

**PERSONNEL COMMISSION
MINUTES**

Regular Meeting
July 18, 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: Bill Dowler, Jessica Glover, Corey Nabonne, Dr. Olivier Wong Ah Sun
COMET: Cindy Dunlevy
CSEA: Lorraine Hamann

Executive Secretary: Chris Reising (substitute)

Recording Secretary: Maritess Pantaleon

III. APPROVAL OF PROPOSED AGENDA

MSC (Beall/Huskey) to approve the July 18, 2018 agenda as presented.

IV. APPROVAL OF MINUTES

A. Regular Meeting – June 20, 2018, 9 a.m., Room 508

MSC (Beall/Huskey) to approve the June 20, 2018 minutes as presented.

V. PUBLIC COMMENT

A. None

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. Reclassification of Existing Position

1. Payroll Services Technician

The Personnel Commission staff recommends that the Personnel Commission approve the amended classification analysis report and actions taken at the June 20, 2018 meeting as follows:

- A. Effective June 20, 2018, approve the changes to the classification description for Payroll Audit Technician as presented.

- B. Effective June 20, 2018, reclassify **Position #10997541 and Position #10998548**, along with the incumbents, from Payroll Audit Technician to Payroll Services Technician at Grade 052 of the Classified Support Salary Schedule.

MSC (Huskey/Beall) to approve the recommendations 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. **None**

C. Reclassification of Existing Position

1. Senior Systems and Programming Analyst

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

Reclassify vacant Position #10997713 from Senior Systems and Programming Analyst (Classified Support Grade 71) to Web Developer/Programmer (Classified Support Grade 60), effective July 1, 2018.

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

2. Account Clerk II

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

Reclassify one (1) position #10998556 from Account Clerk II (Classified Support Grade 42) to Account Clerk III (Classified Support Grade 48), effective July 18, 2018

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

3. School Administrative Assistant II

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

Reclassify vacant Position #10998510 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.

4. Foster Youth and Homeless Education Services Program Aide

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

Reclassify vacant position #10998498 from Foster Youth and Homeless Education Services Program Aide (Classified Support Grade 42) to Program Clerk (Classified Support Grade 44), effective July 1, 2018.

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

D. Class Description Updates

1. Fingerprint Clerk

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

Effective July 18, 2018, approve the changes to the classification description for Fingerprint Clerk as presented

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

VIII. OTHER ACTIONS ITEMS

A. None

IX. POSITION ANNOUNCEMENTS - NO ACTION

Job bulletins are presented as information only.

- A. Account Clerk II - Open
- B. Administrative Assistant II - Open-Promo
- C. Application Architect - Open
- D. Assistant Superintendent, Integrated Technology Services - Open
- E. Budget Technician - Open
- F. Communications Specialist - Promotional Only
- G. Executive Director, Internal Business Services - Open
- H. Instructional Aide-DHH - Open
- I. Interpreter I–DHH - Open
- J. Legal Analyst - Open
- K. Legal Analyst/Investigator - Open
- L. PASS Community Aide I - Open
- M. Student Support Specialist - Open
- N. Systems Technician II - Open
- O. Youth Development Assistant – Open

X. APPROVAL OF ELIGIBILITY LISTS

The Executive Director recommends 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/Date Established:

- 1. Claims Investigator, 6/21/2018
- 2. Communications Specialist, 7/13/2018
- 3. Cybersecurity Analyst, 6/15/2018
- 4. Functional Systems Analyst-Human Resources, 6/14/2018
- 5. Health Services Technician, 6/13/2018
- 6. Human Resources Technician I, 6/25/2018
- 7. Manager, Grants, 7/12/2018

8. PASS Community Aide I, 7/5/2018
9. Project Specialist, Outdoor/Environmental Education, 6/21/2018
10. Public Access TB Program and Operations Technician, 7/12/2018
11. Supervisor I, JCCS Student Data and Achievement, 6/20/2018

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

XI. INFORMATION ITEMS - NO ACTION

A. Personnel Reports

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

XII. COMMUNICATIONS

A. New SDCOE Mission and Logo

XIII. EXECUTIVE SECRETARY'S REPORT

Chris Reising shared:

- Vacancy for Assistant Superintendent, Integrated Technology Services position
- Additional human resources staff will participate in the 2019 Merit Academy
- CSEA collective bargaining agreement tentative agreement was ratified.

XIV. DATE OF NEXT MEETING

- A. Regular Meeting – Sept. 12, 2018, 9 a.m., room 508

XV. ADJOURNMENT

Commissioner Rothman adjourned the meeting at 9:19 a.m.

APPROVED BY PERSONNEL COMMISSION

Name:  Date: 9-12-18
Miriam Rothman, Chair