

PERSONNEL COMMISSION

MINUTES

Regular Meeting

December 18, 2019

9 a.m.

Room 301 at 6401 Linda Vista Road, San Diego, CA 92111

I. CALL TO ORDER

The meeting was called to order at 9am by Commissioner Miriam Rothman.

II. ROLL CALL

Members Present:

Jim Esterbrooks, Commissioner

Miriam Rothman, Commissioner, Vice-Chair

Members Absent:

Chuck Huskey, Commissioner, Chair

Present:

HR Staff: Bill Dowler, Elva Uribe, Jessica Glover, Corey Nabonne

COMET: Cindy Dunlevy

CSEA: Kim Garcia, Edmundo Garcia, Keith Hildreth

Executive Secretary: Chris Reising (Interim)

Recording Secretary: Lisa Moon

III. APPROVAL OF PROPOSED AGENDA

MSC (Esterbrooks/Rothman) to approve the agenda for December 18, 2019 as presented.

IV. APPROVAL OF MINUTES

A. Regular Meeting – November 20, 2019, 9 a.m., room 508

MSC (Esterbrooks / Rothman) to approve the November 20, 2019 minutes as presented.

V. PUBLIC COMMENT

A. None or list the agenda items and the number of public comments received.

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. None.

VII. CLASSIFICATIONS

A. New Classifications

1. Project Specialist (Grade 35, Management)

Human Resources staff recommends that the Personnel Commission approve the following, effective December 18, 2019:

1. Establish a new classification as Project Specialist, Migrant Education allocated to the Classified Management Salary Schedule at a Grade 035.
2. Classify one (1) new position as Project Specialist, Migrant Education in the Migrant Education department of the Student Services and Programs Division.

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

B. Classifications of New Positions

1. FYHES Education Liaison

Human Resources staff recommends that the Personnel Commission approve the following, effective December 18, 2019:

1. Classify one (1) new position as Foster Youth and Homeless Education Services Educational Liaison, in the FYHES department of the Student Services and Programs Division.

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

2. Youth Development Assistant

Human Resources staff recommends that the Personnel Commission approve the following, effective December 18, 2019:

1. Classify one (1) new position as Youth Development Assistant, in the Student Support Services department of the Student Services and Programs Division.

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

C. Reclassification of Existing Position

- a. None.

D. Class Description Update

1. Integrated Technology Systems Reorganization – Phase 4

1. Cloud Administrative Analyst (Systems Administration Analyst)

Human Resources staff recommends that the Personnel Commission approve the following, effective December 18, 2019:

1. Approve the classification description updates from Systems Administration Analyst to Cloud Administration Analyst, as presented.

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

2. Cloud Support Technician (Computer Operator)

Human Resources staff recommends that the Personnel Commission approve the following, effective December 18, 2019:

1. Approve the classification description updates from Computer Operator to Cloud Support Technician, as presented.

MSC (Esterbrooks/Rothman) 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. Coordinator, Alcohol, Tobacco, and Other Drugs - Open
2. Migrant Education Program Advocate II - Open
3. Parent Education Specialist - Promotional
4. Program Specialist, PASS AmeriCorps - Promotional
5. Project Specialist Outdoor Education – Promotional Only

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: 11/20/2019
2. Administrative Assistant I: 11/18/2019
3. Application Architect: 12/11/19
4. Behavior Specialist Special Education: 11/20/2019
5. Coordinator Charter Schools: 12/6/2019
6. English Language Development Assistant: 11/26/2019
7. Instructional Aid DHH: 12/7/2019

8. Senior Director, Enterprise Project Management Office (EPMO): 11/15/2019
9. Senior Manager, Student Services and Programs: 11/15/2019
10. Systems Administrator ERP: 11/1/2019

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

XI. INFORMATION ITEMS – NO ACTION

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

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

XIII. EXECUTIVE SECRETARY’S REPORT

Chris Reising shared the following:

- Election of officers will be postponed to January 15, 2020 Personnel Commission meeting.

Chris Reising presented a Certificate of Recognition to Edmundo Garcia in appreciation for his service to the San Diego County Office of Education and the Personnel Commission.

XIV. DATE OF NEXT MEETING

- A. **Regular Meeting – January 15, 2020 9 a.m., Room 508**

XV. ADJOURNMENT

Commissioner Rothman adjourned the meeting at 9:22 a.m.

APPROVED BY PERSONNEL COMMISSION:

Name: 

Chuck Huskey, Chair

Jim Esterbrooks

Date: 1-15-20

CLASSIFICATION ANALYSIS

Proposed Class Title: Project Specialist, Migrant Education

Prepared By: Elva Uribe

Current Class Title: N/A

PC Meeting Date: 12/18/2019

Salary Grade: Classified Management Grade 035

Effective Date: 12/18/2019

Report Actions:

- New Classification Reclassification of Existing Position Classification of New Position
 Class Description Update Ratification by Director

INFORMATION SOURCES:

Job Description Review

Meeting with Senior Director, Migrant Education

Meeting with Assistant Superintendent, Student Services & Programs

BACKGROUND & ANALYSIS:

Human Resources received a request from the Senior Director for Migrant Education to create a new job classification for Project Specialist, Migrant Education. This new position will focus in the coordination of student services and will facilitate support services to migrant students. Some of the primary duties are to communicate information to staff, districts, parents and community organizations in meeting program needs and site activities. This position will also ensure compliance with federal and state regulations and serve as a liaison to migrant parents and with state-required parent advisory council meetings at school districts and/or sites.

DEFINITION:

Under general direction, the Project Specialist, Migrant Education Program will assist in the planning, development, implementation, coordination, and evaluation of Migrant Education programs and activities; to promote Migrant Education programs and activities to school districts across San Diego and Orange counties.

ESSENTIAL FUNCTIONS:

- Plans, organizes, coordinates, and implements student services and activities including but not limited to; student leadership camps, Friday Night Live, speech and debate, mental health workshops and summer school services.
- Plans, prepares calendars, organizes and attends serving as a liaison on parent conferences and Parent Advisory Committee meetings with clients, districts/organization.
- Acts as an information source to teachers, students, instructional support staff, and the public regarding Migrant Education program objectives, procedures and concepts; responds to parent inquiries and concerns.
- Compiles, evaluates, and summarizes program information and data to determine the effectiveness of established activities; recommend program changes or modifications as appropriate.

