a variety of other data management and reporting assignments; researching and resolving any data related issues.

Generates extract files of enrollment and staff/student characteristics data for reporting to meet California Basic Education Data System (CBEDS) requirements and validates and certifies CBEDS data.

Collects, reviews, researches and resolves missing data and discrepancies and data enters student record information and changes in the student information system to ensure accurate accounting for all students and the services they receive.

Maintains and updates a variety of program information utilized in data maintenance and reporting functions.

Researches and responds to inquiries from administrators, teachers, and others and assist in the interpretation of data.

NON ESSENTIAL FUNCTIONS:

Performs other duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of increasingly responsible office administrative experience, at least two of which involved the maintenance of student records utilizing a computerized student information system similar to that used by SDCOE; or an equivalent

combination of training and experience. Completion of coursework on database, spreadsheet and other software applications is highly desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

SDCOE and State regulations, rules, policies and procedures applicable to the maintenance of student records and the reporting of student attendance and other data.

Functions, operations and data input/output procedures of SDCOE's student information systems, including methods for creating system queries for a variety of purposes.

Office administrative practices and procedures, including recordkeeping practices and procedures.

Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

Advanced uses of word processing, spreadsheet, database and other business intelligence software to import/export data elements and create reports, documents and materials requiring the interpretation and manipulation of data.

Basic research techniques, methods and procedures.

ABILITY TO:

Operate a computer using word processing, spreadsheet and database software and other office equipment.

Manage multiple and rapidly changing priorities to meet the needs and expectations of a variety of internal and external customers, often on short notice.

Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.

Interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures.

Organize, research and maintain complete and extensive student records and specialized data files.

Communicate clearly and effectively, orally and in writing.

Understand and follow written and oral instructions.

Maintain highly sensitive and confidential information.

Deal with sensitive and difficult situations.

Establish and maintain highly effective working relationships with site administrators, staff, teachers, parents, students, other school districts, other governmental agencies and others encountered in the course of work.

Must demonstrate attendance sufficient to complete the duties of the position as required.

WORKING CONDITIONS:

Office environment. Occasionally operate a vehicle to conduct work.

PHYSICAL ABILITIES:

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

Established	Revised	Approved by Personnel Commission	FLSA Status	Job Code	Salary Range
04/06/2015	9/2015	04/06/2015	Exempt		R52

CLASSIFICATION ANALYSIS

Position:	Audit Clerk	Prepared By:	Jessica Glover
Grade:	42	Report Date:	March 11, 2016
Work Location:	Commercial Warrants	PC Meeting Date:	March 16, 2016
Incumbent:	Vacant	PC Action:	Pending

INFORMATION SOURCES:

Commercial Warrants and Accounts Payable Manager
Consultant, Business Advisory Services

ESSENTIAL FUNCTION:

Under general supervision, performs a variety of technical activities involved in auditing school district payments for compliance with applicable codes, laws, and regulations; processing of warrants and deposits; and preparing spreadsheets and related reports.

REPORTING RELATIONSHIPS:

Reports to the Commercial Warrants and Accounts Payable Manager.

POSITION/CLASS COMPARISON:

Account Clerk II (R42)

CRITICAL EVALUATION FACTORS:

Typical Tasks
Minimum Qualifications

RECOMMENDATION:

Establish new classification of Audit Clerk and reclassify three Account Clerk II, Grade 42, positions (#7099, #8553 and #7169) and one incumbent in Commercial Warrants to Audit Clerk (Grade 42).

RATIONALE:

The Commercial Warrants Unit has the responsibility of auditing warrant transactions from school districts to ensure the transactions are compliant with local, state, and federal codes governing the use of school district funds. The audit functions have historically been performed by Account Clerk II positions. However, the duties of the position were not adequately described in the Account Clerk II job description, resulting in high turnover within the unit. After analyzing the position, the new classification of Audit Clerk has been developed to accurately reflect the job duties being performed. In particular, the job duties performed did not include significant accounting functions, but rather the ability to understand and apply the knowledge of the relevant legal codes to the transactions, as well as the ability to communicate effectively to school district personnel on the results of the audit findings. The new job description of Audit Clerk accurately reflects the job duties being performed by the positions.

San Diego County Office of Education
Personnel Commission

ACCOUNT CLERK II

Definition: Under general supervision, performs accounting-clerical tasks of average difficulty involved in maintaining, compiling, verifying, and auditing financial, payroll or statistical records.

Typical Tasks: Performs any combination of the following tasks:

Essential Functions:

compiles various financial, payroll or statistical records, reports and statements requiring the use of independent judgment;

posts entries to financial, payroll or statistical records and computerized information systems;

posts, audits, balances and adjusts financial, payroll, or statistical records and reports;

performs mathematical calculations;

classifies or codes data according to prescribed financial, payroll or statistical systems;

audits a variety of financial, payroll and statistical data, reports and contracts for compliance with prescribed and applicable codes, laws, regulations, policies and procedures;

provides customer service and assists clients by responding to questions and correspondence;

acts as a liaison between clients and other agencies;

processes warrants, and payment of claims;

collects and accounts for money;

enters/and retrieves information from a computerized financial or payroll information system, database or spreadsheet;

operates a computer, adding machine (10 key), and other office equipment;

maintains alphabetical and numerical records and files;

Non-Essential Functions:

performs other duties as required.

