

**PERSONNEL COMMISSION
MINUTES**

December 13, 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:

Chuck Huskey, Commissioner, Chair
Miriam Rothman, Commissioner

Members Absent:

Mary Beall, Commissioner

Present:

HR Staff: Jessica Glover, Bill Dowler
COMET: Cindy Dunlevy
CSEA: Keith Hildreth

Executive Secretary: Chris Reising (substitute)

Recording Secretary: Maritess Pantaleon

III. APPROVAL OF PROPOSED AGENDA

Due to the unexpected absence of Commissioner Beall, Chris Reising requested that discussion and action regarding the following agenda items be postponed to the next regular meeting on Jan. 17, 2018:

VII.E.1 Classification Review Window Period – Administrative Assistant Series Study Results
VIII.A. Election of Personnel Commission Officers

MSC (Rothman/Huskey) to approve the agenda, with the amendment to postpone items VII.E.1 and VIII.A.

IV. APPROVAL OF MINUTES

A. Regular Meeting – Nov. 15, 2017

MSC (Beall/Rothman) to approve the Nov. 15, 2017 minutes as presented.

V. PUBLIC COMMENT

There were two public comments:

John Baird, California School Personnel Commissioners Association
Edmundo Garcia, CSEA Chapter 568, Labor Representative

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. None

VII. CLASSIFICATIONS

Personnel Commission 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. Credentials/Human Resources Technician

Personnel Commission staff recommended that the Personnel Commission approve the following:

- Reclassification of one (1) Credentials/HR Technician, position 10997136, classified support grade 52 to Credentials Technician, classified support grade 48.
- Abolish the classification of Credentials/Human Resources Technician
- Update the job description of Credentials Technician

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

D. Class Description Updates

Personnel Commission staff recommend that the Personnel Commission approve updates to the following class descriptions:

1. Fleet Services Supervisor
2. Instructional Television (iTV) Production Supervisor

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

E. Classification Review Window Period

1. Administrative Assistant Series Study Results – item postponed to next regular meeting

VIII. OTHER ACTIONS ITEMS

- A. Election of Personnel Commission Officers for 2018 – item postponed to next regular meeting

IX. POSITION ANNOUNCEMENTS - NO ACTION

Job bulletins are presented as information only.

<u>Position Title</u>	<u>Posting</u>
1. Camp Maintenance Worker II	Promotional
2. Coordinator, Momentum Learning	Open
3. Enterprise Business System Functional Expert, Payroll	Open
4. Food Service Worker	Open
5. School Administrative Assistant II	Open
6. Senior Program Business Specialist	Open
7. Student Attendant	Open
8. Supervisor II, Customer Resource Center	Open
9. Supervisor II, Cybersecurity Services	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. Camp Maintenance Worker II, 11/27/2017
2. Human Resources Data Specialist, 11/21/2017
3. Occupational Therapist, 11/27/2017
4. Program Secretary, Merged
5. Systems Analyst, 11/13/2017

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

XI. INFORMATION ITEMS - NO ACTION

A. Personnel Reports

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

XII. COMMUNICATIONS

A. SDCOE Office Closure – Dec. 25, 2017 to Jan. 2, 2018

B. ACSA Personnel Academy

XIII. EXECUTIVE SECRETARY'S REPORT

Chris Reising shared that we have Personnel Commission staff attending the CSPCA conference. We are actively strategizing and streamlining processes with recruitments, especially for the next wave of retirees over the next several months. There is a new California law that will be in effect January 2018 that limits employers from asking for salary history. We will certainly need to review our Merit Rules and Regulations and will bring forth amendments.

XIV. DATE OF NEXT MEETING

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

XV. ADJOURNMENT

Commissioner Huskey adjourned the meeting at 9:30 a.m.

APPROVED BY PERSONNEL COMMISSION

Name: Chuck Huskey Date: Jan. 31, 2018
Chuck Huskey, Chair