

**PERSONNEL COMMISSION
MINUTES**

Regular Meeting
April 27, 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 9:03 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: Bill Dowler, Jessica Glover, Corey Nabonne
COMET: Cindy Dunlevy
CSEA: Mike Reese

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 – March 21, 2018, 9 a.m., Room 508

MSC (Huskey/Beall) to approve the March 21, 2018 minutes as presented.

V. PUBLIC COMMENT

A. None

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. Reclassification of Existing Position

1. School Administrative Assistant II

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

- A. Approve the reclassification of a vacant position #10998509 from School Administrative Assistant II (Classified Support Grade 48) to School Office Assistant (Classified Support Grade 40)

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

B. Classification of New Position

1. Account Clerk III

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

- A. Approve the classification of three (3) new positions as Account Clerk III (Classified Support Grade 48)

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

C. Class Description Update

1. Human Resources Technician II

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

- A. Approve the changes to the classification description of Human Resources Technician II as presented.

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

2. Foster Youth and Homeless Education Services Educational Liaison I

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

- A. Approve the changes to the classification description of FYHES Educational Liaison I as presented.

MSC (Beall/Huskey) to approve the class description update 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. None

B. Classification of New Positions

1. Instructional Aide-DHH

The Human Resources staff recommends that the Personnel Commission approve the following:

- A. Approve the classification of one (1) new position as Instructional Aide-DHH (Classified Support Grade 36)

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

2. Youth Development Assistant

The Human Resources staff recommends that the Personnel Commission approve the following:

- A. Approve the classification of one (1) new position as Youth Development Assistant (Classified Support Grade 50)

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

3. Occupational Therapist

The Human Resources staff recommends that the Personnel Commission approve the following:

- A. Approve the classification of two (2) new positions as Occupational Therapist (Classified Support Grade 67)

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

C. Reclassification of Existing Position

1. Data Center Operations Supervisor

The Executive Director, Human Resources recommends that Personnel Commission approve the following:

- A. Effective July 1, 2018, reclassify vacant position #10997121 from Data Center Operations Supervisor (Classified Support Grade 59) to System Administration Analyst (Classified Support Grade 58)

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

2. Program Secretary

The Executive Director, Human Resources recommends that Personnel Commission approve the following:

- A. Effective July 1, 2018, reclassify vacant position #30000073 from Program Secretary (Classified Support Grade 41) to School Office Assistant (Classified Support Grade 40).

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

3. Student Support Specialist

The Executive Director, Human Resources recommends that Personnel Commission approve the following:

- A. Effective July 1, 2018, reclassify vacant position #10998116 from Student Support Specialist (Classified Support Grade 40) to School Office Assistant (Classified Support 40).

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

D. Class Description Updates

The Human Resources staff recommends that the Personnel Commission approve the following:

1. Fiscal Technician

Approve the changes to the classification description for Fiscal Technician as presented.

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

VIII. OTHER ACTIONS ITEMS

A. Public Hearing and Adoption of the 2018-19 Personnel Commission Budget

The Personnel Commission Chair opened the public hearing at 9:27 a.m. in which there were no public comments and public hearing was closed. There was brief discussion regarding the budget allocations as outlined in the budget report.

MSC (Huskey/Beall) to adopt the 2018-19 Personnel Commission budget as presented.

IX. POSITION ANNOUNCEMENTS - NO ACTION

Job bulletins are presented as information only.

1. Account Clerk III - Open
2. Administrative Assistant III - Open/Promotional
3. Data Center Operations Supervisor - Open
4. EBS Functional Expert – Human Resources - Open
5. Executive Assistant I - Promotional
6. Executive Director, Risk Management - Open
7. Fiscal Technician - Open
8. Foster Youth and Homeless Education Services Educational Liaison I - Open
9. Human Resources Technician II - Open/Promotional
10. Instructional Aide – Vision Impaired - Open
11. Instructional Technology Specialist - Open
12. Maintenance and Operations Supervisor - Open/Promotional
13. Occupational Therapist - Open
14. Outdoor Education Program Assistant - Open
15. Senior Program Business Specialist - Open-Promotional
16. Systems Technician II - 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:

1. Administrative Assistant III, 3/28/2018
2. EBS Functional Expert - Human Resources, 4/17/2018
3. Executive Director, Educational Business Systems, 3/22/2018
4. Instructional Aide-Visually Impaired, 4/18/2018
5. Interpreter I-Deaf and Hard of Hearing, 4/3/2018
6. Program Secretary, Merged Dates
7. Program Secretary, Merged Dates (updated)
8. Retirement Technician, 4/11/2018
9. Supervisor II, Cybersecurity, 3/23/2018

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

XI. INFORMATION ITEMS - NO ACTION

A. Personnel Reports

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

XII. COMMUNICATIONS

A. New Classified Employee of the Month Program

The SDCOE Classified Employee of the Month program provides an opportunity to honor classified employees whose professional excellence and work ethic inspire others. The award

celebrates one classified professional each month, recognizing the ways they go above and beyond in their service to students, districts, colleagues, and community. Any staff member, certificated or classified, may nominate one or more classified employees each month based on an eligibility criteria. The award committee will select one honoree each month. The nominator(s) of the winner will be invited to join the CSEA president and the superintendent to present the award at the monthly Board of Education meeting.

XIII. EXECUTIVE SECRETARY'S REPORT

Chris Reising shared:

- Education Business Systems (formerly known as MITI), new Executive Director is Mark Zecca.
- The Classification Review Window Period recommendations are being finalized and will be presented by the June PC meeting.
- A comprehensive countywide salary survey was completed including reports for certificated (teachers), management, and classified support staff.
- The ACSA Personnel Academy was successfully completed.
- External firms are conducting or have completed recruitment for the following senior management positions:
 - Assistant Superintendent, Learning and Leadership Services – Hired
 - Assistant Superintendent, Student Services & Programs – Job posted
 - Assistant Superintendent, Human Resources – Interviews
 - Assistant Superintendent/Chief Innovation Officer – Hired, Patrick Gittisriboongul

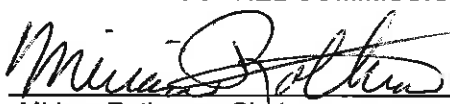
XIV. DATE OF NEXT MEETING

- A. Regular Meeting –May 16, 2018, 9 a.m., room 508

XV. ADJOURNMENT

Commissioner Rothman adjourned the meeting at 9:43 a.m.

APPROVED BY PERSONNEL COMMISSION

Name:  Date: 5-16-18
Miriam Rothman, Chair