- 2 -Account Clerk II

Minimum
Qualifications:

Thorough knowledge of: manual and electronic financial, payroll and statistical recordkeeping including principles, procedures and terminology.

Ability to: understand and apply codes, laws, regulations and policies as prescribed;

compute mathematical problems such as addition, subtraction, multiplication and division of whole numbers, fractions and decimals;

calculate percentages;

operate a computer and standard office software including word processing, spreadsheet or database applications, and electronic/manual office machines such as an adding machine (10-key, by touch);

understand routine transactions utilizing accounting codes and classifications;

reconcile differences within the recordkeeping system;

proofread alphabetical and numerical material and make necessary corrections;

maintain records and prepare reports;

communicate clearly and effectively both orally and in writing;

follow oral and written instructions;

work with minimum supervision;

establish and maintain effective working relationships with those contacted in the course of work;

work well under pressure of recurring deadlines;

maintain confidentiality of information;

demonstrate attendance sufficient to complete the duties of the position as required;

complete routine tasks thoroughly and accurately.

Working Conditions and
Physical Abilities:

Duties are typically performed in an office setting.

Must be able to hear and speak to exchange information; 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.

Experience and
Education:

Education, training or experience which would clearly demonstrate possession of the knowledge, skills and abilities detailed above. An example of typical qualifying experience would include any combination of education and experience equivalent to two years of: classroom or college-level instruction in basic accounting, bookkeeping or closely related field and/or accounting/bookkeeping experience.

- 3 -Account Clerk II

Established: 12/81

Revised: 5/95, 5/98, 10/03,
9/09

Approved by the Personnel Commission: May 2, 1983



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

CLASS TITLE: Computer Service Desk Supervisor

DEFINITION:

The Service Desk Supervisor will lead, manage, and plan operations for Information Technology Service Management (ITSM); provide a vision for ITSM; implement ongoing enhancements to services; and supervise and evaluate assigned staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from assigned division or department head and exercises direct supervision of assigned staff.

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:

Manage and coordinate the delivery of centrally managed support services and service level processes for all information technology services; implement ITIL service desk management strategies and processes within the unit; coordinate, implement, and monitor Service Level Agreements (SLAs).

Oversee service requests, incidents, and problem resolutions; manage and coordinate urgent and complicated support issues; act as an escalation point for all requests and incidents including managing first and second level problem resolution efforts provided by other IT groups; and coordinate third level problem resolution.

Develop and implement strategies for continuous improvement of the unit; monitor and analyze technical support effectiveness, efficiency, and customer satisfaction; ensure the service desk is the single point of contact and service delivery channel for the ITS division; utilize appropriate systems to manage customer requests for technology support; facilitate customer interactions and assure appropriate resources are available and applied to meet customer needs.

Perform ongoing interviews and assessments to learn how employees interact with technology; work directly with client groups and management for client feedback on service levels and commitments; coordinate the production and evaluation of customer service feedback surveys; review customer satisfaction survey feedback and assessments to improve services, tools, and support experience as well as architect and develop systems and processes that exceed customer needs and expectations.

Manage, control, coordinate, and communicate changes for/to configuration of hardware, software, and systems to all impacted users.

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Manage process for communicating outage/emergency activities to organization.

Develop/obtain training materials for support staff, end users, and client districts. Create and maintain FAQs, support forums, support websites, knowledge base, documentation, etc. related to assigned activities.

Coordinate customer support services for new systems and special projects.

Select, train, mentor, supervise and evaluate the performance of assigned personnel; schedule employees working times and provide backup support as necessary. Monitor the work flow of assigned staff; review and evaluate work products and methods of staff.

Prepare and maintain a variety of reports, records, and files related to personnel and assigned division activities. Evaluate metrics produced from various systems, make recommendations for changes, and implement changes to improve customer service.

Assist and participate in the formulation and development of policies, procedures, and programs to ensure efficiency and quality of support services including development and implementation of workflow process improvements.

Identify appropriate technology solutions; and troubleshoot problems with existing installations; formulate procedures for acquiring, testing, and implementing changes to firmware, OS releases, and other software, systems, and hardware.

Analyze existing and new hardware, software, and system features, functions, requirements, and recommend subsequent actions including upgrades.

Develop, monitor and maintain department budgets and recommend adjustments as necessary. Coordinate the monitoring of expenditures and recommend adjustments as necessary.

Communicate with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information; communicate with vendors to evaluate potential acquisitions.

Assist in the interpretation and implementation of laws, regulations, policies and procedures pertinent to computer support services and assure compliance with applicable federal, state, and local rules, regulations, policies and procedures.

Attend and participate in professional group meetings and stay abreast of new trends and innovations as it relates to school computer support services.

