

PERSONNEL COMMISSION

MINUTES

Regular Meeting

January 15, 2020

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 9am by Commissioner Chuck Huskey.

II. ROLL CALL

Members Present:

Jim Esterbrooks, Commissioner

Chuck Huskey, Commissioner, Chair

Miriam Rothman, Commissioner, Vice-Chair

Members Absent:

None

Present:

HR Staff: Dr. Olivier Wong Ah Sun, Bill Dowler, Elva Uribe, Jessica Glover, Corey Nabonne

COMET: Andrienne Loree

CSEA: Kim Garcia, Lorraine Hamann, Keith Hildreth

Executive Secretary: Chris Reising (Interim)

Recording Secretary: Lisa Moon

III. APPROVAL OF PROPOSED AGENDA

MSC (Rothman/Esterbrooks) to approve the agenda for January 15, 2020 as presented.

IV. APPROVAL OF MINUTES

A. Regular Meeting – December 18, 2019, 9 a.m., room 301

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

V. PUBLIC COMMENT

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

VI. OTHER ACTION ITEMS

A. Election of Personnel Commission Officers for 2020

Personnel Commissioners have nominated the chair and vice-chair for the 2020 meetings:

Commissioners nominated Jim Esterbrooks as Chair.

MSC (Rothman/Huskey) approved the nomination of Personnel Commission Chair as presented.

Commissioners nominated Miriam Rothman as Vice-Chair.

MSC (Esterbrooks/Huskey) approved the nomination of Personnel Commission Vice-Chair as presented.

VII. RATIFICATION OF ACTIONS BY DIRECTOR

A. None.

VIII. CLASSIFICATIONS

A. New Classifications

1. Program Specialist, Grants (Grade 40, Management)

Human Resources staff recommends that the Personnel Commission approve the following, effective January 15, 2020:

1. Reclassify vacant position 30008817 from Manager, Grants, Grade 044, to Program Specialist, Grants, Grade 040, on the Classified Management Salary Schedule.
2. Approve the classification description for Program Specialist, Grants, as presented.

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

2. Senior Program Specialist, Early Education Data Reporting (Grade 43, Management)

Human Resources staff recommends that the Personnel Commission approve the following, effective January 15, 2020:

1. Establish a new classification as Senior Program Specialist, Early Education Data Reporting, allocated to the Classified Management Salary Schedule at a grade 043.
2. Reclassify position number 10995205 from Program Specialist, Early Education to Senior Program Specialist, Early Education Data Reporting.

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

B. Classifications of New Positions

1. Project Specialist, Expanded Learning

Human Resources staff recommends that the Personnel Commission approve the following, effective January 15, 2020:

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

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

C. Reclassification of Existing Position

1. None.

D. Class Description Update

1. None.

IX. POSITION ANNOUNCEMENTS – NO ACTION

Job bulletins are presented as information only.

1. Coordinator, Charter Schools - 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. Executive Director, Enterprise Applications MEPA II: 12/16/2019
2. Migrant Education Program Advocate II: 1/8/2020
3. Program Data Technician: 12/17/2019
4. Program Secretary: 12/18/2019
5. Program Specialist, PASS AmeriCorps: 12/17/2019
6. Project Specialist, Student Support Services: 12/13/2019
7. Project Specialist, Outdoor Education: 12/17/2019

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

XI. INFORMATION ITEMS – NO ACTION

A. Personnel Commission Mid-Year Budget Update

B. Personnel Report – December 2019

For informational purposes only.

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

XIII. EXECUTIVE SECRETARY’S REPORT

Chris Reising shared the following:

- Update on State budget.
- American Association of School Personnel Administrators (AASPA) Boot Camp: scheduled on January 30-31, 2020 at the Sheraton San Diego Hotel & Marina Bay Tower.
 - Jessica Glover and Corey Nabonne to present on topic *“You’re Hired! Now What? Best Practices in New Hire Paperwork & Training.”*

XIV. DATE OF NEXT MEETING

A. Regular Meeting – February 19, 2020 9 a.m., Room 508

XV. ADJOURNMENT

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

APPROVED BY PERSONNEL COMMISSION

Name: 
Jim Esterbrooks, Chair

Date: 2/19/20

CLASSIFICATION ANALYSIS

Proposed Class Title: Program Specialist, Grants

Prepared By: Elva Uribe

Current Class Title: Manager, Grants

PC Meeting Date: 01/15/2020

Salary Grade: Classified Management, Grade 040

Effective Date: 01/15/2020

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 Manager, Student Services and Programs

