

SAN DIEGO COUNTY OFFICE OF EDUCATION

Personnel Commission

Regular Meeting

Sept. 16, 2020

9 a.m.

Notice of Teleconferencing Pursuant to Executive Order N-29-20 and Government Code Section 54953

Due to the COVID-19 pandemic and consistent with current local, state and federal pandemic guidance, the San Diego County Office of Education will conduct this meeting via video conference. One or more Personnel Commissioners will participate from remote locations via electronic means. Voting at this meeting shall be by roll call. This meeting will be accessible to members of the public via the URL link or phone number below.

Please copy the URL link into your browser address bar: <https://sdcoe.zoom.us/j/91819103161>

Zoom Meeting ID: 918 1910 3161; Password: 9kZi46

Or dial phone number (US): 1-669-900-6833

To submit any public comment for this meeting, please refer to the URL link under agenda item V and copy into your browser address bar. Public comments will be accepted until 8:30 a.m. on the meeting date and will be read during the PC meeting at appropriate times.

I. CALL TO ORDER

Commissioner Esterbrooks opened the meeting at 9 a.m.

II. ROLL CALL

Commissioners Jim Esterbrooks, Chuck Huskey, and Miriam Rothman were all present by video conference.

III. APPROVAL OF PROPOSED AGENDA

MSC (Huskey/Rothman) to approve the agenda for the Sept. 16 regular meeting as presented.

IV. APPROVAL OF MINUTES

A. Regular Meeting – July 15, 2020, 9 a.m., Video Conference

MSC (Rothman/Huskey) to approve the July 15, 2020 minutes as presented.

V. PUBLIC COMMENT

Due to the COVID-19 pandemic and consistent with current local, state and federal pandemic guidance, the Governor has determined that a meeting format allowing for open in-person attendance is not practical or prudent. To participate in the "Public Comment" portion of the San Diego County Office of Education Personnel Commission's regular meeting, please use the form below. As you are writing your comment, please keep in mind that the five-minute time limit still applies to all comments, even if they are being read by someone else.

Link:

https://forms.office.com/Pages/ResponsePage.aspx?id=nsds_WI70ES4za9KECvQ1tKYvZpZJh5Ph-UaY9u4GMtUMzJHTEo4TVNXTjIVSzUyQklzRkxSRFVVWS4u

No public comment.

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. Classification of New Position

1. Administrative Assistant I – Confidential

Human Resources staff recommends that the Personnel Commission approve the following, effective August 1, 2020:

- a. Classify one (1) new position as Administrative Assistant I - Confidential, Confidential Support Grade 044, in the Human Resources Services Division.

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

VII. CLASSIFICATIONS

A. New Classifications

1. None

B. Classification of New Positions

1. None

C. Reclassification of Existing Position

1. None

D. Class Description

1. Automotive Service Worker

Human Resources staff recommends that the Personnel Commission approve the following, effective September 16, 2020:

- a. Approve classification description updates for Automotive Service Worker, as presented.
- b. Reallocate the Automotive Service Worker classification from Classified Support Grade 044 to Classified Support Grade 046.

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

VIII. OTHER ACTION ITEMS

A. Schedule Public Hearing for CSEA Chapter 568's Nomination for Personnel Commissioner 2020-2023

MSC (Rothman/Huskey) to schedule a public hearing at the Oct. 21, 2020 regular meeting of the Personnel Commission and confirm CSEA Chapter 568's nomination for Personnel Commissioner.

IX. POSITION ANNOUNCEMENTS - NO ACTION

Information only.

1. Webmaster-Developer-Programmer, Open
2. Systems Expert - ERP, Open
3. Special Education Aide, Open
4. Senior Manager, Financial Accounting and Data Support, Promotional
5. Senior Manager, Budget and Accounting, Open
6. Occupational Therapist, Open
7. Media Technician - Promotional
8. Executive Director, Maintenance and Operations - Promotional
9. Educational Interpreter – DHH, Open
10. Cloud Solutions Architect, Promotional
11. Cloud Administration Analyst, Open
12. Braille Transcriber - 2 positions, Open
13. Accounting and Data Support Specialist, Promotional

X. APPROVAL OF ELIGIBILITY LISTS

Classification/Established Date:

1. Accounting and Data Support Specialist, 9/7/2020
2. Administrative Assistant III, 9/7/2020
3. Contracts Analyst, 8/24/2020
4. Director, Maintenance and Operations, 7/27/2020
5. Educational Interpreter, 8/3/2020
6. Executive Director, Maintenance and Operations, 9/7/2020
7. Media Technician, 8/13/2020
8. Occupational Therapist, 8/10/2020
9. Senior Manager, Financial Accounting and Data Support, 8/3/2020

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

XI. INFORMATION ITEMS - NO ACTION

- A. Personnel/Separation Reports – July and August 2020

XII. COMMUNICATIONS

XIII. EXECUTIVE SECRETARY'S REPORT

Chris Reising shared:

- CSEA MOU (COVID-19/Reopening) was ratified and is effective from July 1, 2020 to Feb. 12, 2021; compliments to our partners in CSEA leadership to have a lively, collaborative discussion, resulting in an MOU to keep our students and staff safe during this time.
- We have a tentative agreement with SDCAE our certificated union on reopening plans for our school sites.
- Introduction of Carol Tomeo, director, who oversees the recruitment department.

XIV. DATE OF NEXT MEETING

A. Regular Meeting - Oct. 21, 2020, 9 a.m., video conference via Zoom

XV. ADJOURNMENT

MSC (Huskey/Rothman) to approve adjourning the meeting at 9:15 a.m.

Verbally approved

Personnel Commission Approved: *during virtual meeting* Date: *10/21/2020*