Serve on committees as required.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Activities related to organizing and directing the installation, configuration, maintenance, troubleshooting, diagnosis, and repair of computer hardware, software, peripherals, network, and systems

Technical aspects of field of technical support and information technology

ITIL V3 Service Desk Management principles and procedures

Principles, methods, and procedures of operating computers, software, software systems, and peripheral equipment

Materials, methods, and tools used in the operation and repair of computer systems

Advanced knowledge of software programs

Computer hardware systems and software applications and systems utilized

Principles, practices, problems and techniques of organizational and computer support administration

Methods and approaches to planning services according to identified needs and requirements of the assigned areas of responsibility

Policies and objectives of assigned programs and activities

Principles and practices of supervision, training and performance evaluation

Principles of budget preparation and control

Record-keeping and report preparation techniques

Pertinent federal, state, and local laws, codes, and regulations

Interpersonal skills using tact, patience, and courtesy

Oral and written communication skills

Ability to:

Manage, plan, organize, lead, and supervise operational areas of responsibility

Manage, lead, supervise, evaluate and coordinate the work of assigned staff

Provide consultation to personnel and others concerning computer systems, software, and equipment malfunctions.

Learn and utilize highly specialized software applications

Leverage acquired knowledge about employee needs, be an advocate to IT and the business units where matters of technology are involved.

Prioritize installation, maintenance, and repair needs of customers

Meet schedules and timelines

Formulate and execute decisions involving complex issues

Apply innovative solutions to resolve complex problems

Make decisions in accordance with laws, regulations and established administrative procedures

Effectively interpret, explain and apply appropriate laws, codes, rules, regulations, policies and procedures

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Analyze and make innovative recommendations/options to meet client needs

Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals

Recognize the need for policy changes and develop appropriate policy recommendations

Organize, prepare and summarize data for presentations and reports

Make effective oral and visual presentations and prepare comprehensive information bulletins, memos and newsletters

Stay current of trends in service desk operations, management, technologies, policies, procedures and other external changes that may impact help desk services.

Establish and maintain cooperative and effective working relationships with others

Work both independently and as a member of a team to meet established goals, objectives, and vision of the unit.

Prepare clear and concise written and oral presentations and reports

Communicate clearly and concisely, both orally and in writing

EDUCATION AND EXPERIENCE:

Education:

A Bachelor's degree in Information Technology or a related field and CompTI A+ certification **or an Associates degree in Computer Science, Information Technology or a related field and ITIL, V3, HDI or Support Center certification is** required. ~~highly desirable.~~

Experience:

Candidates must have a minimum of five years of experience performing duties related to installation, configuration, maintenance, troubleshooting, diagnosis, and repair of computer hardware, software, peripherals, network, and systems including two years of supervisory experience. Successful experience in a school environment and experience working in a PeopleSoft environment is highly desirable.

WORKING CONDITIONS:

Environment:

Office environment.

Travel to school districts and other County Office locations is a regular part of this assignment.

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.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

A valid California driver's license or the ability to provide transportation to and from work locations.

Established	Revised	Approved by Personnel Commission	FLSA Status	Job Code	Salary Grade
12/2015	3/2016	December 18, 2015	Exempt		M34

Approved: 
Assistant Superintendent
Human Resources

Date December 8, 2015

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

Classification:
Accounting Systems Analyst

Exam: Open
Established: 02/18/16

Montoya, Ivan
Toulouse, Christopher

Laterals: Anna Buxbaum

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
ADMINISTRATIVE ASSISTANT III

Exam: Open/Promo
Established: 3/01/2016

PROMOTIONAL:

Gillespie, Fatima
Nicasio, Ana

OPEN:

Shelton, Vandee

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
Credentials/Human Resources Technician

Exam : Open/Promo
Established: 2/16/16

Promotional:

Garcia, Noemi
Lamb, Janet

Open:

Darden, Sheri
Garrett, Suzanne
Naboone, Corey

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

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

Classification
Credentials/Human Resources Technician

EXAM : Open/Promo
EXPIRES: 8/16/16

Promotional:

Garcia, Noemi
Lamb, Janet

Open:

Darden, Sheri
Garrett, Suzanne
Nabonne, Corey

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:
Custodian

Exam: Open
Established: 02/29/16

Name

Atilano, Thomas
Canfield Jr., Dee
Espinoza, Jose
Figueroa, Daniel
Hughes, Donald
Hume, David
Knuckles, Timothy
Semnack, William

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

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

CLASSIFICATION:
Preschool Instructional Assistant

Exam: Open
Established: 2/09/16

Meza, Mayra
Castro, Sylvia
Olague, Martha

APPROVED BY PERSONNEL COMMISSION

Name: _____ Date: _____

Hired:

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Jessica Glover <jglover@sdcoe.net>
Sent: Tuesday, March 01, 2016 12:53 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: **Account Clerk II (PA 19985)**

Department: Risk Management, Business Services Division

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

Salary Range: Classified Support Salary Schedule R42: \$39,273 - \$50,124 annually, 12 months

Application Deadline: 1:00 PM on Friday, March 11, 2016

Link to posting: <https://www.edjoin.org/Home/JobPosting/771340>

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
Human Resources
San Diego County Office of Education
Phone: (858) 292-3865
Fax: (858) 292-5648
jglover@sdcoe.net
www.sdcoe.net

