

PERSONNEL COMMISSION

MINUTES

Regular Meeting

March 20, 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, Elva Uribe

COMET: Sal Gumina

CSEA: Edmundo Garcia, Lorraine Hamann

Executive Secretary: Chris Reising (Interim)

Recording Secretary: Maritess Pantaleon

III. APPROVAL OF PROPOSED AGENDA

Chris Reising requested to pull agenda item VII.C., Computer Operator.

MSC (Esterbrooks/Rothman) to approve the amended agenda for March 20, 2019 as presented.

IV. APPROVAL OF MINUTES

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

MSC (Rothman/Esterbrooks) to approve the Feb. 13, 2019 minutes as presented.

V. PUBLIC COMMENT

A. None

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. Classification of New Position

1. Coordinator, Foster Youth and Homeless Education Services

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

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

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

VII. CLASSIFICATIONS

A. New Classifications

1. ServiceNow Developer, Grade 71

Human Resources staff recommends that the Personnel Commission approve the following, effective March 20, 2019:

1. Establish the classification of ServiceNow Developer, allocated to Grade 71 of the Classified Support Salary Schedule.
2. Classify one (1) position as ServiceNow Developer, in the Software Application Services Unit of the Integrated Technology Services Division

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

2. Director, Business Advisory Services, Grade M50

Human Resources staff recommends that the Personnel Commission approve the following, effective March 20, 2019:

1. Establish the classification of Director, Business Advisory Services allocated to Grade 50 of the Classified Management Salary Schedule.
2. Classify one (1) position as Director, Business Advisory Services, in the Business Advisory Services Unit of the Business Services Division.

Personnel Commissioners had discussion on the position and district support.

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

B. Classifications of New Positions

1. None

C. Reclassification of Existing Position

1. ~~Computer Operator~~ – item pulled

D. Class Description Update

1. Director, Classified Human Resources

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

1. Effective March 20, 2019, approve the changes to the classification description for Director, Classified Human Resources, as presented.

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

2. Program Specialist, Student Support Services

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

1. Effective March 20, 2019, approve the changes to the classification description for Program Specialist, Student Support Services, as presented.

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

VIII. OTHER ACTION ITEMS

A. Personnel Commission Budget 2019-20 Proposal and Request for Public Hearing

Education Code 45253 and the Merit System Rules and Regulations for the Classified Service provide that the Personnel Commission shall prepare and adopt an annual budget for the Commission operations. The budget must be prepared for a public hearing prior to May 30 after which it is forwarded to the Superintendent to be included in the SDCOE budget. The Executive Secretary to the Personnel Commission prepares the preliminary Personnel Commission budget while the SDCOE Human Resources budget is prepared. The Personnel Commission cannot take action to adopt its budget prior to a public hearing of the budget. Once the date for the public hearing is set, the Executive Secretary to the Personnel Commission will notify the Superintendent of the date, time and location of the public hearing.

The proposed 2019-20 budget has been developed within the SDCOE guidelines for budget development.

It is recommended that the public hearing on the preliminary 2019-20 Personnel Commission budget be scheduled for the next regular meeting of the Personnel Commission on April 17, 2019.

Chris Reising provided some background on the proposed budget and noted a correction to the posted preliminary 2019-20 budget. The 2018-19 adopted budget total included a position that was removed on July 1, 2018. Mr. Reising shared that the preliminary 2019-20 budget of \$544,605 is accurate, accounting for changes to benefits, promotions and adjustments to operation costs.

MSC (Rothman/Esterbrooks) to approve the recommendation to schedule a public hearing on the Personnel Commission 2019-20 budget on April 17, 2019.

IX. POSITION ANNOUNCEMENTS – NO ACTION

Job bulletins are presented as information only.

1. Coordinator, Foster Youth and Homeless Services – Promotional Only
2. Retirement Reporting Analyst - 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. Account Clerk III, 3/13/2019
2. Instructional Assistant-Deaf and Hard of Hearing, 12/7/2018 (Merged)
3. School Facilities Planning Analyst, 2/11/2019
4. Webmaster-Developer/Programmer, 2/12/2019

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

XI. INFORMATION ITEMS – NO ACTION

A. Personnel Report – February 2019

For informational purposes only.

Commissioner Rothman inquired about the Data Scientist position and Jessica Glover explained the recruitment, exam process, qualifications, etc.

XII. COMMUNICATIONS – taken with the Executive Secretary's Report

XIII. EXECUTIVE SECRETARY'S REPORT

Mr. Reising shared the following:

- The Classification Review Window Period received 15 submissions that are moving forward for analysis.
- Human Resources is conducting the annual countywide salary survey with results shared with districts in May.
- Merit Academy attended by Corey Nabonne and Jim Esterbrooks.
- State revenues projections

- PC staff will be review job descriptions and updating accordingly.

XIV. DATE OF NEXT MEETING

A. Regular Meeting – April 17, 2019, 9 a.m., Room 508

XV. ADJOURNMENT

Commissioner Huskey adjourned the meeting at 9:30 a.m.

APPROVED BY PERSONNEL COMMISSION

Name: Chuck Huskey
Chuck Huskey, Chair

Date: Apr. 17, 2019