

**PERSONNEL COMMISSION**

**MINUTES**

Regular Meeting

May 29, 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, Alicia Gallegos-Butters

CSEA: Lorraine Hamann, Edmundo Garcia

Executive Secretary: Dr. Olivier Wong Ah Sun for Chris Reising (Interim) (Absent)

Recording Secretary: Maritess Pantaleon

**III. APPROVAL OF PROPOSED AGENDA**

*MSC (Esterbrooks/Rothman) to approve the agenda for May 29, 2019 as presented.*

**IV. APPROVAL OF MINUTES**

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

*MSC (Rothman/Esterbrooks) to approve the April 17, 2019 minutes as presented.*

**V. PUBLIC COMMENT**

**A. None**

**VI. RATIFICATION OF ACTIONS BY DIRECTOR**

**A. None**

**VII. CLASSIFICATIONS**

**A. New Classifications**

**1. Behavior Specialist, Special Education, Grade M40**

The Human Resources staff recommends that the Personnel Commission approve the following effective May 29, 2019:

- a. Establish a new classification of Behavior Specialist, Special Education, allocated to Grade 040 of the Classified Management Salary Schedule.
- b. Classify one (1) position of Behavior Specialist, Special Education, in the Special Education Services Unit.

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

**2. Special Education Financial Expert, Grade M44**

Human Resources staff recommends that the Personnel Commission approve the following, effective May 29, 2019:

- a. Establish the classification of Special Education Financial Expert allocated to Grade 044 of the Classified Management Salary Schedule.
- b. Reclassify position #30000157 from Small School District Business Specialist to Special Education Financial Expert, located in the Internal Business Services Unit of the Business Services Division.

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

**3. Supervisor II, District Payroll Services, M34**

The Human Resources staff recommends that the Personnel Commission approve the following effective May 29, 2019:

- a. Establish new classification of Supervisor II, District Payroll Services, allocated to a Grade 034 of the Classified Management Salary Schedule.
- b. Reclassify vacant Position #10995176 from Manager, Payroll Services, Grade 044 to Supervisor II, District Payroll Services, in District Financial Services Unit.

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

**4. Director, Infrastructure and Cloud Services, Grade M50**

The Human Resources staff recommends that the Personnel Commission approve the following effective May 29, 2019:

- a. Establish new classification of Director, Infrastructure and Cloud Services, allocated to Grade 050 of the Classified Management Salary Schedule.

- b. Classify one (1) position as Director, Infrastructure and Cloud Services, in the Integrated Technology Services Division.

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

**5. Educational Interpreter – Deaf and Hard of Hearing, Grade 60**

Human Resources staff recommends that the Personnel Commission approve the following, effective May 29, 2019:

- a. Establish a new classification of Educational Interpreter - DHH, allocated to Grade 060 of the Classified Support Salary Schedule.
- b. Reclassify the following positions and incumbents from the Interpreter I - DHH and Interpreter II - DHH job classifications to Educational Interpreter – DHH. Where indicated, the incumbents are grandfathered at Grade 063 of the Classified Support Salary Schedule for as long as they remain in the Educational Interpreter – DHH job class:

Position #	Incumbent	Current Title	Notes
10998375	Amanda Bosworth	Interpreter I - DHH	
10998376	Neil White	Interpreter I - DHH	
10998377	Lori Kendall	Interpreter I - DHH	
10998379	Shelly Comfort	Interpreter I - DHH	Grandfather at Grade 063
10998380	Julianne Holliday	Interpreter I - DHH	
10998381	Krystal Jones	Interpreter I - DHH	
10998382	Michele Mendyk	Interpreter I - DHH	Grandfather at Grade 063
10998383	Melissa Hernandez	Interpreter I - DHH	Grandfather at Grade 063
10998394	Monique Courtier	Interpreter I - DHH	
10998401	Penny Lane	Interpreter I - DHH	
10998441	Sheryl White	Interpreter I - DHH	
10998461	Kathryn Hall	Interpreter I - DHH	
30000271	Gabriela Fajardo	Interpreter I - DHH	Grandfather at Grade 063
30003496	Armando Saldivar	Interpreter I - DHH	
30003497	Sergio Pena	Interpreter I - DHH	Grandfather at Grade 063
30009287	Kaylee Mason	Interpreter I - DHH	
30009288	Cambrian Lopez	Interpreter I - DHH	Grandfather at Grade 063
10998487	Peter Short	Interpreter II - DHH	Grandfather at Grade 063
10998501	Jessica Cole	Interpreter II - DHH	Grandfather at Grade 063

- c. Abolish the Interpreter I - DHH and Interpreter II - DHH job classifications.