Maritess Pantaleon

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of Adam Nieves
<adam.nieves@sdcoe.net>
Sent: Wednesday, March 09, 2016 10:51 AM
To: 'hr2sdcoe@list.sdcoe.net'
Subject: [HR2SDCOE] SDCOE Classified Management Job Opportunity- Enterprise Business Systems Functional Expert-Payroll
Attachments: ATT00001.txt

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

Position: **Enterprise Business Systems Functional Expert- Payroll**

Department: MITI

Location: SDCOE- Main Campus

Salary Range: Classified Management Salary Schedule Grade 44: \$99,743 - \$121,247 annually, 12 months

Application Deadline: Continuous, the position will remain open until filled. The posting can close at any time, you are encouraged to apply as soon as possible if interested.

Link to posting: <https://www.edjoin.org/Home/JobPosting/774604>

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 Jessica Glover <jglover@sdcoe.net>
Sent: Thursday, March 10, 2016 9:49 AM
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 and Reporting Supervisor (PA 20056)**

Department: Internal Business, Business Services Division

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

Salary Range: Classified Management M38: \$86,008 - \$104,551 annually, 12 months

Application Deadline: 1:00 PM on Monday, March 21, 2016

Link to posting: <https://www.edjoin.org/Home/JobPosting/775065>

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

TO: Personnel Commission
FROM: Executive Secretary, Personnel Commission
DATE: March 16, 2016

SUBJECT: COMMISSIONER APPOINTMENT RULE REVISION

ISSUE:

Proposed revision to Merit Rules and Regulations for the Classified Service, Chapter III

BACKGROUND:

The Personnel Commission may amend its rules in accordance with the provisions of Chapter 1.6 of the Merit Rules and Regulations for the Classified Service. The proposed rule change is intended to clarify the role of the County Superintendent as the employer in the appointment process of the Personnel Commissioner. All written proposals to amend, delete, or add to the Merit Rules and Regulations must be considered a "first reading" at the meeting in which the proposal is first presented to the Personnel Commission. The County Superintendent has also been provided notice of this proposed rule addition.

ACTION REQUIRED:

The Commission is requested to set a date for Commission action on the proposal.

Respectfully submitted,



Michele Fort-Merrill
Assistant Superintendent
Human Resources
Executive Secretary, Personnel Commission

CHAPTER II DEFINITIONS

Unless otherwise required by context or prevailing law, words used in these Rules are understood to have the following meanings:

1. **Act or The Act:** The Act shall mean those sections of the Education Code of the State of California applying the Merit System to classified employees in certain school districts. It shall include all of the provisions of Article 6, Chapter 5, Part 25, Division 3 and applicable provisions of Chapter 1 and Articles 1-5 and 7-11 inclusive of Chapter 5, Part 25, Division 3.
2. **Affirmative Action:** Result oriented steps taken by the County Office of Education to ensure equal employment opportunities to all applicants and to remedy the under utilization of racial and ethnic minorities, women, and persons with disabilities at all job levels.
3. **Allocate or Allocation:** The assignment of a given class to a specific range on a salary schedule.
4. **Anniversary Date:** The date upon which an employee is granted an earned salary increment.
5. **Applicant:** A person who has filed a completed employment application for employment for an authorized regular or temporary vacancy or to take an examination announced by the Personnel Commission.
6. **Approval of Eligibility List:** The action taken by the Commission to authorize the final ranking of candidates on an eligibility list resulting from a classified employment examination.
7. **Appointing Authority:** The County Superintendent of Schools, San Diego County Office of Education, or designee, or in the case of Commission staff, the Personnel Commission.
8. **Appointment:** The official act of approving the recommendation of the appointing authority for the employment of an applicant.
9. **Bargaining Unit:** A group of employees recognized by the County Office of Education or designated by an authorized agency as appropriate for representation by an employee organization for purposes of collective bargaining.
10. **Board:** The San Diego County Board of Education.
11. **Candidate:** An applicant who is competing in an examination.
12. **Certification:** The process of submitting eligibles from the top three available ranks of the appropriate eligibility list to the appointing authority for employment consideration.
13. **Certify:** See Certification

