

**PERSONNEL COMMISSION
REGULAR MEETING
MINUTES**

June 17, 2020

9 a.m.

Pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020, and Executive Order N-29-20 issued by the Governor on March 17, 2020, the SDCOE Personnel Commission meeting will be conducted via video conference at <https://sdcoe.zoom.us/j/96550521777> (Meeting ID 965-5052-1777; Password: 9kZi46).

Commission members will attend by video conference. Members of the public may participate by completing the Public Comment form (listed under Agenda V).

I. CALL TO ORDER

Commissioner Esterbrooks called the meeting to order at 9 a.m.

II. ROLL CALL

All commissioners are present.

III. APPROVAL OF PROPOSED AGENDA

MSC (Huskey/Rothman) to approve to June 17, 2020 agenda as presented.

IV. APPROVAL OF MINUTES

A. Regular meeting on May 20, 2020 at 9 a.m. via teleconference/Zoom

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

V. PUBLIC COMMENT

No comments.

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. None

VII. CLASSIFICATIONS

A. New Classifications

1. None

B. Classification of New Positions

1. Braille Transcriber

Human Resources staff recommends that the Personnel Commission approve the following, effective June 17, 2020:

- a. Classify one (1) new position as Braille Transcriber, Classified Support Grade 039, located at the East County SELPA.

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

C. Reclassification of Existing Position

1. None

D. Class Description

1. None

E. CLASSIFICATION REVIEW WINDOW PERIOD 2020

Jessica Glover discussed the timeline, process and the summary of recommendations. There was brief discussion on the outcomes among the Commissioners and HR staff.

Summary of recommendations:

1. C. Cordova, Account Clerk III
 - a. Reclassify position 10997169 and incumbent, Claudia Cordova, from Account Clerk II, Classified Support Grade 042 to Account Clerk III, Classified Support Grade 048.
 - b. Approve classification description updates to Account Clerk III, as presented.
2. J. Gonzalez, Skilled Maintenance Worker
 - a. Reclassify position 10998228 from Skilled Maintenance Worker, Classified Support Salary Grade 051, to Building Maintenance Specialist, Classified Support Grade 054.
3. O. Campos, Staff Development Assistant
 - a. Approve classification description updates as presented, including classification retitle to Organizational Effectiveness Liaison.
4. J. Ortega, Systems Technician I
 - a. Reclassify position 10998512 from Systems Technician I, Classified Support Salary Grade 48, to Systems Technician II, Salary Grade 052.
5. M. Robinson, Distribution Clerk II
 - a. Reclassify position 30000108 from Distribution Clerk II, Classified Support Salary grade 038, to Operations Distribution Worker, Salary Grade 043.
 - b. Approve classification description updates to Operations Distribution Worker, as presented.
6. A. Tav, Account Clerk II
 - a. No Change

MSC (Huskey/Rothman) to approve all recommendations as presented in the Classification Review Window Period 2020 Summary Report.

VIII. OTHER ACTION ITEMS

- A. None

IX. POSITION ANNOUNCEMENTS - NO ACTION

1. Instructional Aide DHH – 2 positions (re-post), Open

X. APPROVAL OF ELIGIBILITY LISTS

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. Cloud Support Technician, 5/20/2020
2. Web Developer/Programmer, 5/22/2020

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

XI. INFORMATION ITEMS - NO ACTION

A. Personnel Report - May 2020

XII. COMMUNICATIONS

XIII. EXECUTIVE SECRETARY'S REPORT

Chris Reising shared:

- SDCOE is preparing for a partial reopening for limited staff dependent upon County Health Orders, CDC, State Guidelines; developing telecommuting protocols and documentations
- CSEA Bargaining for 2020-21 completed in one-day; tentative agreement pending ratification
- State budget updates; Efforts to keep our staff employed/paid; we will have to be flexible with how we use our staff; commitment by Supt. to keep our employees in 2020-21; partners with CSEA to take care of our staff this year.
- PC staff is doing great work to review the Merit Rules for updates; job description template re-formatting; recruitment will be tapering off due to fiscal climate, but other large projects can now take focus.

XIV. DATE OF NEXT MEETING

A. Regular Meeting - July 15, 2020, 9 a.m., Videoconference

XV. ADJOURNMENT

MSC (Huskey/Rothman) to adjourn at 9:24 a.m.

APPROVED BY PERSONNEL COMMISSION

Verbally approved at July 17, 2020 virtual meeting

MSC (Huskey/Rothman) to approve the June 17, 2020 minutes as presented.