BACKGROUND & ANALYSIS:

Human Resources received a request to establish a new classification for Program Specialist, Grants, due to the recent Manager, Grants position being vacated. The newly filled position of Senior Manager, Student Services and Programs will be responsible for the supervision of all SDCOE grants as well as the supervision of the Program Specialist, Grants position. With the support of the Senior Manager, the change in classification to the Program Specialist, Grants position is warranted as the workload will be disseminated among the positions. The Program Specialist, Grants will support the Senior Manager with all grant applications and will serve as a technical resource to other county office staff and districts related to grant coordination, development and assessment.

DEFINITION:

Under general supervision, the Program Specialist, Grants, supports in coordinating grant proposals on behalf of the San Diego County Office of Education (SDCOE), which includes identifying, developing, coordinating, reviewing, and submitting grant proposals. The Program Specialist, Grants also provides technical assistance to school districts regarding grant development.

ESSENTIAL FUNCTIONS:

- Supports the research of grant opportunities based upon the County Office's needs in support of the strategic goals and to help realize the shared vision.
- Identifies available funding sources, obtains Request for Proposal (RFP) information and materials, and disseminates information to stakeholders.
- Works with stakeholders to develop, formalize, and implement procedures and processes as needed to ensure that grant activities follow industry-standard norms.
- Maintains a database of grant concepts submitted by County Office and district personnel seeking funds and matching these ideas to available funding sources.

- Coordinates responses to RFPs to ensure that, whenever possible, proposals are not in competition with each other.
- Writes and/or edits grant proposals.
- Reviews grant proposals, prior to submission to the funding agency, for accuracy and completeness for the County Office.
- Works with all County Office divisions to provide technical assistance, coordination, and monitoring of grant applications
- Provides guidance as needed to County Office staff in the implementation of grant-funded projects.
- Conducts training in the development of grant proposals and implementation procedures once funding is awarded.

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 January 15, 2020:

1. Reclassify vacant position 30008817 from Manager, Grants, Grade 044, to Program Specialist, Grants, Grade 040, on the Classified Management Salary Schedule.
2. Approve the classification description for Program Specialist, Grants, as presented.

JOB DESCRIPTION
San Diego County Office of Education

Program Specialist, Grants

Purpose Statement

Under general supervision, the Program Specialist, Grants, supports in coordinating grant proposals on behalf of the San Diego County Office of Education (SDCOE), which includes identifying, developing, coordinating, reviewing, and submitting grant proposals. The Program Specialist, Grants also provides technical assistance to school districts regarding grant development.

Essential Functions

- Supports the research of grant opportunities based upon the SDCOE's needs in support of the strategic goals and to help realize the shared vision.
- Identifies available funding sources, obtains Request for Proposal (RFP) information and materials, and disseminates information to stakeholders.
- Works with stakeholders to develop, formalize, and implement procedures and processes as needed to ensure that grant activities follow industry-standard norms.
- Maintains a database of grant concepts submitted by SDCOE and district personnel seeking funds and matching these ideas to available funding sources.
- Coordinates responses to RFPs to ensure that, whenever possible, proposals are not in competition with each other.
- Writes and/or edits grant proposals.
- Reviews grant proposals, prior to submission to the funding agency, for accuracy and completeness for the County Office.
- Works with all County Office divisions to provide technical assistance, coordination, and monitoring of grant applications
- Provides guidance as needed to County Office staff in the implementation of grant-funded projects.
- Conducts training in the development of grant proposals and implementation procedures once funding is awarded.

Other Functions

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to:

- Apply district, state and federal policies and regulations as they relate to assigned activities;
- Operate standard office equipment including pertinent software applications;
- Prepare and maintain accurate records;

Analyze data to draw conclusions;
Prepare reports;
Model ethical behavior through honesty, adherence to principles, and personal accountability.

KNOWLEDGE of:

Principles, and practices of grant development, writing, and acquisition;
Resource development;
Budget development and fiscal analysis;
Project management;
Federal, state, and local regulations related to grant funded programs;
Criteria for successful proposals;
Applications of computer systems for grant funding and development.