14. **Class:** A group of positions which have duties and responsibilities sufficiently similar that the same descriptive title may be used; substantially, the same skills, knowledge, abilities and experience, training, and education may be used in qualifying applicants and required of incumbents; and the same rate of pay can be applied to all positions in the class.
15. **Classify:** The assignment of a position to a new or existing class.
16. **Class Specification:** An official statement of typical duties and responsibilities of the positions in a class which includes a listing of tasks and minimum qualifications, education, and training of positions in the class.
17. **Classified Service:** All positions in the County Office of Education's support and management service to which the Act and these rules and regulations apply.
18. **Commission:** The Personnel Commission for the San Diego County Office of Education.
19. **Confidential Employee:** An employee designated by the Office of Education in accordance with the provisions of Article I, Section 3540.1, Chapter 10.7, Division, Title I of the California Government Code as excluded from representation with access to information regarding the County Superintendent's collective bargaining strategy. ~~Confidential employees may not be represented by an~~ the exclusive representative.
20. **Continuous Examination:** A method of recruiting and examining applicants in which the filing deadline is not specified, the examination administered from time-to-time as needed, and new eligibles merged with those already on the eligible list.
21. **Contract (Collective Bargaining Agreement):** Written agreement between an employee bargaining unit and the San Diego County Board of Education and the County Superintendent of Schools.
22. **Day:** A day on which the administrative offices of the San Diego County Office of Education (located at 6401 Linda Vista Road) are open for business, except where "calendar" day is specified.
23. **Demotion:** A change in assignment of an employee from a position in one class to a position in another class that is allocated to a lower maximum salary rate.
24. **Discharge or Dismissal:** Involuntary separation from employment for cause.
25. **Eligible:** A candidate whose name appears on an eligibility or reemployment list.
26. **Eligibility List:** A ranked list of the candidates who have qualified for employment consideration in a class.
27. **Emergency Appointment:** An appointment not to exceed 15 days to prevent the stoppage of public business when persons on eligibility lists are not immediately available.
28. **Employment List:** A list of names from which certification may be made. This includes eligibility lists, reemployment lists, and lists of persons who wish to be transferred, demoted, reinstated, or in any manner employed, subject to the rules of the Personnel Commission.

29. **Employer:** The County Superintendent of Schools
30. **Entry Level Class:** The first class in a series for which recruitment is generally conducted on an open basis.
31. **Exempt Position:** A management, supervisory, or specialist position which meets the requirements of the Education Code and the Fair Labor Standards Act for exclusion from overtime pay provisions.
32. **Grievance:** An allegation by an employee, group of employees, or CSEA, of a violation, misinterpretation, or misapplication of the collective bargaining agreement.
33. **Grievance Procedure:** The process for review of a grievance in accordance with the provisions of the collective bargaining agreement.
34. **Hearing:** The presentation of evidence before the Personnel Commission or its designated representative.
35. **Incumbent:** The person currently assigned to a position.
36. **Layoff:** The elimination of positions or reduction in assigned time because of lack of work or lack of funds.
37. **Limited Term:** A term used in the Education Code to designate positions established for a fixed period not to exceed six months (synonymous with “temporary”) or the employment of an employee (synonymous with “substitute”) during the authorized absence of another employee.
38. **Open Examination:** A competitive examination in which any qualified person may participate, whether or not the person is a current Office of Education employee, which results in an open eligibility list.
39. **Out-of-Class Assignment:** The procedure used when assigning duties inconsistent with an employee’s regular job classification.
40. **Part-time Position:** Any position in the classified service assigned to work less than the normal workday or work week as defined by these rules or the collective bargaining agreement.
41. **Permanency:** Status which is acquired in a classification by successful completion of the prescribed probationary period.
42. **Permanent Employee:** In reference to Office of Education employment status, an employee who has completed an initial probationary period in the classified service. In reference to employment status in a specific class, an employee who has completed the probationary period for that class.
43. **Position:** A group of duties and responsibilities assigned by official authority usually performed by one person.

44. **Probationary Employee:** An employee who has not completed an initial probationary period in the classified service.
45. **Probationary Period:** The final phase in the examination process consisting of a trial period of six months, or in specified instances, one year immediately following an original or promotional appointment to a regular position.
46. **Promotion:** A change in the assignment of an employee from a position in one class to a position in another class with a higher maximum salary rate resulting from competition in an examination for the higher class.
47. **Promotional Examination:** A competitive examination in which only qualified permanent employees of the Office of Education or individuals on appropriate reemployment lists may compete.
48. **Provisional Appointment:** The appointment of a person to a regular position in the absence of an appropriate eligibility list and subject to the prescribed time limits as specified in Education Code §45287 – §45289.
49. **Quorum:** Two members of the Personnel Commission present at a regular or special meeting.
50. **Reallocate/Reallocation:** Movement of a class from one salary range to another without significant change in class title, minimum qualifications, duties or responsibilities.
51. **Reclassify/Reclassification:** The reassignment of a position from one class to another because of significant change in duties, responsibilities or employment standards, based upon a gradual accretion of duties.
52. **Reemployment:** Reemployment to duty of an employee who has been laid off, or the reassignment of a former employee to a lower class than that from which the former employee resigned within the past 39 months.
53. **Reemployment List:** A list of names of persons who have been laid off from regular positions, and who are eligible for reemployment in their former class without examination, arranged in order of their right to reemployment.
54. **Regular Employee:** A classified employee who has probationary or permanent status.
55. **Regular Position:** A position established for a continuing and indefinite or unlimited period of time or for a fixed period in excess of six months.
56. **Reassignment:** A management-initiated movement of an employee to another position in the same classification.
57. **Reinstatement:** The reappointment, without examination, of a permanent employee after resignation, to a position in the employee's former class.
58. **Restoration:** (See "Reinstatement") The reappointment to duty of an employee to the same class and status held at the time of resignation. Also, the reappointment to permanent

status of an employee who had been demoted to a former or related class after reduction to limited-term status.