- Maintains awareness of and ensure compliance with relevant Federal and State laws and regulations, San Diego County Office of Education Board Policies and Administrative Regulations.
- Prepares and delivers presentations for migrant education classified staff for professional development and potential client recruitment on topics related on Migrant Education services and/or CDE services plans.
- Identifies funding sources and opportunities, including grant proposals.
- Estimates time, material, and equipment resources needed for new or established programs and takes appropriate action to ensure availability of materials/staff resources needed.
- Coordinates the ordering and/or insures the availability of equipment and materials needed for program activities and ensuring staff properly supported as specified by state mandated educational concepts and focal points.
- Coordinates advertising efforts and campaigns on Migrant Education programs and services.
- Prepares event schedules, announcements, health and release forms and a variety of reports and correspondence related to assigned programs, activities and functions.
- Visits schools and other prospective client organizations to promote Migrant Education programs and services.
- Performs personnel administrative functions (e.g. hiring, assigning, evaluating, supervising, etc.) for the purpose of enhancing productivity of personnel and achieving objectives within budget, and to assure compliance with regulations and guidelines.

CRITICAL EVALUATION FACTORS:

Definition

Essential Functions

Education

Work Experience

Working Conditions

INCUMBENTS IMPACTED:

N/A

RECOMMENDATION:

Human Resources staff recommends that the Personnel Commission approve the following, effective December 18, 2019:

1. Establish a new classification as Project Specialist, Migrant Education allocated to the Classified Management Salary Schedule at a Grade 035.
2. Classify one (1) new position as Project Specialist, Migrant Education in the Migrant Education department of the Student Services and Programs Division.

Project Specialist, Migrant Education

Purpose Statement

Under general direction, the Project Specialist, Migrant Education Program will assist in the planning, development, implementation, coordination, and evaluation of Migrant Education programs and activities; to promote Migrant Education programs and activities to school districts across San Diego and Orange counties.

Essential Functions

- Plans, organizes, coordinates, and implements student services and activities including but not limited to; student leadership camps, Friday Night Live, speech and debate, mental health workshops and summer school services.
- Plans, prepares calendars, organizes and attends serving as a liaison on parent conferences and Parent Advisory Committee meetings with clients, districts/organization.
- Acts as an information source to teachers, students, instructional support staff, and the public regarding Migrant Education program objectives, procedures and concepts; responds to parent inquiries and concerns.
- Compiles, evaluates, and summarizes program information and data to determine the effectiveness of established activities; recommend program changes or modifications as appropriate.
- Maintains awareness of and ensure compliance with relevant Federal and State laws and regulations, San Diego County Office of Education Board Policies and Administrative Regulations.
- Prepares and delivers presentations for migrant education classified staff for professional development and potential client recruitment on topics related on Migrant Education services and/or CDE services plans.
- Identifies funding sources and opportunities, including grant proposals.
- Estimates time, material, and equipment resources needed for new or established programs and takes appropriate action to ensure availability of materials/staff resources needed.
- Coordinates the ordering and/or insures the availability of equipment and materials needed for program activities and ensuring staff properly supported as specified by state mandated educational concepts and focal points.
- Coordinates advertising efforts and campaigns on Migrant Education programs and services.
- Prepares event schedules, announcements, health and release forms and a variety of reports and correspondence related to assigned programs, activities and functions.
- Visits schools and other prospective client organizations to promote Migrant Education programs and services.

- Performs personnel administrative functions (e.g. hiring, assigning, evaluating, supervising, etc.) for the purpose of enhancing productivity of personnel and achieving objectives within budget, and to assure compliance with regulations and guidelines.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to:

Planning and managing projects;

Grant writing;

Operating standard office equipment including using a variety of software applications;

Preparing and maintaining accurate records;

Analyzing budgets;

Analyzing data;

Conducting interviews;

Conducting meetings;

Planning agendas/meetings;

Speak persuasively on behalf of the Migrant Education Program.

KNOWLEDGE of:

Current bilingual education concepts and issues;

Knowledge of community resources related to Migrant Education services;

Recordkeeping and record retention practices;

Migrant Education cultural;

Program administration;

Methods of training of program initiatives;

Principles, practices, and techniques of effective presentations;

Practices of personnel administration.

ABILITIES are required to:

Speak fluently in both English and Spanish;

Effectively manages and prioritizes multiple, concurrent program tasks and highly organized;

Effectively interprets and applies appropriate policies, laws, codes, rules and regulations;

Communicates effectively, both orally and in writing;

Utilizes technology to manage program responsibilities, including operating a variety of standard office equipment;

Establishes and maintains effective working relationships with others;

Works effectively with a variety of institutions, service recipients, and partners;

Remains flexible to program evolutions and committed to the program values of

Service, Problem-Solving, and Collaboration Model “team player” behavior that inspires service recipients, partners, and colleagues;

Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, sexual orientation, disability, and ethnic backgrounds of students, parents, partners, and colleagues;

Exercises appropriate judgment in making decisions;

Maintains a variety of confidential lists and records;

Demonstrate attendance sufficient to complete the duties of the position as required;
Trains, supervises and coaches assigned staff.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Travel to other SDCOE, school district, or partner locations will be required as part of this assignment.

Experience: Three (3) years of experience in a specialized area related to Migrant Education programs and services.

Education: Bachelor's degree in administration, public administration or related field.

Equivalency: Any combination equivalent to: a bachelor's degree in education or field closely related to the classification and three (3) years of experience in a specialized area related to Migrant Education programs and activities.

Required Testing

N/A

Certificates

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice
Fingerprint/Background Clearance
Drug Test
TB Screen

FLSA Status: Exempt
Salary Grade: Classified Management Grade 035

Personnel Commission Approved: December 18, 2019
Revised: N/A

CLASSIFICATION ANALYSIS

Proposed Class Title: FYHES Educational Liaison
Current Class Title: N/A
Salary Grade: Classified Support Grade 050
Report Actions:

Prepared By: Jessica Glover
PC Meeting Date: 12/18/2019
Effective Date: 12/10/2019

- New Classification Reclassification of Existing Position Classification of New Position
 Class Description Update Ratification by Director

INFORMATION SOURCES:

Job Description Review
Meeting with Coordinator, Foster Youth and Homeless Education Services

BACKGROUND & ANALYSIS:

The San Diego County Office of Education's (SDCOE) Foster Youth Services Program represents a partnership among San Diego County's key stakeholders focused on improving the educational outcomes of wards and dependents, ages 4 to 21, residing in licensed children's institutions, foster family agency and county foster homes. The Program has been awarded a two-year, renewable grant from the Regional Taskforce on the Homeless, a Housing and Urban Development (HUD) funded organization. This grant represents the first grant ever awarded from a HUD agency to SDCOE to support homeless students. The US Department of Education and Housing and Urban Development agency do not typically collaborate, but instead usually fund different types of services for children. The collaboration on this grant, titled the Foster Youth and Homeless Demonstration Project, focuses recognition on the fact that education is an important pathway out of homelessness.