ABILITY to:

Develop and maintain long term relationships with personnel from internal departments and external agencies;
Communicate effectively, both orally and in writing;
Analyze situations accurately and exercise discretion to adopt an effective course of action;
Effectively manage and improve processes and workflow;
Stay current with knowledge of program rules, regulations, requirements, and restrictions;
Set work unit goals and align with organizational objectives;
Track and measure individual and work unit performance objectively and consistently;
Model communication and interaction that respects and includes all individuals and their languages, abilities, religions, and cultures.

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, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. The job generally requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Five (5) years of direct experience in grant research, writing, and evaluation.

Education: Bachelor's degree with major coursework in business, communication, or related field.
Master's Degree highly desirable.

Equivalency: Any combination of education and experience equivalent to a bachelor's degree with major coursework in business, communication, or related field and five (5) years of direct experience in grant research, writing, and evaluation.

Required Testing

N/A

Certificates

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Drug Test
Proof of physical examination including TB Screen

FLSA State: Exempt

Salary Grade: Classified Management, Grade 040

Personnel Commission Approved:

CLASSIFICATION ANALYSIS

Proposed Class Title: Senior Program Specialist, Early Education Data Reporting Prepared By: Jessica Glover
Current Class Title: Program Specialist, Early Education PC Meeting Date: 01/15/2020
Salary Grade: Classified Management Grade 040 Effective Date: 01/15/2020
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 Executive Director, Early Education Programs and Services

BACKGROUND & ANALYSIS:

The San Diego County Office of Education's Early Education Programs and Services department provides early intervention services for infants and toddlers with special needs, as well as support and training for quality early education programs for children ages 0 – 5 years old throughout San Diego County. The Early Education staff is also deeply involved in assisting school districts, charter schools, and private preschools meet the data reporting requirements mandated by the California Department of Education fund providers such as First 5 San Diego.

Data reporting responsibilities were previously assigned to the Program Specialist, Early Education classification, with the support of a team of Systems Technicians. Due to a vacancy in the Program Specialist position, management has taken this opportunity to re-evaluate the duties being performed. The evaluation revealed that the scope of work related to early education data reporting has evolved over the last few years to include professional development for early education stakeholders, assisting with linking students into the CALPADS system (typically K-12), and working with internal and external IT staff to develop tools and processes that allow different student information systems to synchronize and share data. The impact of errors in the data reporting systems include inaccurate quality tier ratings for early education sites and possible reduction and/or loss of funding.

The job duties to be assigned are not consistent with an existing classification. Human Resources is recommending the creation of a new classification, Senior Program Specialist, Early Education Data Reporting.

DEFINITION:

The Senior Program Specialist, Early Education Data Reporting, is responsible for planning, facilitating, and implementing policies and procedures for San Diego County Office of Education (SDCOE) Early Education program staff on assigned local, state and federal reporting systems to ensure compliance with mandated timelines for county-wide early education data reporting.

ESSENTIAL FUNCTIONS:

- Manages early education data project life cycles, in web-based and local database systems, including internal database design setup requirements, needs of internal/external users (SDCOE staff, school districts, private early education providers, program subcontractors, etc.), grant funders, and state and federal agencies.
- Designs systems process flow and provides development team with detailed documentation outlining system security, external data reporting requirements, case validation, and content page design.
- Develops and delivers trainings to SDCOE Early Education staff on the operation and maintenance of local Quality Rating and Improvement Systems (QRIS), Special Education Information System (SEIS) and California Longitudinal Pupil Achievement Data System (CALPADS) data and other electronic state and federal reporting systems as needed.
- Responds to inquiries from San Diego County Office of Education (SDCOE) programs, school districts, and other stakeholders regarding state and federal early education data reporting requirements.
- Maintain historical archive of all submitted data in a manner to allow for historical data for analyses, audits, and comparisons to current data.
- Develops data migration tools and processes to facilitate inter-system synchronization between student management systems, assessment data systems, internal data systems, and state and other funder data systems.
- Researches, develops, and presents grant information for the purpose of securing alternative funding.
- Manages data and system flow to meet contract requirements, including scheduling, interfacing with local and state level funders, leading specialized teams, defining workflow, creating processes, producing deliverables and ensuring all contract requirements are met and within budget.
- Ensures that assigned early education student information systems meet legal data confidentiality, audit, and archiving requirements.
- Develops procedures and best practices resources related to assigned local, state and federal reporting systems, to assist users with meeting local, state, and federal compliance guidelines.
- Develops and supports the early education student information system data user community, documenting and sharing successes, and engaging data partners, organizations and key field experts.
- Works with internal and external stakeholders to design, develop, and submit data reports, and coordinates the review of data and data corrections to ensure compliance with reporting guidelines.
- Collaborates with non-LEA funders, district and building administrators, a variety of committees, etc. (e.g. on-line media, technology, etc.) for the purpose of serving as a liaison and resource,

