

**PERSONNEL COMMISSION
MINUTES**

Regular Meeting
February 21, 2018
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 Rothman.

II. ROLL CALL

Members Present:

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

Members Absent:

None

Present:

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

Executive Secretary: Chris Reising (substitute)

Recording Secretary: Maritess Pantaleon

III. APPROVAL OF PROPOSED AGENDA

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

IV. APPROVAL OF MINUTES

A. Regular Meeting – January 31, 2018, 9 a.m., Room 508

MSC (Huskey/Beall) to approve the Jan. 31, 2018 minutes as presented.

V. PUBLIC COMMENT

A. One comment card addressing agenda item VII.A. Employee Appeal. Commissioners deferred comments during consideration of the agenda item.

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. Systems Technician II

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

1. Classify one (1) new position as Systems Technician II, Grade 52

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

C. Reclassification of Existing Position

1. None

D. Class Description Updates

1. None

E. 2017 Classification Window Period (Administrative Assistant Series)

The final report of recommendations resulting from the 2017 Classification Window Period was presented for the Personnel Commission's approval for the following actions:

1. Establish new classifications:
 - Executive Assistant I, allocated to Classified Support, Grade 56
 - Executive Assistant I, Human Resources, allocated to Confidential Support, Grade 56
 - Executive Assistant II, allocated to Confidential Support, Grade 58
 - Executive Assistant III, allocated to Confidential Support, Grade 62
2. Reallocate Administrative Assistant III salary grade from 50 to 52 of the classified support salary schedule.
3. Abolish existing job classes:
 - Administrative Assistant IV
 - Administrative Assistant IV, Human Resources
 - Maintenance and Operations Supplies and Services Clerk
4. Update class descriptions:
 - Administrative Assistant I
 - Administrative Assistant II
 - Administrative Assistant III
5. Reclassify positions and incumbents according to the attached table.

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

VIII. OTHER ACTIONS ITEMS

A. Employee Appeal to the Personnel Commission

At the January 31, 2018 regular meeting, the Personnel Commissioners approved a motion to review an employee appeal regarding an application at the Feb.21, 2018 meeting.

In compliance with the Merit System Rules and Regulations, Chapter IV, item 12.B, the Commission shall review the evidence related to the appeal and shall render a decision. The decision shall be transmitted in writing to all concerned and shall be final.

Public comment was taken at this time. Commissioners deliberated and rendered a decision to deny the appeal.

MSC (Huskey/Beall) to deny the employee appeal and uphold the original decision relating to the application.

IX. POSITION ANNOUNCEMENTS - NO ACTION

Job bulletins are presented as information only.

1. Senior Director, Charter Schools – Open/Promotional
2. Student Information and Data 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/Established Date:

- Camp Maintenance Worker, 22/14/2018
- Custodian, 1/30/2018
- Data Specialist, HRIS, 2/7/2018
- iTV Production Supervisor, 1/25/2018
- Manager, Payroll Services, 2/5/2018
- Program Secretary, 1/23/2018
- School Administrative Assistant II, 2/6/2018
- Student Information and Data Systems Analyst, 1/22/2018

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

XI. INFORMATION ITEMS - NO ACTION

A. Personnel Reports

The January 2018 report for classified personnel and separation actions was presented as information only.

XII. COMMUNICATIONS

A. CSPCA Conference Update

B. ACSA Academy Update

XIII. EXECUTIVE SECRETARY'S REPORT

Chris Reising shared that SDCOE is building capacity with the new classifications of Chief Innovation Officer and Senior Director, Charter Schools. HR has strategic planning for rigorous recruitment plans.

XIV. DATE OF NEXT MEETING

- A. Regular Meeting – March 21, 2018, 9 a.m., room 508
- B. Mary Beall requested to reschedule the April 18 regular meeting to April 27 at 9 a.m.
MSC (Huskey/Beall) approved the meeting date change.

XV. ADJOURNMENT

Commissioner Rothman adjourned the meeting at 9:34 a.m.

APPROVED BY PERSONNEL COMMISSION

Name: *Miriam Rothman* Date: *3-21-18*
Miriam Rothman, Chair