The purpose of the grant is to provide an Educational Liaison that is embedded into a school district to provide services to FYHES students. Currently, school districts are supposed to provide support services for FYHES students, but the duties typically are added to staff members providing other types of services and are underfunded and under supported. The initial terms of the grant allow SDCOE to pilot one dedicated Liaison position in San Diego Unified School District. This position will provide support and liaison services, serve a positive adult role model, and will focus on developing a post-graduation pathway for each student served. Based on the demonstrated outcomes of the pilot position, the goal will be to win additional Liaison positions to serve in Sweetwater Union High School District, and other districts yet to be identified.

The scope, complexity, and impact of the job duties to be assigned is consistent with the classification of FYHES Educational Liaison. Therefore, Human Resources is recommending the classification of one new position as FYHES Educational Liaison in the FYHES Department.

DEFINITION:

Under general supervision, acts as a liaison between schools, caregivers, parents, educational rights holders, group homes, placing agencies and others to ensure that the educational needs of students in foster care and/or students in homeless situations are being met; provides direct services to students to improve educational outcomes; assists in coordinating the activities of the Foster Youth Services (FYS) and/or Homeless Education Services (HES) and meeting Program goals.

ESSENTIAL FUNCTIONS:

Provides support to all schools and school districts in meeting the academic and educational needs of students in foster care or those who are homeless.

Acts as a liaison and facilitator among the Foster Youth Services and/or Homeless Education Program(s), schools, districts, substitute care providers, parents, educational rights holders, placing agencies, the Health and Human Services Agency (HHSA), Child Welfare Services (CWS) and others involved in the education of students in foster care and homeless students by performing the following tasks:

Assists placing agencies, parents, caregivers, educational rights holders, substitute care providers and LEAs in gathering/transferring education records for students in foster care and advocates for their educational needs.

Ensuring enrollment, attendance and records transfer, provides training and workshops relating to the education needs of students in foster care and homeless students and the laws which pertain to this population.

Participates in youth development activities.

Participates in service provision including educational case management, tutoring and mentoring.

Provides resources and assistance in areas of higher education, career, vocational and transitional living for emancipating foster youth and homeless students.

Monitors progress and documents success of FYS and HES in achieving designated Program goals.

Represents SDCOE at community forums.

Attends designated agency, county and district meetings.

Maintains knowledge of current laws and regulations pertaining to educating foster and homeless students.

Provides technical assistance on issues pertaining to the education of students in foster care and homeless students.

CRITICAL EVALUATION FACTORS:

Definition

Essential Functions

Scope

INCUMBENTS IMPACTED:

N/A

RECOMMENDATION:

Human Resources staff recommends that the Personnel Commission approve the following, effective December 18, 2019:

1. Classify one (1) new position as Foster Youth and Homeless Education Services Educational Liaison, in the FYHES department of the Student Services and Programs Division.

SAN DIEGO COUNTY OFFICE OF EDUCATION

Personnel Commission

**CLASS TITLE: Foster Youth and Homeless Education Services Educational Liaison
(Grade 50)**

DEFINITION:

Under general supervision acts as a liaison between schools, caregivers, parents, educational rights holders, group homes, placing agencies and others to ensure that the educational needs of students in foster care and/or students in homeless situations are being met; provides direct services to students to improve educational outcomes; assists in coordinating the activities of the Foster Youth Services (FYS) and/or Homeless Education Services (HES) and meeting Program goals.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

- Provides support to all schools and school districts in meeting the academic and educational needs of students in foster care or those who are homeless.
- Acts as a liaison and facilitator among the Foster Youth Services and/or Homeless Education Program(s), schools, districts, substitute care providers, parents, educational rights holders, placing agencies, the Health and Human Services Agency (HHSA), Child Welfare Services(CWS) and others involved in the education of students in foster care and homeless students by performing the following tasks:
- Assists placing agencies, parents, caregivers, educational rights holders, substitute care providers and LEAs in gathering/transferring education records for students in foster care and advocates for their educational needs.
- Ensuring enrollment, attendance and records transfer, provides training and workshops relating to the education needs of students in foster care and homeless students and the laws which pertain to this population.
- Participates in youth development activities.
- Participates in service provision including educational case management, tutoring and mentoring.
- Provides resources and assistance in areas of higher education, career, vocational and transitional living for emancipating foster youth and homeless students.
- Monitors progress and documents success of FYS and HES in achieving designated Program goals.
- Represents SDCOE at community forums.
- Attends designated agency, county and district meetings.
- Maintains knowledge of current laws and regulations pertaining to educating foster and homeless students.
- Provides technical assistance on issues pertaining to the education of students in foster care and homeless students.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None.

EDUCATION AND EXPERIENCE:

Education, training or experience that demonstrates possession of the knowledge and abilities stated below. An example of such education/experience would be: completion of college-level coursework in social services, sociology, education or closely related field and two (2) years of experience in social services or education. A Bachelors' degree in a related field is preferred as is knowledge of the organization and operations of Foster Youth Services and Homeless Education Services.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The Homeless Education Act, NCLB, AB 490, foster care system and child welfare mandates
Federal and state regulations and laws affecting the education of foster and homeless children including Special Education (IDEA, and ADA-Section 504 of the Rehabilitation Act)

ABILITY TO:

- Communicate effectively both orally and in writing
- Establish and maintain rapport with those contacted in the course of work
- Facilitate meetings, activities and workshops
- Develop and make oral presentations to groups
- Operate a computer and associated software
- Work independently and as part of a team

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office setting. Incumbents are required to work throughout San Diego County as assigned. Incumbents must have reliable transportation to and from school districts and meeting sites. Incumbents may be out-stationed at regional HHSA or CWS offices while performing assigned duties.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Grade
11/02		11/05, 09/06, 10/07, 6/08, 11/09; 10/13; 7/16; 6/19	Non-Exempt	50

CLASSIFICATION ANALYSIS

Proposed Class Title: Youth Development Assistant

Prepared By: Jessica Glover

Current Class Title: N/A

PC Meeting Date: 12/18/2019

Salary Grade: Classified Support Grade 050

Effective Date: 12/18/2019

Report Actions:

- New Classification Reclassification of Existing Position Classification of New Position
 Class Description Update Ratification by Director

INFORMATION SOURCES:

Job Description Review

Meeting with Program Specialist, Prevention and Safety

BACKGROUND & ANALYSIS:

The San Diego County Office of Education (SDCOE) has provided leadership and support services to school districts participating in Tobacco Use Prevention Education (TUPE) programs. SDCOE has been awarded a new three-year grant from the CA Department of Education, the *Youth Engagement to Address Tobacco Related Health Disparities* grant. This grant is funded by TUPE funds and focuses on equity issues, specifically the concept that tobacco/vaping use is much higher in students from lower socio-economic groups and alternative school settings. This grant will add a position to provide services to students in the Juvenile Court and Community Schools (JCCS) program, through a series of in-person and online presentations related to tobacco and vaping use prevention. This position will also lead a youth leadership development program, designed to engage JCCS students to share information related to tobacco and vaping prevention.