identifying training needs and/or coordinating professional development in area of data management and technology support to the early education community and LEA based administrators.

- Researches and analyzes the early education data reporting needs of school districts and non-LEA Early Learning and Care providers and funders, to make recommendations for process and system improvements.
- Participates in assigned early education data reporting systems testing as needed, including developing test plans, data, and procedures, to validate the accuracy of system output.
- Maintains current knowledge of legal and legislative mandated reporting requirements, and reviews and revises reporting policies and procedures to ensure compliance with local, state and federal guidelines.
- Monitors CDE and other sources for changing and emerging technical and data requirements related to assigned early education data reporting systems, and the CA-QRIS Common Data Elements report; and revises policies and procedures accordingly to maintain compliance.
- Advises senior management of operational processes necessary for accuracy and recommends policies, procedures, and/or actions on issues that relate to in assigned data reporting systems.
- Communicates regularly with stakeholders regarding all assigned mandated reporting timelines and requirements.
- Prepares a wide variety of written materials for documenting activities, providing reference, conveying information, and complying with established reporting requirements.
- Supervises classified support staff as assigned to enhance productivity of staff and ensure program outcomes are achieved.

CRITICAL EVALUATION FACTORS:

Definition
Essential Functions
Scope
Knowledge and Abilities
Education
Work Experience
Working Environment
Complexity
Impact of Error

INCUMBENTS IMPACTED:

N/A

RECOMMENDATION:

Human Resources staff recommends that the Personnel Commission approve the following, effective January 15, 2020:

1. Establish a new classification as Senior Program Specialist, Early Education Data Reporting, allocated to the Classified Management Salary Schedule at a grade 043.
2. Reclassify position number 10995205 from Program Specialist, Early Education to Senior Program Specialist, Early Education Data Reporting.

JOB DESCRIPTION
San Diego County Office of Education

Senior Program Specialist, Early Education Data Reporting

Purpose Statement

The Senior Program Specialist, Early Education Data Reporting, is responsible for planning, facilitating, and implementing policies and procedures for San Diego County Office of Education (SDCOE) Early Education program staff on assigned local, state and federal reporting systems to ensure compliance with mandated timelines for county-wide early education data reporting.

Essential Functions

- Manages early education data project life cycles, in web-based and local database systems, including internal database design setup requirements, needs of internal/external users (SDCOE staff, school districts, private early education providers, program subcontractors, etc.), grant funders, and state and federal agencies.
- Designs systems process flow and provides development team with detailed documentation outlining system security, external data reporting requirements, case validation, and content page design.
- Develops and delivers trainings to SDCOE Early Education staff on the operation and maintenance of local Quality Rating and Improvement Systems (QRIS), Special Education Information System (SEIS) and California Longitudinal Pupil Achievement Data System (CALPADS) data and other electronic state and federal reporting systems as needed.
- Responds to inquiries from San Diego County Office of Education (SDCOE) programs, school districts, and other stakeholders regarding state and federal early education data reporting requirements.
- Maintain historical archive of all submitted data in a manner to allow for historical data for analyses, audits, and comparisons to current data.
- Develops data migration tools and processes to facilitate inter-system synchronization between student management systems, assessment data systems, internal data systems, and state and other funder data systems.
- Researches, develops, and presents grant information for the purpose of securing alternative funding.
- Manages data and system flow to meet contract requirements, including scheduling, interfacing with local and state level funders, leading specialized teams, defining workflow, creating processes, producing deliverables and ensuring all contract requirements are met and within budget.
- Ensures that assigned early education student information systems meet legal data confidentiality, audit, and archiving requirements.

