

**PERSONNEL COMMISSION
MINUTES**

April 19, 2017
9 a.m.
Room 508

6401 Linda Vista Road, San Diego, California 92111

I. CALL TO ORDER

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

II. ROLL CALL

Members Present:

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

Members Absent:

None

Present:

HR Staff: Bill Dowler, Jessica Glover, Adam Nieves
COMET: Cindy Dunlevy
Other Staff: Art Revueltas

Executive Secretary: Chris Reising (substitute)

Recording Secretary: Maritess Pantaleon

III. APPROVAL OF PROPOSED AGENDA

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

IV. APPROVAL OF MINUTES

IV.A. Regular Meeting – March 15, 2017

MSC (Rothman/Beall) to approve the March 15, 2017 agenda as presented.

V. PUBLIC COMMENT

NONE

VI. RATIFICATION OF ACTIONS BY DIRECTOR

NONE

VII. CLASSIFICATIONS

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

A. New Classifications

1. None

B. Classification of New Positions

1. None

C. Reclassification of Existing Position

1. Classroom Assistant-Alternative Education

The recommendation is to reclassify one (1) vacant Classroom Assistant-Alternative Education, classified support staff salary grade 34 (position #30000228) to one (1) English Language Development Assistant, classified support salary grade 34.

MSC (Rothman/Beall) to approve the reclassification recommendations as presented.

D. Class Description Updates

1. Case Manager, Mental Health Services

The recommendation is to update the class description as presented.

MSC (Beall/Rothman) to approve the class description updates

VIII. OTHER ACTION ITEMS

A. Public Hearing and Adoption of the 2017-18 Personnel Commission Budget

Commissioner Huskey opened the public hearing at 9:04 a.m. No public comments were presented. There was brief discussion regarding the various object lines. Public hearing was closed at 9:16 a.m.

MSC (Beall/Rothman) to adopt the 2017-18 Personnel Commission budget as presented.

IX. POSITION ANNOUNCEMENTS - NO ACTION

A. Job Bulletins – presented as information only.

<u>Position</u>	<u>Posting</u>
1. Account Clerk II	Open
2. Accounting/Procurement Systems Analyst	Open
3. Case Manager, Mental Health Services	Open
4. Project Specialist, ASSETS (repost)	Open
5. Special Education Classroom Behavior Intervention Aide	Open

X. APPROVAL OF ELIGIBILITY LISTS

Classification/Established Date:

1. Account Clerk III, 3/8/2017
2. Classroom Assistant-Alternative Education, 3/24/2017
3. Distribution Clerk II, 4/13/2017
4. English Language Development Assistant, 3/24/2017
5. Functional System Analyst – Finance, 3/21/2017
6. Instructional Aide-Visually Impaired, 3/28/2017
7. Lead Payroll Technician, Merged
8. Project Specialist, ASSETS, 3/16/2017
9. Small School District Business Specialist, 4/6/2017
10. Systems Administration Analyst, 3/20/2017
11. Systems Analyst, 3/30/2017

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

XI. INFORMATION ITEMS - NO ACTION

A. Personnel Reports

The March 2017 report for classified personnel and separation actions was presented as information only.

B. Salary Allocation Review – Group II

Per the CSEA collective bargaining agreement, HR staff conducted a job family review of salary allocations between the San Diego County Office of Education, select local school

districts and comparable COEs within our region. This year Group II – Instructional Program Support and Library with 40 job classes was analyzed. Bill Dowler presented the information to the Commissioners as outlined on the attached report.

XII. COMMUNICATIONS

A. WRIPAC – Job Analysis Training

Jessica Glover and Adam Nieves participated in this training series.

XIII. EXECUTIVE SECRETARY'S REPORT

Chris Reising shared that the Interim Superintendent recently reorganized the Human Resources department. Also noted was that the County Superintendent recruitment was moving along as planned. There may be a possibility that a County Superintendent is named as early as the May Board meeting.

XIV. DATE OF NEXT MEETING

A. Regular Meeting – May 17, 2017, 9 a.m., Room 508

XV. ADJOURNMENT

The meeting was adjourned at 9:41 a.m. by Commissioner Huskey.

APPROVED BY PERSONNEL COMMISSION

Name: Chuck Huskey Date: May 17, 2017
Chuck Huskey, Chair