The scope, complexity, and impact of the job duties to be assigned is consistent with the classification of Youth Development Assistant. Therefore, Human Resources is recommending the classification of one new position as Youth Development Assistant in the Student Support Services Department.

DEFINITION:

The Youth Development Assistant provides training, technical assistance, and support to a variety of Student Services programs (e.g., after school, tobacco education, and safety), and supports youth leadership development through recruitment, training, and community outreach efforts; monitors and audits program eligibility, documentation, student and program records and trainings; oversees program volunteers and partners.

ESSENTIAL FUNCTIONS:

- Organizes and presents training sessions for students (youth), teachers, advisors, and school district personnel, including but not limited to positive youth development, leadership and advocacy, after school programs, prevention activities (alcohol, tobacco and other drug use

prevention) and increasing a positive school climate.

- Coordinates planning meetings, county and regional activities and events.
- Works with school administrators, community leaders, local law enforcement, and the media to support and promote assigned programs.
- Assists school sites and districts with audit requirements for program grant compliance and sustainability.
- Prepares detailed and comprehensive reports to document and track programs.
- Conducts on-site checks and site visits of school/program operations, documents procedures, and identifies training and technical assistance requirements and opportunities to improve program performance.
- Makes presentations to districts, parents, and school groups regarding availability of community resources and to improve mentoring programs.
- Maintains compliance with local, State, and Federal funders, ensuring contract deliverables and grant requirements are met.
- Cultivates, coordinates, and maintains support for youth development and other drug use prevention activities within the business community.
- Develops strategies to identify and disseminate program events throughout the region via fliers, brochures, newsletters, and other methods.
- Informs program providers of available local, regional, and statewide resources, events, and opportunities within the region.
- Establishes youth-led chapters/youth councils throughout the county in schools and other youth serving organizations.
- Facilitates youth-led assemblies and rallies for schools, the recruitment of guest speakers, and the use of varied multimedia equipment.
- Conducts cross age mentoring programs between middle school and high school youth.
- Assists in providing a networking resource for the community.
- Identifies and recruits youth leaders/mentors for youth leadership conference and mentoring programs by contacting and presenting program information to high schools, colleges and universities, private businesses, and community organizations.
- Interviews potential youth leaders to assist with conferences and to serve as mentors.
- Organizes student recruitment efforts in participating districts.
- Maintains and updates parent orientation materials used in student recruitment.
- Audits student and youth leaders/mentors' eligibility documentation.
- Reviews school site records pertaining to students and their families.
- Matches students with appropriate mentors based on interests and career/vocational aspirations.
- Participates in community organizations as assigned.

- Serves as program liaison between participating schools and local colleges/universities, businesses, and community organizations.
- Coordinates and assists in the orientation and on-going training of district staff and mentors.
- Attends professional meetings for ongoing training, as assigned by program manager.

CRITICAL EVALUATION FACTORS:

Definition

Essential Functions

Scope

INCUMBENTS IMPACTED:

N/A

RECOMMENDATION:

Human Resources staff recommends that the Personnel Commission approve the following, effective December 18, 2019:

1. Classify one (1) new position as Youth Development Assistant, in the Student Support Services department of the Student Services and Programs Division.

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Youth Development Assistant (Grade 50)

DEFINITION:

The Youth Development Assistant provides training, technical assistance, and support to a variety of Student Services programs (e.g., after school, tobacco education, and safety), and supports youth leadership development through recruitment, training, and community outreach efforts; monitors and audits program eligibility, documentation, student and program records and trainings; oversees program volunteers and partners.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Organizes and presents training sessions for students (youth), teachers, advisors, and school district personnel, including but not limited to positive youth development, leadership and advocacy, after school programs, prevention activities (alcohol, tobacco and other drug use prevention) and increasing a positive school climate.

Coordinates planning meetings, county and regional activities and events.

Works with school administrators, community leaders, local law enforcement, and the media to support and promote assigned programs.

Assists school sites and districts with audit requirements for program grant compliance and sustainability.

Prepares detailed and comprehensive reports to document and track programs.

Conducts on-site checks and site visits of school/program operations, documents procedures, and identifies training and technical assistance requirements and opportunities to improve program performance.

Makes presentations to districts, parents, and school groups regarding availability of community resources and to improve mentoring programs.

Maintains compliance with local, State, and Federal funders, ensuring contract deliverables and grant requirements are met.

Cultivates, coordinates, and maintains support for youth development and other drug use prevention activities within the business community.

Develops strategies to identify and disseminate program events throughout the region via fliers, brochures, newsletters, and other methods.

Informs program providers of available local, regional, and statewide resources, events, and opportunities within the region.

Establishes youth-led chapters/youth councils throughout the county in schools and other youth serving organizations.

Facilitates youth-led assemblies and rallies for schools, the recruitment of guest speakers, and the use of varied multimedia equipment.

Conducts cross age mentoring programs between middle school and high school youth.

Assists in providing a networking resource for the community-

Identifies and recruits youth leaders/mentors for youth leadership conference and mentoring programs by contacting and presenting program information to high schools, colleges and universities, private businesses, and community organizations.

Interviews potential youth leaders to assist with conferences and to serve as mentors.

Organizes student recruitment efforts in participating districts.

Maintains and updates parent orientation materials used in student recruitment.

Audits student and youth leaders/mentors eligibility documentation.

Reviews school site records pertaining to students and their families.

Matches students with appropriate mentors based on interests and career/vocational aspirations.

Participates in community organizations as assigned.

Serves as program liaison between participating schools and local colleges/universities, businesses, and community organizations.

Coordinates and assists in the orientation and on-going training of district staff and mentors.

Attends professional meetings for ongoing training, as assigned by program manager.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Incumbents must possess a valid California driver's license at time of appointment.