- Develops procedures and best practices resources related to assigned local, state and federal reporting systems, to assist users with meeting local, state, and federal compliance guidelines.
- Develops and supports the early education student information system data user community, documenting and sharing successes, and engaging data partners, organizations and key field experts.
- Works with internal and external stakeholders to design, develop, and submit data reports, and coordinates the review of data and data corrections to ensure compliance with reporting guidelines.
- Collaborates with non-LEA funders, district and building administrators, a variety of committees, etc. (e.g. on-line media, technology, etc.) for the purpose of serving as a liaison and resource, identifying training needs and/or coordinating professional development in area of data management and technology support to the early education community and LEA based administrators.
- Researches and analyzes the early education data reporting needs of school districts and non-LEA Early Learning and Care providers and funders, to make recommendations for process and system improvements.
- Participates in assigned early education data reporting systems testing as needed, including developing test plans, data, and procedures, to validate the accuracy of system output.
- Maintains current knowledge of legal and legislative mandated reporting requirements, and reviews and revises reporting policies and procedures to ensure compliance with local, state and federal guidelines.
- Monitors CDE and other sources for changing and emerging technical and data requirements related to assigned early education data reporting systems, and the CA-QRIS Common Data Elements report; and revises policies and procedures accordingly to maintain compliance.
- Advises senior management of operational processes necessary for accuracy and recommends policies, procedures, and/or actions on issues that relate to in assigned data reporting systems.
- Communicates regularly with stakeholders regarding all assigned mandated reporting timelines and requirements.
- Prepares a wide variety of written materials for documenting activities, providing reference, conveying information, and complying with established reporting requirements.
- Supervises classified support staff as assigned to enhance productivity of staff and ensure program outcomes are achieved.

Other Functions

Performs other related duties as assigned.

Job Requirements: Minimum Qualifications:

Skills, Knowledge and Abilities:

SKILLS to:

Use pertinent software applications;
Perform standard bookkeeping and fiscal projections;
Plan and manage projects; preparing and maintaining accurate records;
Classify and interpret data and/or information.

KNOWLEDGE of:

Project management concepts, techniques, and methodologies;
Principles and practices of database management;
Early Education student information system operations;
Federal and state student records requirements and applicable codes;
SEIS and CALPADS reporting requirements and objectives;
Local, state and Federal Reporting requirements, timelines and updates;
Familiarity with student information systems used by SDCOE and the early education community, including SEIS, CALPADS, Aeries, Synergy, PROMIS, Illuminate and PowerSchool;
Effective techniques for synchronizing enterprise-level student information systems to effectively interface with state systems and funder systems;
Software development best practices and methodologies (e.g. Agile).

ABILITY to:

Identify and analyze user or system problems and recommend alternative procedures or solutions;
Analyze functional requirements, apply governing rules and regulations, and translate into best proactive solutions;
Plan, analyze, design, test, and implement software application solutions;
Demonstrate effective use of student information systems used by SDCOE, including but not limited to SEIS, CALPADS, Aeries, Synergy, and PowerSchool;
Make effective technical presentations to individuals and groups;
Formulate and express ideas on difficult and complex concepts in a clear and effectively presented manner, both orally and in writing;
Prepare work plans, and time and cost estimates for projects and proposed systems;
Direct and coordinate assigned project teams; Maintain confidentiality of information;
Work effectively independently and as part of a team with minimum supervision;
Establish and maintain effective working relationships with staff and clients contacted during work;
Demonstrate effective interpersonal skills, including tact, patience, and courtesy;
Communicate effectively and professionally orally and in writing.

Working Environment:

On occasion, this position will require evening and weekend work hours to accommodate training needs for school districts and other stakeholders in locations across San Diego County.

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy indoor environment.

Experience: Five (5) years of work experience managing data in student information systems in a Pre-K-12 LEA and/or early educational agency.

Education: Bachelor’s degree with major coursework in information systems, data management, computer science, or a related field from an accredited college or university.

Equivalency: A combination of education and experience equivalent to a bachelor’s degree with major coursework in information systems, data management, computer science, or a related field, and five (5) years of work experience managing data in student information systems in a K-12 or early childhood educational agency.