Edmundo Garcia provided kudos to Chris Reising and Bill Dowler for the collaborative discussions regarding the new classification and incumbents.

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

**6. Chief of Staff, Grade M59**

Human Resources staff recommends that the Personnel Commission approve the following, effective May 29, 2019:

- a. Establish a new classification of Chief of Staff, allocated to Grade 059 of the Classified Management Salary Schedule.
- b. Reclassify Position #10995085 and the incumbent from Chief Communication & Public Relations Officer, Grade 053 to Chief of Staff, Grade 059 of the Classified Management Salary Schedule.

Dr. Wong Ah Sun and Mr. Dowler elaborated on the changing complexity of the Superintendent's work around legislative advocacy, community leadership, supporting districts and SDCOE alike to support SDCOE's goals and priority areas. Commissioner Rothman commented on legislative representation. Commissioner Esterbrooks commented on cabinet's access to the Superintendent and the evolving role of the Superintendent.

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

**7. Deputy Superintendent, Chief Business Officer, Grade 002**

Human Resources staff recommends that the Personnel Commission approve the following, effective May 29, 2019:

- a. Establish a new classification of Deputy Superintendent, Chief Business Officer, allocated to Grade 002 of the Classified Senior Management Salary Schedule.
- b. Reclassify position #10992002 and the incumbent from Assistant Superintendent, Business Services, Grade 001 to Deputy Superintendent, Chief Business Officer, Grade 002 of the Classified Senior Management Salary Schedule.

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

**B. Classifications of New Positions**

1. None

**C. Reclassification of Existing Position**

*Items VII.C.1 and VII.C.2 were taken together for action.*

**1. Independent Study Assistant**

Human Resources staff recommends that the Personnel Commission approve the following, effective May 29, 2019:

- a. Reclassify vacant position #30000591 from Independent Study Assistant, Grade 034 to English Language Development Assistant, allocated to Grade 034 of the Classified Support Salary Schedule.

**2. Classroom Assistant**

Human Resources staff recommends that the Personnel Commission approve the following, effective May 29, 2019:

- a. Reclassify vacant position #30000616 from Classroom Assistant, grade 34 to English Language Development Assistant, allocated to Grade 034 of the Classified Support Salary Schedule.

*MSC (Esterbrooks/Rothman) to approve the recommendations as presented for agenda items VII.C.1 and VII.C.2.*

**D. Class Description Update**

1. None

**VIII. OTHER ACTION ITEMS**

**A. 2019-20 Regular Meeting Schedule**

The recommendation is to review and approve the 2019-20 Personnel Commission meeting schedule.

*MSC (Rothman/Esterbrooks) to approve the 2019-20 Personnel Commission meeting schedule as presented.*

**IX. POSITION ANNOUNCEMENTS – NO ACTION**

Job bulletins are presented as information only.

1. Instructional Aide- Deaf and Hard of Hearing - Open
2. Mental Health Case Worker - Open
3. Occupational Therapist - Open
4. Outdoor Education Specialist (Male) - Open
5. Program Clerk - Open
6. Retirement Technician - Open
7. ServiceNow Developer – 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. Cybersecurity Analyst
2. Director, Business Advisory Services
3. Program Specialist, Student Support Services
4. Senior Program Business Specialist
5. Student Attendant
6. Systems Administration Analyst

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

**XI. INFORMATION ITEMS – NO ACTION**

- A. Personnel Report – April 2019**  
For informational purposes only.

**XII. COMMUNICATIONS – taken with the Executive Secretary’s Report**

**XIII. EXECUTIVE SECRETARY’S REPORT**

Dr. Wong Ah Sun shared the following:

- The final session of the Merit Academy was held, and Certificates of Completion were provided to all team members who participated this year.
- We have reached tentative agreements on a few items with CSEA and collective bargaining is ongoing and continues to be collaborative.
- The Classification Review Window Period recommendations will be shared at the June PC meeting.
- May 19-25, 2019 was Classified School Employee Week; SDCOE held events through the week in appreciation of the valuable work of classified employees.

**XIV. DATE OF NEXT MEETING**

- A. Regular Meeting – June 19, 2019, 9 a.m., Room 508**

**XV. ADJOURNMENT**

Commissioner Huskey adjourned the meeting at 9:38 a.m.

**APPROVED BY PERSONNEL COMMISSION**

Name: Chuck Huskey  
Chuck Huskey, Chair

Date: June 19, 2019