EDUCATION AND EXPERIENCE:

Training and experience sufficient to demonstrate possession of the knowledge and abilities detailed below. A typical qualifying experience would include: previous work experience with at-risk youth; experience implementing school-based mentoring programs which involve positive youth development; experience planning, organizing, and leading events and activities; experience enlisting and coordinating the school and business communities in the support of activities and events for youth.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The concerns, problems, and common experiences of at-risk students

Positive youth development practices and techniques

Alcohol, tobacco and other drug prevention program methods

School district organization

The uses of various types of multimedia equipment

ABILITY TO:

- Develop and make oral presentations to groups
- Plan and organize trainings, activities, and events
- Facilitate activities, meetings, workshops, and multimedia events
- Identify and recruit participation and support from the community at large, and the school and business community in particular
- Communicate effectively orally and in writing
- Establish effective working relationships with youth, teachers, administrators and community members of varied cultural, linguistic and economic backgrounds
- Quickly learn the use of a computer and associated software
- Maintain and review records for completeness and accuracy
- Organize and maintain program records and files
- Prepare detailed, statistical reports
- Read, interpret and apply regulations and procedures
- Train and oversee the work of mentors or other temporary staff
- Work with minimal supervision

WORKING CONDITIONS & PHYSICAL ABILITIES:

Incumbents in this classification may be asked to work an alternate schedule as needed, including evening and weekend hours.

Indoor office setting and/or training sites. Ability to travel to and from work locations as job requires. Must have access to reliable transportation to be used in the course of work.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, stoop, crawl, stretch, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift computers and program equipment and materials weighing up to 50 pounds.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Grade
3/1992	3/1992	1/93, 5/94, 9/99, 12/02, 6/03, 6/05, 5/07, 10/07, 12/16, 2/19	Non-Exempt	Classified Support Grade 50

CLASSIFICATION ANALYSIS

Proposed Class Title: Cloud Support Technician
Current Class Title: Computer Operator
Salary Grade: Classified Support Grade 053
Report Actions:

Prepared By: Elva Uribe
PC Meeting Date: 12/18/2019
Effective Date: 12/18/2019

- New Classification Reclassification of Existing Position Classification of New Position
 Class Description Update Ratification by Director

INFORMATION SOURCES:

Job Description Review
Meeting with Senior Director, Technology Infrastructure & Operations
Meeting with Assistant Superintendent, Integrated Technology Services

BACKGROUND & ANALYSIS:

Due to a recent reorganization in the Integrated Technology Services Division, management has taken the opportunity to update the classification description for the classification of Computer Operator. The changes reflect the ongoing shift from storing data in a mainframe environment to storing data in the cloud. In addition, this classification will provide increased service to the school districts by managing their data on site through the SDCOE Cloud Compute and Storage systems. This will include changing the current class title to Cloud Support Technician which more accurately represents and aligns with technology functions of the position. Specific job duties in the class description have also been updated to reflect the changes to the data storage and the services being provided to the districts.

DEFINITION:

Under general supervision, operates various computer systems in a multi-processing database and data communications environment, including many peripherals and related equipment; and trains and leads the work of assigned personnel.

ESSENTIAL FUNCTIONS:

- Installs new and rebuilds existing servers, configures server hardware, peripherals, services, settings, directories, and storage for mainframe and cloud environments, in accordance to the standards and operational requirements.
- Monitors and maintains SDCOE virtual infrastructure and services, SDCOE Cloud Compute, and Storage systems.
- Operates MICR laser check printers.
- Assures proper processing of input data and output reports.
- Processes payroll, pupil personnel, financial and other applications in a batch and online environment.
- Applies patches and upgrades on a regular basis; upgrades and configures new services as necessary.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering

information required to perform job functions.

- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
- Determines priorities and job mixes to obtain maximum computer utilization.
- Trains assigned personnel.
- May oversee the work of temporary staff and/or student workers .

CRITICAL EVALUATION FACTORS:

Essential Functions

Education

Work Experience

INCUMBENTS IMPACTED:

There are currently two positions classified as Computer Operator in the following position numbers:

- Position 30000162-Vacant
- Position 30000163-Vacant

RECOMMENDATION:

Human Resources staff recommends that the Personnel Commission approve the following, effective December 18, 2019:

1. Approve the classification description updates from Computer Operator to Cloud Support Technician, as presented.

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Cloud Support Technician** ~~Computer Operator, Grade 53~~

DEFINITION:

Under general supervision, operates various computer systems in a multi-processing database and data communications environment, including many peripherals and related equipment; and trains and leads the work of assigned personnel.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Installs new and rebuilds existing servers, configures server hardware, peripherals, services, settings, directories, and storage **for mainframe and cloud environments**, in accordance to the standards and operational requirements.

Monitors and maintains SDCOE virtual infrastructure and services, SDCOE Cloud Compute, and Storage systems.

Operates MICR laser check printers.

Assures proper processing of input data and output reports.

Processes payroll, pupil personnel, financial and other applications in a batch and online environment.

Applies patches and upgrades on a regular basis; upgrades and configures new services as necessary.

Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.

Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.

~~Monitors and interprets report screens with respect to workload status and adjusts computer activities to assure optimal computer workload.~~

~~Monitors output data to assure legibility, completeness, and other factors affecting the output's acceptability.~~

~~Searches for, interprets, and solves problems related to computer operations.~~

~~Maintains various records and statistics relating to computer operations activities.~~

~~Determines priorities and job mixes to obtain maximum computer utilization.~~

~~Performs tasks related to the maintenance and minor repair of data processing equipment.~~
Trains assigned personnel.
May oversee the work of temporary staff and/or student workers.

NON-ESSENTIAL FUNCTIONS:

Performs other duties as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Training and experience in a multi-process environment which clearly demonstrates possession of the knowledge, skills and abilities detailed above. An example of typical qualifying experience would include: experience in Microsoft Hyper-V 2012 or above experience highly desirable. Experience installing, configuring and troubleshooting RedHat Linux and Windows server 2012 and above operating systems. Work experience with microcomputers is required. **Experience with Cloud services, and administration experience with Office 365/Azure or AWS is desirable.**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Thorough knowledge of:

Methods, materials and equipment used in a large-scale computer operations environment

Techniques for scheduling work flow and determining work priorities

General knowledge of:

Windows 2012 and 2016

Networking principles

Backup and recovery principles and procedures

Microsoft Office software applications

ABILITY TO:

Operate the computer system and related equipment

Follow oral and written instructions

Maintain accurate records

Communicate effectively orally and in writing

Establish effective working relationships with others

Work under the stress of multiple, concurrent tasks and deadlines

Work with minimal direction

Train and lead the work of assigned personnel

WORKING CONDITIONS & PHYSICAL ABILITIES:

Position may be assigned any shift and any schedule of working days to accommodate a twenty-four hour operating schedule. Incumbents may be required to work in a continuously noisy and cool environment.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, stoop, crawl, stretch, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files, load paper, and access wires and cables; stoop, crawl, stretch, and lift materials/objects weighing up to 50 pounds.