59. **Salary Range:** A series of consecutive salary steps that comprise the rate of pay for a class. The minimum and maximum salary paid to each classification as approved by the Commission.
60. **Salary Rate:** A specific amount of money paid for a specified period of service, i.e., dollars-per-hour, pay period, or month.
61. **Salary Schedule:** The complete list of ranges, steps, rates, and classification titles established for the classified service.
62. **Salary Step:** One of the consecutive rates that comprise a salary range. A specific rate in a salary range.
63. **Separation:** The official termination of employment with the Office of Education includes resignation, retirement, layoff, and dismissal.
64. **Seniority:** Status secured by length of service (measured in hours in paid status) in regular classified positions to which certain rights are attached. Time accumulated by length of service in a class.
65. **Series:** Classifications closely related in occupational hierarchy identifying varying levels of assignment.
66. **Status:** The condition of an employee's current employment, such as permanent, probationary, provisional, limited-term, restricted or substitute.
67. **Substitute Employee:** An employee occupying a regular position during the authorized absence of the incumbent.
68. **Suspension:** An enforced absence, with or without pay, for disciplinary purposes or pending investigation of charges made against an employee.
69. **Transfer:** An employee-initiated movement of a permanent employee to another position in the same classification (or related classification) on the same range of the salary schedule.
70. **Waiver:** An action to voluntarily forego employment consideration by an eligible on a valid eligibility list after being certified, or declining an offer of employment.
71. **Y-Rate:** A salary step, range, and/or rate placement which is different from that which the employee would otherwise be entitled.

CHAPTER III
COMMISSION ORGANIZATION and BYLAWS

1. **TERMS OF COMMISSIONERS:** The Personnel Commission is composed of three members who must be a registered voters and residents in San Diego County, be known adherents to the principles of the Merit System and not currently employed by the County Superintendent of Schools or a member of governing board of any school district or the county board of education. By law, The term of each Commissioner is for three years and expires at noon, December 1 upon completion of the third year. The term of one Commissioner expires each year.
 - A. One member shall be appointed by the employer, the County Superintendent of Schools. A second member shall be appointed by the classified bargaining unit comprised of the largest number of classified employees. The third member shall be appointed by the first two members.

2. **APPOINTMENT PROCESS;** On or about September 1 of each year, the Executive Secretary to the Personnel Commission shall notify the respective appointing authority of the name of the Commissioner whose term will expire on December 1 and whether or not that Commissioner will accept reappointment.
 - A. When the vacancy is the County Superintendent's appointee, the County Superintendent shall publicly announce by September 30, the name of his/her intended appointee. After thirty days, but within forty-five days of the dated the County Superintendent publicly announced the name of his/her intended appointee, there shall be a public hearing to provide the public the opportunity to express their views to the County Superintendent on the candidate's qualifications. At the close of the public hearing the County Superintendent shall announce his/her decision with respect to the intended appointee.

 - B. When the vacancy is the appointee of the classified employees, the classified employees shall submit the name of their nominee to the County Superintendent in sufficient time for the County Superintendent to place the name on the County Board agenda to report the name of the nominee to the Board and the public. Following the report to the County Board of Education, the County Superintendent shall appoint the nominee to be effective on the dated on which the vacancy occurs.

 - C. When the vacancy is the appointee of the other two members, those two members shall publicly announce by September 30, the name of the person they intend to appoint. If they are unable to agree upon an appointee, the Superintendent of Public Instruction shall be asked to make the appointment.

2. **OFFICERS:** At its first meeting following December 1 of each year, the Commission shall elect one of its members as chairperson and another member as the vice chairperson to serve a term of one year or until their successors are duly elected.

3. **QUORUM AND MAJORITY:** Two members shall constitute a quorum for any regular or special meeting of the Commission. The affirmative vote of two members shall be necessary to make any motion effective.

4. **REGULAR MEETINGS:** Subject to cancellation or proper change, the Commission shall meet regularly at times and places determined by the Commission. When the regular

meeting date falls on a holiday, the commission shall meet on the next succeeding day, unless at a prior regular meeting it designates some other day for its meeting. Meetings shall be held within the boundaries of the County of San Diego.

5. **ADJOURNED REGULAR MEETINGS:** The Commission may adjourn any regular or adjourned meeting to a time and place specified in the order of adjournment. When so adjourned, the adjourned meeting is a regular meeting for all purposes. When an order of adjournment of a regular or adjourned meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour designated for regular meetings.
6. **SPECIAL MEETINGS:** Special meetings may be called at any time by the chairperson and shall be called upon the written request of any two members. Written notice shall be delivered personally or by mail to each member of the Commission. Notice must also be given to each of the following who have filed written requests for such notice: each local newspaper of general circulation, radio or television station, and recognized employee or other organization. Such notice must be delivered personally or by mail at least 24 hours before the time of such meeting as specified in the notice. A copy of the notice shall be posted on the Commission's official bulletin board. The order shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the Commission.
7. **EMERGENCY MEETINGS:** Special meetings in an emergency situation may be called without advance notification. The chairperson shall notify by telephone, newspapers, and radio or television stations one hour prior to the special meeting, unless telephone services are not functioning, in which case they must be notified as soon after the meeting as possible. Minutes of the meeting must be posted for at least ten (10) calendar days in a public place. The Commission may meet in closed session during a special meeting called under these circumstances. Emergency Situation for the purpose of this section shall mean:
 - A. Work stoppage
 - B. Impairment to health or safety
 - C. Crippling disaster as determined by a majority of the Commissioners

