

**PERSONNEL COMMISSION**

**MINUTES**

Regular Meeting

Feb. 13, 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, Jessica Glover, Corey Nabonne, Dr. Olivier Wong Ah Sun

COMET: Sal Gumina

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 Feb. 13, 2019 as presented.*

**IV. APPROVAL OF MINUTES**

**A. Regular Meeting – Jan. 16, 2019, 9 a.m., room 508**

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

**V. PUBLIC COMMENT**

**A. None**

**VI. RATIFICATION OF ACTIONS BY DIRECTOR**

**A. None**

**VII. CLASSIFICATIONS**

**A. New Classifications**

**1. Administrative Assistant III – Confidential**

Human Resources staff recommends that the Personnel Commission approve the following, effective February 13, 2019:

1. Establish the classification of Administrative Assistant III - Confidential, allocated to Grade 52 of the Confidential Support Salary Schedule.
2. Reclassify position 10998025 from Administrative Assistant III to Administrative Assistant III– Confidential in the Human Resources Services Division.

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

**2. Coordinator, Foster Youth and Homeless Education**

Human Resources staff recommends that the Personnel Commission approve the following, effective February 13, 2019:

1. Establish the classification of Coordinator, Foster Youth and Homeless Education, allocated to Grade 45 of the Classified Management Salary Schedule.
2. Reclassify position 10995238 from Director, Foster Youth and Homeless Education Services (Classified Management Salary Grade 50) to Coordinator, Foster Youth and Homeless Education Services in the Student Services & Programs Division.
3. Classify one new position as Coordinator, Foster Youth and Homeless Education Services, allocated to Grade 45 of the Classified Management Salary Schedule.

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

**B. Classifications of New Positions**

**1. None**

**C. Reclassification of Existing Position**

**1. Administrative Assistant II**

Human Resources staff recommends that the Personnel Commission approve the following, effective February 13, 2019:

1. Reclassify vacant position number 10998335 from Administrative Clerk to Administrative Assistant II, allocated to Grade 48 of the Classified Support Salary Schedule.

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

**D. Class Description Update**

**1. Youth Development Assistant**

Human Resource staff recommends that the Personnel Commission approve the changes to the classification description for Youth Development Assistant as presented.

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

**VIII. OTHER ACTION ITEMS**

**A. None**

**IX. POSITION ANNOUCEMENTS – NO ACTION**

Job bulletins are presented as information only.

1. Account Clerk III - 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. Administrative Assistant I, 1/16/2019 (Merged)
2. Classroom Assistant - Alternative Education, 1/24/2019
3. English Language Development Assistant, 1/22/2019
4. Property and Liability Technician, 2/4/2019
5. Senior Director, Media and Communication Services, 1/16/2019
6. Student Support Specialist, 1/23/2019 (Merged)
7. Supervisor III, Retirement Reporting, 1/24/2019

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

**XI. INFORMATION ITEMS – NO ACTION**

**A. Personnel Report – January 2019**

For informational purposes only.

**XII. COMMUNICATIONS**

**XIII. EXECUTIVE SECRETARY'S REPORT**

Mr. Reising shared the following:

The 2019 Classification Review Window period was open from Feb. 1 to March 1. It is anticipated that the PC will receive the report in late Spring. He noted that the Systems Analyst salary allocation study will also be included during the window period.

We had two PC staff members attend the CSPCA conference of which they reported positive feedback.

Jessica Glover presented an EDGE Interview Skills Workshop, with assistance from Lauren Brookshire and Heatherlyn Lopez. Participants completed a survey afterwards and 100% feedback included "relevant information," "meets my needs," and "presenter was knowledgeable."

In building our capacity for PC staff, Jessica Glover is participating in the Leading EDGE Certification course, which focuses on online/blended learning.

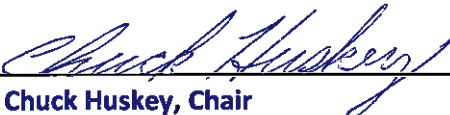
**XIV. DATE OF NEXT MEETING**

**A. Regular Meeting – March 20, 2019, 9 a.m., Room 508**

**XV. ADJOURNMENT**

Commissioner Huskey adjourned the meeting at 9:18 a.m.

**APPROVED BY PERSONNEL COMMISSION**

Name:   
Chuck Huskey, Chair

Date: Mar. 20, 2019