

**PERSONNEL COMMISSION**

**MINUTES**

Regular Meeting

Jan. 16, 2019

9 a.m.

Room 508 at 6401 Linda Vista Road, San Diego, CA 92111

**I. CALL TO ORDER**

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

**II. ROLL CALL**

Members Present:

Jim Esterbrooks, Commissioner

Chuck Huskey, Commissioner, Chair

Miriam Rothman, Commissioner, Vice-Chair

Members Absent:

None

Present:

HR Staff: Bill Dowler, Corey Nabonne, Dr. Olivier Wong Ah Sun

COMET: Cindy Dunlevy

CSEA: Keith Hildreth, Lorraine Hamann

Executive Secretary: Chris Reising (Interim)

Recording Secretary: Maritess Pantaleon

**III. APPROVAL OF PROPOSED AGENDA**

*MSC (Esterbrooks/Rothman) to approve the agenda for Jan. 16, 2019 as presented.*

**IV. APPROVAL OF MINUTES**

**A. Regular Meeting – Dec. 19, 2018, 9 a.m., room 508**

*MSC (Esterbrooks/Rothman) to approve the Dec. 19, 2018 minutes as presented.*

**V. PUBLIC COMMENT**

**A. None**

**VI. RATIFICATION OF ACTIONS BY DIRECTOR**

**A. None**

**VII. CLASSIFICATIONS**

**A. New Classifications**

**1. None**

**B. Classifications of New Positions**

**1. None**

**C. Reclassification of Existing Position**

**1. None**

**D. Class Description**

**1. Consultant, Business Advisory Services**

Human Resource staff recommends that the Personnel Commission approve the changes to the classification description from Consultant, Business Advisory Services to Business Advisor, as presented.

*MSC (Rothman/Esterbrooks) to approve the recommendation as presented.*

**VIII. OTHER ACTION ITEMS**

**A. None**

**IX. POSITION ANNOUNCEMENTS – NO ACTION**

Job bulletins are presented as information only.

1. Classroom Assistant – Alternative Education, Open
2. English Language Development Assistant, Open
3. School Facilities Planning Analyst, Open
4. Webmaster-Developer/Programmer, Open

**X. APPROVAL OF ELIGIBILITY LISTS**

All eligibility lists shall be certified by the Commission at the first reasonable opportunity. The Personnel Director-Personnel Commission may submit eligibility lists for approval by the Commission subsequent to certification from the list. Appointments may be made from available eligibles pending final decision on the protest and/or appeal and shall not be changed even though the outcome is in the appellant's favor, unless the Commission has ordered it otherwise.

Personnel Commission staff 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/Established Date:

1. Retirement Technician, 12/19/2018
2. Student Information Systems Technician, 12/17/2018

**XI. INFORMATION ITEMS – NO ACTION**

**A. Personnel Commission Mid-Year Budget Update**

For informational purposes only.

**B. Personnel Report – December 2018**

For informational purposes only.

**XII. COMMUNICATIONS**

**A. Merit Academy – Day 1 Follow-up**

**B. CSPCA Conference, Feb. 7-9, 2019, Anaheim, CA**

**XIII. EXECUTIVE SECRETARY'S REPORT**

Refer to communications announcements.

**XIV. DATE OF NEXT MEETING**

**A. Regular Meeting – Feb. 13, 2019, 9 a.m., Room 508**

**B. Request to Amend Meeting Schedule**

Commissioner Rothman requested to change the regular meeting date of May 15 to May 29, 2019 at 9 a.m.

*MSC (Rothman/Esterbrooks) approved the date change as discussed.*

**XV. ADJOURNMENT**

Commissioner Rothman adjourned the meeting at 9:15 a.m.

**APPROVED BY PERSONNEL COMMISSION**

Name: Chuck Huskey  
Chuck Huskey, Chair

Date: Feb. 13, 2019