DISTINGUISHING CHARACTERISTICS:

The Senior Computer Operator is distinguished from lower Computer Operator in that the former has major problem-solving responsibilities in the processing of data and programs; trains other operators and/or may work without supervision depending on shift assignment.

Established	Approved by Personnel Commission	Revised	FLSA Status	Salary Grade
September, 1980		3/3/89; 02/97; 9/05; 07/16; 09/18	Non-Exempt	Classified Support Grade 53

CLASSIFICATION ANALYSIS

Proposed Class Title: Cloud Administration Analyst

Prepared By: Elva Uribe

Current Class Title: Systems Administration Analyst

PC Meeting Date: 12/18/2019

Salary Grade: Classified Support Grade 058

Effective Date: 12/18/2019

Report Actions:

New Classification Reclassification of Existing Position Classification of New Position

Class Description Update Ratification by Director

INFORMATION SOURCES:

Job Description Review

Meeting with Senior Director, Technology Infrastructure & Operations

Meeting with Assistant Superintendent, Integrated Technology Services

BACKGROUND & ANALYSIS:

Due to a recent reorganization in the Integrated Technology Services Division, management has taken the opportunity to update the classification description for the classification of Systems Administration Analyst. The changes made to the description reflect current language in the type of duties performed with the various computing environments in application solutions and cloud systems. The changes are limited to the classification definition and essential job duties. Additionally, we are changing the current class title to Cloud Administration Analyst which more accurately represents and aligns with technology functions of the position.

DEFINITION:

The job of Cloud Administration Analyst is responsible done for the purpose/s of installing, configuring, maintaining and the administration of hardware and software operating in the data center on premise and cloud computing environments -based platforms that support critical business systems across SDCOE external clients; documenting procedures, deploying of application solutions to production environments; adhering to change management practices and serving as a technical advisor to staff and other district personnel

ESSENTIAL FUNCTIONS:

- Collaborate with a variety of internal and external parties (e.g. product owners, users, vendors, development staff, district clients) for the purpose of determining the computing, storage, and network requirements and providing and/or receiving information for proper backup retention and life-cycle management.
- Research the latest hardware, network, storage, virtualization and cloud computing industry trends for the purpose of recommending new systems for improving services for SDCOE and district clients.

- Evaluate and recommend new data center technologies (e.g. server hardware, monitoring software, storage solutions, backup software and hardware) for the purpose of supporting SDCOE mission and vision.
- Configure and maintain the systems that monitor the health and efficiency of SDCOE on premises and cloud systems.
- Deploy the latest releases of software in production approved through change management for the purpose of separating of the duties and enhancing security at SDCOE.
- Troubleshoot hardware and software issues within the data center for the purpose of delivering optimal performance and highly available systems.
- Administer virtual server infrastructure (e.g. hosts, storage and network configuration) for the purpose of maintaining highly available systems.
- Administer cloud-based and vendor-hosted systems for the purpose of ensuring these systems support the business functions of SDCOE.
- Administer storage area network or cloud-based storage for the purpose of providing storage to systems that support the business functions of SDCOE.
- Adhere to established security procedures for the purpose the protecting the hardware and data of SDCOE.
- Perform hardware replacement, migrations and upgrades for the purpose of providing up-to-date technology to the organization.
- Act on service tickets for the purpose of providing service and support to clients.

CRITICAL EVALUATION FACTORS:

Definition

Essential Functions

Education

Work Experience

INCUMBENTS IMPACTED:

There are currently three positions classified as Systems Administration Analyst with the following position numbers:

- Position 10997121-Vacant
- Position 10998063-R. Walker
- Position 10997490-P. Reyes

RECOMMENDATION:

Human Resources staff recommends that the Personnel Commission approve the following, effective December 18, 2019:

1. Approve the classification description updates from Systems Administration Analyst to Cloud Administration Analyst, as presented.

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Cloud Systems Administration Analyst, Grade 58**

DEFINITION:

The job of **Cloud** Systems Administration Analyst is **responsible** ~~done for the purpose/s~~ of installing, configuring, maintaining and the administration of hardware and software operating in ~~the data center~~ **on premise** and cloud **computing environments** ~~-based platforms~~ that support critical business systems across SDCOE **external clients**; documenting procedures, **deploying of application solutions to production environments**; adhering to change management practices and serving as a technical advisor to staff and other district personnel.

SUPERVISION RECEIVED AND EXERCISED:

This job reports to **an assigned** ~~the Data Center Administrator~~.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Collaborate with a variety of internal and external parties (e.g. **product owners**, users, vendors, development staff, district clients, ~~network analysts, computer operators~~) for the purpose of determining the computing, storage, and network requirements and providing and/or receiving information for proper backup retention and life-cycle management.

Research the latest hardware, network, storage, virtualization and cloud computing industry trends for the purpose of recommending new systems for improving services for SDCOE and district clients.

Evaluate and recommend new data center technologies (e.g. server hardware, monitoring software, storage solutions, backup software and hardware) for the purpose of supporting SDCOE mission and vision.

Configure and maintain the systems that monitor the health and efficiency of SDCOE on premises and cloud systems.

Deploy the latest releases of software in production ~~that has been tested and~~ approved through change management for the purpose of separating of the duties and enhancing security at SDCOE.

Troubleshoot hardware and software issues within the data center for the purpose of delivering optimal performance and highly available systems.

~~Train computer operators, network analysts, IT supervisors and managers for the purpose of enhancing the effectiveness and productivity of authorized personnel to manage data center related hardware and software.~~

Administer virtual server infrastructure (e.g. hosts, storage and network configuration) for the purpose of maintaining highly available systems.

Administer cloud-based and vendor-hosted systems for the purpose of ensuring these systems support the business functions of SDCOE.

Administer storage area network or cloud-based storage for the purpose of providing storage to systems that support the business functions of SDCOE.

Adhere to established security procedures for the purpose the protecting the hardware and data of SDCOE.

Perform hardware replacement, migrations and upgrades for the purpose of providing up-to-date technology to the organization.

Act on service tickets for the purpose of providing service and support to clients.