Required Testing N/A

N/A

Certificates

Valid CA Driver’s License

Continuing Educ./Training

N/A

Clearances

Criminal Justice fingerprint/Background Clearance

Physical examination including drug screen

TB Screening

FLSA State: Exempt

Salary Range: Classified Management, Grade 043

Personnel Commission Approved:

CLASSIFICATION ANALYSIS

Proposed Class Title: Project Specialist, Expanded Learning

Prepared By: Jessica Glover

Current Class Title: N/A

PC Meeting Date: 01/15/2020

Salary Grade: Classified Management Grade 035

Effective Date: 01/15/2020

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 Manager, Student Services and Programs

BACKGROUND & ANALYSIS:

The San Diego County Office of Education's Expanded Learning Team provides professional development and assists school districts in the implementation of a variety of comprehensive programs designed to increase academic achievement by promoting positive behaviors and engaging students in learning, academic enrichment, and physical activity before and after school.

Due to a vacancy in the Senior Manager position in Expanded Learning, management has taken this opportunity to re-evaluate the team structure. As the Senior Manager position is not being filled, the duties performed by the Senior Manager are being evaluated and redistributed to maximize program efficiency. Management has requested to create a new position that will provide technical assistance and advisory services for school districts participating in the Expanded Learning Program, including providing trainings and workshops to ensure compliance with local and state program and reporting requirements, monitoring program data for submission to CDE and other stakeholders, and implementing special projects related to Expanded Learning.

The job duties to be assigned are consistent with a Project Specialist classification. Previous Project Specialist classifications have been assigned job duties related to a specific program in Expanded Learning. Management is seeking to increase the flexibility of the unit by cross training the Project Specialists to be able to work on any program within the unit. Therefore, Human Resources is recommending the creation of a new classification, Project Specialist, Expanded Learning.

DEFINITION:

Under general direction, the Project Specialist, Expanded Learning, develops and delivers trainings for frontline and site leadership; provides coaching and consultation at a site level for grantees and their subcontractors; conducts site visits to ensure program quality and compliance; develops program resources and information; and maintains and updates site visit data, records, and documentations.

ESSENTIAL FUNCTIONS:

Conducts site visits and provides coaching and consultation to ensure program quality and compliance.

Develops, coordinates, facilitates, and delivers trainings and workshops based on the needs of grantees and subcontractors.

Conducts needs assessment with grantees and their subcontracted agencies to determine technical assistance program needs to meet California Education Code and standards of quality for expanded learning programs.

Organize and facilitate meetings and interactions among stakeholders, after school entities and education providers, schools, parents, service agencies, institutions of higher education, and community and cultural organizations and groups.

Responds to program inquiries from grantees and their subcontractors and interprets and explains state and federal laws, regulations, and standards related to expanded learning programs.

Provides ongoing communications on available resources, latest research, and other information to grantees and their subcontractors to support and improve expanded learning programs.

Tracks, monitors, maintains, and updates program data, records, and documentation.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.

Participates in the development and implementation of special projects related to expanded learning.

Handles escalation from staff and contracted consultants regarding delivery of technical assistance services.

Leads special projects and assignments in assigned areas.

CRITICAL EVALUATION FACTORS:

Definition

Essential Functions

Scope

Knowledge and Abilities

Education

Work Experience

Working Environment

Complexity

Impact of Error

INCUMBENTS IMPACTED:

N/A

RECOMMENDATION:

Human Resources staff recommends that the Personnel Commission approve the following, effective January 15, 2020:

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

JOB DESCRIPTION
San Diego County Office of Education

Project Specialist, Expanded Learning

Purpose Statement

Under general direction, the Project Specialist, Expanded Learning, develops and delivers trainings for frontline and site leadership; provides coaching and consultation at a site level for grantees and their subcontractors; conducts site visits to ensure program quality and compliance; develops program resources and information; and maintains and updates site visit data, records, and documentations