8. **PUBLIC MEETINGS:** All regular and special meetings of the Commission shall be open and public, and all persons shall be permitted to attend any meetings of the Commission, except as provided in Section 9 below. This rule shall not be construed as permitting employees to be absent from duty without authorization to attend Commission meetings.
9. **CLOSED SESSIONS:** A closed session is a portion of a meeting from which the public and news media are excluded. Closed sessions are allowed during regular meetings, adjourned regular meetings, special meetings, and adjourned special meetings, but not during emergency meetings.
 - A. All closed session agenda items must have descriptions and be posted seventy-two (72) hours ahead of the meeting.
 - B. Grounds for closed sessions include “personnel matters,” “instructions to designated representatives,” “pending litigation,” and any other item permitted under the provisions of Government Code §54954.5 et. seq.
 - C. Prior to any closed session, the reason for the closed session shall be announced publicly.
 - D. After the closed session, the Commission shall reconvene into public session and announce any action taken.
10. **AGENDA AND POSTING:** The Director, Human Resources, shall prepare an agenda for each meeting of the Commission which shall be delivered to each Commission member and the Superintendent’s designated representative forty-eight (48) hours prior to a regular meeting or twenty-four (24) hours prior to every special meeting. The agenda shall contain a brief, general description of each item of business to be discussed or transacted at the meeting and shall state the time and location of the meeting. Copies of the agenda shall also be distributed to recognized employee organization representatives; the news media requesting, in writing such copies; and shall be posted on the Commission’s official bulletin board at least 72 hours before the meeting.
11. **APPEARANCE BEFORE THE COMMISSION:** Individual employees, employee organizations, and other interested parties may address the Commission on any subject that is within the jurisdiction of the Commission and will be provided reasonable opportunity to present their views.
 - A. No person shall discuss complaints against any employee which have not first been presented in writing to the Personnel Commission, signed by the person(s) making the complaint, and included in the agenda as a matter before the Commission.
 - B. Persons appearing before the Commission shall not be permitted to discuss any motion pending before the Commission except when the Commission consents to such discussion.
12. **COMMUNICATIONS:** Communications and requests directed to the Commission shall be in writing. Individuals or groups who wish to present proposals for action by the Commission shall present them to the office of the Director, Personnel Services, for placement on the Commission agenda within the prescribed timelines as required by law.

13. **MINUTES:** The Director, Human Resources, shall record in the minutes the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission, and the votes of the Commissioners. When requested, a Commissioner's dissent or approval and the reasons shall be recorded. The minutes shall be written and presented for correction and approval at the next regular meeting. The minutes, or a true copy thereof, shall be open to public inspection. Copies of the official minutes shall be distributed to recognized employee organization representatives who have requested them.
14. **BUDGET:** The Director, Human Resources, shall prepare and submit to the Commission a proposed operating budget for the Commission for the ensuing fiscal year. The budget shall be prepared for a public hearing by the Personnel Commission to be held not later than May 30, or other date mutually agreed to by the Commission and the County Superintendent of Schools. The proposed budget shall be considered and adopted in accordance with Education Code provisions.
15. **ANNUAL REPORT:** The Director, Human Resources, shall prepare an annual report of Commission activities for the preceding fiscal year. The Annual Report shall be submitted to the County Superintendent of Schools and to the Board of Education no later than November 1.
16. **COMMISSION EMPLOYEES:** The Commission shall appoint a Personnel Director and staff required to carry out the responsibilities of the Commission. The Director shall act as secretary to the Commission and shall issue and receive all notifications on its behalf; and shall direct and supervise the Commission staff and conduct administrative transactions consistent with the law and necessary to the proper functioning of the office and staff of the Commission. Commission employees shall be considered part of the classified service, and the rules, procedures, benefits, and burdens pertinent to the classified service shall apply to Commission staff except as the Commission may specifically direct.
17. **PAYMENT FOR MEETING ATTENDANCE:** Each Commissioner shall receive ~~payment~~ compensation for ~~not to for~~ each meeting attended in an amount established in the approved annual Commission budget but not to exceed \$50 per meeting and not to exceed \$250 per month. ~~in any one month, including regular, adjourned or special meetings.~~ ~~Payment to members of the commission shall be twenty five dollars (\$25) per meeting, not to exceed two hundred fifty dollars (\$250) per month.~~

TO: Personnel Commission
FROM: Executive Secretary, Personnel Commission
DATE: March 16, 2016