Other Functions

Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

California Driver's License to travel to districts. Microsoft Certified Solutions Associate, Cisco Certified Network Associate certifications are desirable but not required.

EDUCATION AND EXPERIENCE:

A combination of education, training and/or experience that clearly demonstrates possession of the knowledge and abilities detailed below. Bachelor's Degree in Computer Science or Information Systems or related field. Minimum of **three (3)** years of experience managing virtual server clusters. Microsoft Hyper-V 2016 R2, System Center Virtual Machine Manager **2012/2016** experience is highly desirable. Familiarity with configuring servers to work with Cisco switches. Experience managing storage area networks including the monitoring, provisioning, troubleshooting, snapshots and replication of storage. Experience installing, configuring, maintaining and troubleshooting Red Hat Enterprise Linux and Windows Server ~~2008~~ **2012** and above operating systems. Experience administering virtual and physical Windows Server clusters.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Large-scale, complex technical environments including network, infrastructure, data center, desktop support.

Analytical techniques

Application development

Database and data handling practices

Security practices and procedures
 Training and development practices
 Security tools and applications
 Network and data center operations
 Desktop support

ABILITY TO:

Quickly develop a thorough technical and working knowledge of the technical environment of SDCOE and county school districts
 Identify and analyze potential security breaches and issues and identify mitigation solutions
 Use computer equipment, peripherals and software applications
 Make effective technical presentations to individuals and groups
 Utilize a variety of software applications and hardware
 Work effective independently and as part of a team with minimum supervision
 Organize and prioritize work
 Exercise appropriate judgment in making decisions
 Maintain confidentiality of information
 Demonstrate attendance sufficient to complete the duties of the position as required
 Complete tasks thoroughly, accurately, and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment.

Established	Approved by Personnel Commission	Revised	FLSA Status	Salary Grade
9/2016	September 21, 2016	01/17, 09/18; <u>12/19</u>	Non-Exempt	58

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of [Jessica Glover](#)
To: hr2sdcoe@list.sdcoe.net
Subject: [HR2SDCOE] SDCOE Classified Management Employment Opportunity
Date: Thursday, December 12, 2019 9:25:02 AM
Attachments: [ATT00001.txt](#)

The following **San Diego County Office of Education** classified management employment opportunity has been posted to establish an eligibility list to fill any current and future vacancies that may occur within the next six (6) months:

Position: **Coordinator, Alcohol, Tobacco, and Other Drugs (PAF 2845)**

Exam Type: Open

Department: Student Support Services

Location: 6401 Linda Vista Road, San Diego, CA, 92111

Salary Range: Classified Management Grade 45: \$116,186 - \$141,229 annually, 12 months

Application Deadline: 1:00 PM on Thursday, January 2, 2020

Link to posting:

<https://www.edjoin.org/Home/DistrictJobPosting/1258454>

-

For a complete listing of all current job opportunities and application information, please go to: <https://www.edjoin.org/Home/Jobs?keywords=san%20diego%20county%20office%20of%20education&searchType=all>

Jessica Glover

Individualization – Relator – Developer – Input - Ideation

Human Resources Project Specialist

San Diego County Office of Education

Phone: (858) 292-3865

Fax: (858) 292-5648

jglover@sdcoe.net

www.sdcoe.net

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of [Corey Nabonne](#)
To: HR2SDCOE@list.sdcoe.net
Subject: [HR2SDCOE] SDCOE Classified Employment Opportunity
Date: Wednesday, December 4, 2019 9:38:58 AM
Attachments: [ATT00001.txt](#)

The following **San Diego County Office of Education** classified employment opportunity has been posted to establish an eligibility list to fill any current and future vacancies that may occur within the next six (6) months:

Position: **Migrant Education Program Advocate II (PAF 2783)**

Exam Type: Open

Department: Migrant Education

Location: NCREC/San Marcos (Position will also travel throughout San Diego County.)

Salary Range: Classified Support Grade 44: \$22.54 - \$28.77 per hour / 12 Months

Application Deadline: 1:00 PM on December 13, 2019

Link to posting: <https://www.edjoin.org/Home/DistrictJobPosting/1255885>

Lateral Transfer Opportunity:

SDCOE employees who qualify for a lateral transfer to the above posting should complete an on-line lateral transfer form:

<https://teams.sdcoe.net/ess/hrforms/lateraltransfer.asp>

Please make sure to include class title of the position for which you would like to be considered. You will be contacted by HR staff to confirm whether your transfer request has been approved. The deadline to submit the lateral transfer request is the same as the posting close date above. Thank you!

For a complete listing of all current job opportunities and application information, please go to: [https://www.edjoin.org/Home/Jobs?](https://www.edjoin.org/Home/Jobs?keywords=san%20diego%20county%20office%20of%20education&searchType=all)

[keywords=san%20diego%20county%20office%20of%20education&searchType=all](https://www.edjoin.org/Home/Jobs?keywords=san%20diego%20county%20office%20of%20education&searchType=all)

Corey Nabonne

Individualization – Learner – Responsibility – Arranger – Input

Human Resources Project Specialist

San Diego County Office of Education

Phone: 858-292-3762

Email: corey.nabonne@sdcoe.net

Web: www.sdcoe.net

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of [Jessica Glover](#)
To: hr2sdcoe@list.sdcoe.net
Subject: [HR2SDCOE] SDCOE Classified Employment Opportunity
Date: Tuesday, December 3, 2019 12:32:29 PM
Attachments: [ATT00001.txt](#)

The following **San Diego County Office of Education** classified employment opportunity has been posted to establish an eligibility list to fill any current and future vacancies that may occur within the next six (6) months:

Position: Parent Education Specialist (PAF 2846)

Exam Type: Promotional

Department: English Learner Services

Location: 6401 Linda Vista Road, San Diego, CA, 92111

Salary Range: Classified Support Grade 58: \$66,222 - \$84,519 annually, 12 months

Application Deadline: 1:00 PM on Friday, December 13, 2019

Link to posting:

<https://www.edjoin.org/Home/DistrictJobPosting/1255562>

Password to apply: community

-

Lateral Transfer Opportunity:

SDCOE employees who qualify for a lateral transfer to the above posting should complete an on-line lateral transfer form:

<https://teams.sdcoe.net/ess/hrforms/lateraltransfer.asp>

Please make sure to include class title of the position for which you would like to be considered. You will be contacted by HR staff to confirm whether your transfer request has been approved. The deadline to submit the lateral transfer request is the same as the posting close date above. Thank you!