Essential Functions

- Conducts site visits and provides coaching and consultation to ensure program quality and compliance.
- Develops, coordinates, facilitates, and delivers trainings and workshops based on the needs of grantees and subcontractors.
- Conducts needs assessment with grantees and their subcontracted agencies to determine technical assistance program needs to meet California Education Code and standards of quality for expanded learning programs.
- Organize and facilitate meetings and interactions among stakeholders, after school entities and education providers, schools, parents, service agencies, institutions of higher education, and community and cultural organizations and groups.
- Responds to program inquiries from grantees and their subcontractors and interprets and explains state and federal laws, regulations, and standards related to expanded learning programs.
- Provides ongoing communications on available resources, latest research, and other information to grantees and their subcontractors to support and improve expanded learning programs.
- Tracks, monitors, maintains, and updates program data, records, and documentation.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
- Participates in the development and implementation of special projects related to expanded learning.
- Handles escalation from staff and contracted consultants regarding delivery of technical assistance services.
- Leads special projects and assignments in assigned areas.

Other Functions

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

Job Requirements:

Skills, Knowledge and Abilities

SKILLS to:

Analyze and evaluate information;
Understand and ensure compliance with applicable laws and regulations;
Deliver presentations to small and large groups.

KNOWLEDGE of:

After school programming, state and federal grant requirements, elementary school systems, and community services, and experience in implementing, managing, and collaborating with such programs and systems;

Federal, state, and county laws, codes, regulations and requirements pertaining to expanded learning programs, such as After School Education & Safety (ASES) Program, 21st Century Community Learning Centers, and Expanded Learning Statewide Quality Standards;

Principles and practices of program management, budgeting, evaluation, data collection and analysis, record-keeping, and reporting;

Staff development, in-service, and adult learning methods and techniques;

Best practices in providing technical assistance including training, coaching, consultation, facilitation, and mentoring to expanded learning grantees and their subcontracted agencies;

Continuous Quality Improvement process.

ABILITY to:

Communicate with diverse groups in a nonjudgmental manner;

Work flexible hours;

Read and interpret legislation; grant writing;

Manage and coordinate the work of technical and support staff;

Communicate clearly and concisely both orally and in writing.

Work 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 65% sitting, 10% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications:

Experience: Three (3) years of experience monitoring program compliance and collecting and analyzing program data for expanded learning programs, including one year of experience in training and technical assistance in expanded learning.

Education: Bachelor's degree in education, social work, school counseling, educational administration, special education, or related field.

Equivalency: A combination of education and experience equivalent to a bachelor's degree in education, social work, school counseling, educational administration, special education, or related field, and three (3) years of experience monitoring program compliance and collecting and analyzing program data for expanded learning, including one year of experience in training and technical assistance in expanded learning.

Required Testing

N/A

Certificates and Licenses

Valid CA Driver's License

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Fingerprint/Background Clearance

Clearances

Criminal Justice
Physical Exam and Drug screening

FLSA State: Exempt

Salary Range: Classified Management, Grade 35

Personnel Commission Approved: _____

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 19, 2019 3:26:41 PM
Attachments: [ATT00001.txt](#)
[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, Charter Schools (PAF 2785)**

Exam Type: Open

Department: Charter Schools

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

Salary Range: Classified Management Grade 45: \$112,802 - \$137,116 annually

Application Deadline: 1:00 PM on Friday, January 1, 2020

Link to posting:

<https://www.edjoin.org/Home/DistrictJobPosting/1261072>

-

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:
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

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

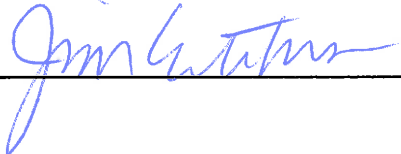
Martinez, Maria

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:
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: 1-20-20¹⁵

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

Burritt, Victoria

Cretney, Robyn

Gonzalez Cabrera, Cristopher

Mettler, Layla

Mikail, Norma

Myrick, Deborah

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 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:  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, Outdoor Education

EXAM: Promotional
ESTABLISHED: 12/17/2019

Last Name, First Name

Burns, Dustin

Approved by Personnel Commission

Name: _____

Jim Estabrook

Date: _____

1-15-20

San Diego County Office of Education
Personnel Commission
Separation Actions for December 2019

LN, FN	Eff Date	Action	Position	Position Title	Division	Department	FTE
Palmer,Shawnalyn	12/25/2019	Termination	10997401	Outdoor Ed Specialist	SS&P - Outdoor Education	Cuyamaca Outdoor Education	0.900000