

**PERSONNEL COMMISSION
MINUTES**

October 18, 2017
9 a.m.
Room 508

6401 Linda Vista Road, San Diego, California 92111
And remotely via teleconference from
2249 Poipu Road, Koloa, Kauai, 96756

I. CALL TO ORDER

The meeting was called to order at 9:01 a.m. by Commissioner Huskey.

It was announced that Commissioner Beall was connected via teleconference from a location in Hawaii (address noted above) and that all votes would be taken by rollcall.

II. ROLL CALL

Members Present:

Mary Beall, Chair, Commissioner (participating via teleconference)
Chuck Huskey, Commissioner, Chair
Miriam Rothman, Commissioner

Members Absent:

None

Present:

HR Staff: Jessica Glover
COMET: Cindy Dunlevy
CSEA: Mike Reese

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

A. Regular Meeting – Sept. 22, 2017

MSC (Beall/Rothman) to approve the Sept. 22, 2017 minutes as presented.

V. PUBLIC COMMENT

Commissioner Huskey inquired if there was any public comment from the Hawaii location and Commissioner Beall stated that there was no public comment.

There were no public comments from the San Diego location.

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. New Classification

1. Human Resources Data Specialist, M38

Chris Reising recommended that the Personnel Commission approve the establishment of a new classification of Human Resources Data Specialist allocated to the Classified Management Salary Schedule at a grade M38.

B. Reclassification/Reallocation of Existing Positions

1. Human Resources Specialist

Chris Reising recommended that the Personnel Commission approve the reclassification of one (1) Human Resources Specialist, Grade M38 (position 10995253) to one (1) newly established Human Resources Data Specialist, Grade M38.

Note: Agenda items VI.A.1. and VI.B.1 were taken together under one motion as follows:

MSC (Beall/Rothman) to approve the establishment of the new classification as presented and the reclassification recommendation as presented.

2. Mental Health Case Worker

Personnel Commission staff recommended that the Personnel Commission approve the reclassification of position 30001557 from Occupational Therapist, Grade 67 to Mental Health Case Worker, Grade 52.

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

VII. CLASSIFICATIONS

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

A. New Classifications

1. Program Specialist, Work-Based Learning

Personnel Commission staff recommended that the Personnel Commission approve the establishment of the new classification of Program Specialist, Work-based Learning, allocated to grade 40 of the Classified Management Salary Schedule.

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

B. Classification of New Positions

1. Project Specialist, Human Resources

Personnel Commission staff recommended that the Personnel Commission approve the classification of one (1) new position as Project Specialist, Human Resources allocated to grade 35 of the Classified Management Salary Schedule.

MSC (Rothman/Beall) to approve one new position as recommended.

C. Reclassification of Existing Position

1. Project Specialist, Work-Based Learning

Personnel Commission staff recommended that the Personnel Commission approve the reclassification of one (1) Project Specialist, Work-Based Learning, classified management Grade M35 (position 30001530) to one (1) Program Specialist, Work-Based Learning, Grade M40.

Personnel Commission staff also recommended that the classification of Project Specialist, Work-Based Learning be abolished, effective Oct. 18, 2018.

MSC (Beall/Rothman) to approve the reclassification and classification abolishment as presented.

D. Class Description Updates

1. Enterprise Business System (EBS) Functional Expert – Payroll

Personnel Commission staff recommended an update to the EBS Functional Expert-Payroll class description as presented.

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

VIII. OTHER ACTIONS ITEMS

A. None

IX. POSITION ANNOUNCEMENTS - NO ACTION

Job bulletins are presented as information only.

Position Title/Posting

1. Consultant – Business Advisory Services – Open
2. Enterprise Business System Functional Expert – Payroll – Open
3. Human Resources Data Specialist – Open
4. Human Resources Data Specialist (repost) – Open
5. Loss Control Analyst – Open
6. Program Secretary – Open
7. School Office Assistant – Open
8. Senior Manager, Property and Liability Program – Open
9. Special Education Classroom Behavior Intervention Aide – Open
10. Supervisor II, Cybersecurity Services – Open
11. Systems Analyst – Open

X. APPROVAL OF ELIGIBILITY LISTS

Executive Director of Human Resources recommended that the Personnel Commission ratify and approve the promulgation of the following eligibility lists for the periods indicated below as outlined in the Merit Systems Rules and Regulations, Chapter V, Section 2 and 3.

Classification and Date Established:

1. Classroom Assistant, 9/19/2017
2. Functional Systems Analyst-Finance, 10/02/2017
3. Instructional Technology Specialist, 10/02/2017
4. Web Developer-Programmer, 9/19/2017

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

XI. INFORMATION ITEMS - NO ACTION

A. Personnel Reports

The September 2017 reports for classified personnel and separation actions was presented as information only.

B. Classification Study Update – Administrative Assistant Series

Chris Reising provided a brief update on the study.

- C. **CSEA Chapter 568 Reappointment of Personnel Commissioner, Chuck Huskey for three-year term, Dec. 1, 2017 to Dec. 1, 2020.**
The San Diego County Board of Education accepted the information at their Oct. 11, 2017 meeting.

XII. COMMUNICATIONS

- A. **ACSA Personnel Administrators Academy Update**

XIII. EXECUTIVE SECRETARY'S REPORT

Chris Reising shared that the County Office is offering a retirement incentive for all employee groups. Additionally, the County Office has a new solar power system being installed in the parking lots. This project is a big step toward our goal of creating as much energy as we consume, saving money, and helping to preserve natural resources. Parking will be significantly impacted over the next few months.

XIV. DATE OF NEXT MEETING

- A. **Regular Meeting – Nov. 15, 9 a.m., Room 508**

XV. ADJOURNMENT

Commissioner Huskey adjourned the meeting at 9:40 a.m.

APPROVED BY PERSONNEL COMMISSION

Name: *Chuck Huskey* Date: *Nov. 15, 2017*
Chuck Huskey, Chair