For a complete listing of all current job opportunities and application information, please go to: <https://www.edjoin.org/Home/Jobs?keywords=san%20diego%20county%20office%20of%20education&searchType=all>

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of [Jessica Glover](#)
To: hr2sdcoe@list.sdcoe.net
Subject: [HR2SDCOE] SDCOE Classified Management Employment Opportunity
Date: Wednesday, December 4, 2019 11:16:40 AM
Attachments: [ATT00001.txt](#)

The following **San Diego County Office of Education** classified management employment opportunity has been posted to establish an eligibility list to fill any current and future vacancies that may occur within the next six (6) months:

Position: Program Specialist, PASS AmeriCorps (PAF 2844)

Exam Type: Promotional Only

Department: Student Support Services

Location: San Diego, CA

Salary Range: Classified Management Grade 40: \$102,691 - \$124,827 annually , 12 months

Application Deadline: 1:00 PM on Monday, December 16, 2019

Link to posting:

<https://www.edjoin.org/Home/DistrictJobPosting/1255975>

Password to apply: success

-

For a complete listing of all current job opportunities and application

information, please go to: [https://www.edjoin.org/Home/Jobs?](https://www.edjoin.org/Home/Jobs?keywords=san%20diego%20county%20office%20of%20education&searchType=all)

[keywords=san%20diego%20county%20office%20of%20education&searchType=all](https://www.edjoin.org/Home/Jobs?keywords=san%20diego%20county%20office%20of%20education&searchType=all)

Jessica Glover

Individualization – Relator – Developer – Input - Ideation

Human Resources Project Specialist

San Diego County Office of Education

Phone: (858) 292-3865

Fax: (858) 292-5648

jglover@sdcoe.net

www.sdcoe.net

From: hr2sdcoe-bounces@list.sdcoe.net on behalf of [Jessica Glover](#)
To: hr2sdcoe@list.sdcoe.net
Subject: [HR2SDCOE] SDCOE Classified Management Employment Opportunity
Date: Friday, November 22, 2019 12:13:00 PM
Attachments: [ATT00001.txt](#)

The following **San Diego County Office of Education** classified management employment opportunity has been posted to establish an eligibility list to fill any current and future vacancies that may occur within the next six (6) months:

Position: **Project Specialist, Outdoor Education (PAF 2800)**

Exam Type: **Promotional Only**

Department: Outdoor Education

Location: El Cajon, CA

Salary Range: Classified Management Grade 35: \$90,764 - \$110,329 annually, 12 months

Application Deadline: 1:00 PM on Friday, December 6, 2019

Link to posting:

<https://www.edjoin.org/Home/DistrictJobPosting/1253968>

Password to apply: cuyamaca

-

For a complete listing of all current job opportunities and application information, please go to: [https://www.edjoin.org/Home/Jobs?](https://www.edjoin.org/Home/Jobs?keywords=san%20diego%20county%20office%20of%20education&searchType=all)

[keywords=san%20diego%20county%20office%20of%20education&searchType=all](https://www.edjoin.org/Home/Jobs?keywords=san%20diego%20county%20office%20of%20education&searchType=all)

Jessica Glover

Individualization – Relator – Developer – Input - Ideation

Human Resources Project Specialist

San Diego County Office of Education

Phone: (858) 292-3865

Fax: (858) 292-5648

jglover@sdcoe.net

www.sdcoe.net

E L I G I B I L I T Y L I S T
U N R A N K E D L I S T


CLASSIFICATION:
Project Specialist, Outdoor Education

EXAM: Promotional
ESTABLISHED: 12/17/2019

Last Name, First Name

Burns, Dustin

Approved by Personnel Commission

Name:  Date: 1-15-20

E L I G I B I L I T Y L I S T
U N R A N K E D L I S T

CLASSIFICATION:
Project Specialist, Student Support Services

EXAM: Open
ESTABLISHED: 12/13/2019

Last Name, First Name

Vermillion, Jennifer
Featherston, Carl-Benjamin

Approved by Personnel Commission

Name: Jim Gutierrez Date: 1-15-20

E L I G I B I L I T Y L I S T
U N R A N K E D L I S T

CLASSIFICATION:
Program Specialist, PASS AmeriCorps

EXAM: Promotional
ESTABLISHED: 12/17/2019

Last Name, First Name

Quiroz, Monica

Approved by Personnel Commission

Name: _____

Jim Gutierrez

Date: _____

1-15-20

E L I G I B I L I T Y L I S T
U N R A N K E D - M E R G E D L I S T

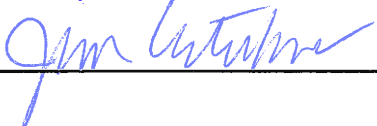
CLASSIFICATION:
Program Secretary

EXAM: Open
ESTABLISHED: 08/01/2019

Last Name, First Name

Arzate, Jeanette
Burrirt, Victoria
Cretney, Robyn
Gonzalez Cabrera, Cristopher
Mettler, Layla
Mikail, Norma
Myrick, Deborah

Approved by Personnel Commission

Name:  Date: 1-15-20

E L I G I B I L I T Y L I S T
U N R A N K E D L I S T

CLASSIFICATION:
Program Data Technician

EXAM: Open
ESTABLISHED: 12/17/2019

Last Name, First Name

Galvan, Stephanie
Ruiz, Robert
Sridasome, Sarah
Tardio, Laura
Yousofy, Ghazal

Approved by Personnel Commission

Name: _____

Jim Gutman

Date: _____

15
1-20-20

E L I G I B I L I T Y L I S T
U N R A N K E D L I S T

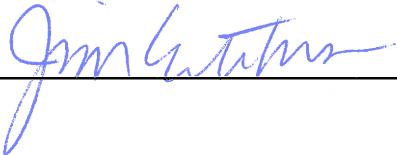
CLASSIFICATION:
Migrant Education Program Advocate II

EXAM: Open
ESTABLISHED: 1/8/2020

Last Name, First Name

Alva Brito, Gricelda
Arevalo, Fabian
Carbajal, Javier
Galvan, Karen
Gonzalez, Jessica
Leon, Anahi
Lopez, Rafael
Margarito, Carolina
Martinez, Maria
Mauldin, Sandra
Rodriguez, Anayeli

Approved by Personnel Commission

Name: 

Date: 1-15-20

E L I G I B I L I T Y L I S T
U N R A N K E D L I S T

CLASSIFICATION:
Executive Director, Enterprise Applications


EXAM: Open
ESTABLISHED: 12/16/2019

Last Name, First Name

Benson, Beckie

Esserman, Andrew

Approved by Personnel Commission

Name:  Date: 1-15-20