

Regular Meeting
SDCOE Personnel Commission
Oct. 21, 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 (Rothman/Huskey) to approve the agenda for the Oct. 21 regular meeting as presented.

IV. APPROVAL OF MINUTES

A. Regular Meeting – Sept. 16, 2020, 9 a.m., Video Conference

MSC (Rothman/Huskey) to approve the Sept. 16, 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. New Classification

1. Coordinator, Special Projects (Grade 45)

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

- a. Establish a new classification as Coordinator, Special Projects allocated to the classified management salary schedule at grade 045.
- b. Classify one (1) new position as Coordinator, Special Projects, classified management in the Communications Unit.

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

B. Reclassification of Existing Position

1. Automotive Service Worker

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

- a. Reclassify vacant position 10997920 from Mechanic II, classified support Grade 054 to Automotive Service Worker, allocated to the classified support salary schedule at grade 046.

MSC (Rothman/Huskey) 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. Cloud Solutions Architect

Human Resources staff recommends that the Personnel Commission approve the following, effective October 21, 2020:

- a. Approve classification description updates for Cloud Solutions Architect, as presented.

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

2. Early Childhood Community Liaison

Human Resources staff recommends that the Personnel Commission approve the following, effective October 21, 2020:

- a. Approve classification description updates for Early Childhood Parent and Family Liaison, including a classification title change to Early Childhood Community Liaison, as presented.

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

3. Financial Reporting Analyst

Human Resources staff recommends that the Personnel Commission approve the following, effective October 21, 2020:

- a. Approve classification description updates for Financial Reporting Analyst, as presented.

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

VIII. OTHER ACTION ITEMS

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

Commissioner Esterbrooks opened the public hearing at 9:12 a.m. There were no public comments and public hearing was closed at 9:14 a.m.

B. Action on CSEA's Nomination for Personnel Commissioner, Chuck Huskey

MSC (Rothman/Esterbrooks) to accept the nomination to reappoint Chuck Huskey to the SDCOE Personnel Commission for a three-year term effective Dec. 1, 2020. The CSEA's Chapter 568's nomination and Personnel Commission's action will be presented to the SDCOE Board of Education for final approval at their regular meeting on Nov. 4, 2020.

IX. POSITION ANNOUNCEMENTS - NO ACTION

Job bulletins are presented for information only.

1. Administrative Assistant II, Open/Promotional
2. Automotive Service Worker, Open
3. Camp Maintenance Worker II, Open
4. Coordinator, Special Projects, Promotional Only
5. Instructional Aide - Deaf and Hard of Hearing, Open

X. APPROVAL OF ELIGIBILITY LISTS

Classification/Established Date:

1. Cloud Solutions Architect
2. Coordinator, Special Projects
3. Senior Manager, Budget Accounting
4. Special Education Aide
5. Systems Expert, Enterprise Resource Planning
6. Webmaster/Developer/Programmer

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

XI. INFORMATION ITEMS - NO ACTION

- A. Personnel Report – Sept. 2020

XII. COMMUNICATIONS

- A. Personnel Commission staff are attending multiple trainings to expand their HR knowledge, learn about new recruitment practices especially in a virtual format. Corey Nabonne is participating in the ACSA Personnel Academy. Jessica Glover, Elva Uribe and Corey Nabonne will attend the Personnel Testing Council's annual conference.

XIII. EXECUTIVE SECRETARY'S REPORT

Chris Reising shared:

- SDCOE is working with the two employee associations on finalizing childcare stipend MOUs, which is in response to an acknowledgement that staff are facing

extraordinary circumstances during the COVID-19 pandemic as SDCOE continues plans to reopen school sites and services.

- On Oct. 15, SDCOE will have a “soft opening” of court schools where we will have limited in-person learning.
- Commissioner Rothman inquired about the Monarch School. Mr. Reising shared that the SDCOE reopening committee includes representatives from both associations and management. It is a joint effort as we look site by site, reviewing safety plans that include protocols and measures before a school site can open. Decisions are made collaboratively with the associations. We are reviewing and implementing all guidance from the County Department of Public Health and in some cases above those regulations. Safety is our number one priority before students and staff return to sites.

XIV. DATE OF NEXT MEETING

A. Regular Meeting – Nov. 18, 2020, 9 a.m., video conference via Zoom

XV. ADJOURNMENT

MSC (Huskey/Rothman) to approve adjourning the meeting at 9:27 a.m.

Personnel Commission Approved: Verbally at virtual meeting Date: Nov. 18, 2020