SUBJECT: PERSONNEL COMMISSION PROPOSED 2016-17 BUDGET

ISSUE: Adoption of the 2016-17 Personnel Commission Budget

BACKGROUND: Education Code 45253 and the Personnel Commission Rules and Regulations provide that the Personnel Commission shall prepare and adopt an annual budget for the Commission operations. The budget must be prepared for a public hearing prior to May 30 after which it is forwarded to the Superintendent to be included in the SDCOE budget. The Executive Secretary to the Personnel Commission prepares the preliminary Personnel Commission budget at the same time that the SDCOE Human Resources budget is prepared. The Personnel Commission cannot take action to adopt its budget prior to a public hearing of the budget. Once the date for the public hearing is set, the Executive Secretary to the Personnel Commission will notify the Superintendent of the date, time and location of the public hearing. The attached 2016-17 budget has been developed within the SDCOE guidelines for budget development. It is recommended that the meeting payment for Commissioners be increased to \$50 per meeting from the current rate of \$25 per meeting. A survey of San Diego County merit districts and Class II county offices shows that majority of these districts and county offices pay \$50 per meeting. The current meeting stipend has been \$25 per meeting over 20 years. The consultant line item in the budget will be reduced to accommodate the meeting stipend increase so the change will not negatively impact the overall Commission budget amount.

ACTION REQUIRED:

It is recommended that the public hearing on the proposed 2016-17 Personnel Commission budget be scheduled for the next regular meeting of the Personnel Commission, April 20, 2016.

Respectfully submitted,



Michele Fort-Merrill
Assistant Superintendent
Human Resources
Executive Secretary, Personnel Commission

San Diego County Office of Education
 Personnel Commission
 2015-16 Budget Report
 And
 Proposed 2016-17 Budget
 Meeting Date: March 16, 2016

Object	Description	2015-16 Revised Budget	2016-17 Proposed Budget
1900-000	Other Certificated Salaries	\$ 275	\$ 550
2300-000	Classified Supervisor & Admin Salaries	\$ 176,726	\$ 194,837
2300-101	Classified Sal/Adm - Contracted Expay	\$ 777	\$ -
2300-102	Classified Sal/Adm - Extra Help	\$ 2,800	\$ -
2400-000	Clerical & Office Salaries	\$ 90,051	\$ 88,325
2400-101	Clerical Contracted Expay	\$ 5,083	\$ -
2900-000	Other Classified Salaries	\$ 550	\$ 1,100
3212 thru 3602	Benefits	\$ 127,312	\$ 130,433
4300-000	Other Supplies	\$ 4,458	\$ 4,767
5200-001	Mileage	\$ 100	\$ 100
5200-002	Travel	\$ 2,268	\$ 2,268
5300-000	Dues/Memberships	\$ 9,515	\$ 9,515
5710-203	Interprogram Charge, Graphics	\$ 309	\$ -
5710-211	Interprogram Charge, Office Systems	\$ 250	\$ 250
5800-000	Professional Consultants	\$ 2,296	\$ 4,271
5800-010	Consultants, Non-Instructional	\$ 6,370	\$ 6,370
5800-020	Advertising	\$ 5,000	\$ 5,000
5800-040	Legal Services	\$ 3,892	\$ 3,892
5800-111	Contracted Catering	\$ 1,000	\$ 1,000
	TOTAL =	\$ 438,757	\$ 452,128

SAN DIEGO COUNTY OFFICE OF EDUCATION

PERSONNEL ACTIONS – FEBRUARY 2016

Effective Date	Name	Classification/Section	FTE	Division/Unit	Grade/Step	Action
MANAGEMENT						
N/A						

CLASSIFIED SUPPORT						
2/1/2016	Armando Martinez	Program Data Technician	1.0	Student Services / Migrant Education	52 / 2	Promotional
2/8/2016	Oskar Contreras	Systems Technician II	1.0	Student Services / Early Education	52 / 1	New Employee
2/16/2016	Melissa Williams	Account Clerk III	1.0	Business Services / Dist. Financial Svc.	48 / 4	Promotional
2/16/2016	Silvia Arellano	Payroll Technician	1.0	Business Services / Internal Business	52 / 6	New Employee
2/18/2016	Lucero Diaz-Kennon	Food Services Program Assistant	1.0	JCCS	38 / 1	Promotional
2/22/2016	Ronald Pantaleon	Systems Technician I	1.0	Customer Resource Center	48 / 5	New Employee
2/24/2016	Andrea Lopez	Instructional Aide – Visually Impaired	.5885	Student Service / NCCSE	36 / 1	New Employee

SAN DIEGO COUNTY OFFICE OF EDUCATION

SEPARATION ACTIONS – FEBRUARY 2016						
Effective Date	Name	Classification	Division/Unit	FTE	Grade/Step	Action
MANAGEMENT						
N/A						

SUPPORT STAFF						
02/12/2016	Valentine Okafor	Web Developer/ Programmer II	ITS / Student Application Systems	1.0	60 / 5	Resign
02/19/2016	Trista Baham	Classroom Assistant – Alternative Education	JCCS	.75	34 / 1	Resign
02/19/2016	Thucvi Cao	Human Resources Clerk	Human Resources	1.0	40 / 6	Resign
02/19/2016	Adam Santos	Special Education Classroom Behavior Intervention Aide	Student Services / NCCSE/N. Cty. Academy	.8221	36 / 6	Resign
02/19/2016	Holly Sarno	Account Clerk II	Business Services /	1.0	38 / 5	Separation