

Regular Meeting
SDCOE Personnel Commission
Nov. 18, 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://us02web.zoom.us/j/85281132127?pwd=V3NmWkFwaHRXMIhLNVBjdnZQdzBwUT09>

Zoom Meeting ID: 852 8113 2127; 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.

Prior to action items, Commissioner Esterbrooks discussed the public comment process.

III. APPROVAL OF PROPOSED AGENDA

MSC (Huskey/Rothman) to approve the agenda for the Nov. 18, 2020 regular meeting as presented.

IV. APPROVAL OF MINUTES

A. Regular Meeting – Oct. 21, 2020, 9 a.m., Video Conference

MSC (Huskey/Rothman) to approve the Oct. 21, 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-UaY9u4GMtUMzJHTEo4TVNXTjIVSzUyQklzRkxSRFVWWS4u

No public comment.

VI. RATIFICATION OF ACTIONS BY DIRECTOR - None

VII. CLASSIFICATIONS

A. New Classifications

1. Manager, Budget and Accounting (M44)

- a. Establish a new classification of Manager, Budget and Accounting, allocated at Grade 044 of the Classified Management Salary Schedule.
- b. Classify one new position in the Internal Business department as Manager, Budget and Accounting.

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

B. Classification of New Positions - None

C. Reclassification of Existing Position

D. Class Description

1. Graphic Arts Technician

Human Resources staff recommends that the Personnel Commission approve the following, effective Nov. 18, 2020:

- a. Approve classification description updates for Graphic Arts Technician, as presented.

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

VIII. OTHER ACTION ITEMS - None

IX. APPROVAL OF ELIGIBILITY LISTS

Classification/Established Date:

1. Administrative Assistant II, 11/10/2020
2. Coordinator, Alcohol, Tobacco and Other Drugs, 11/12/2020

3. Instructional Aide - Deaf and Hard of Hearing, 10/20/2020
4. Manager, Network Services, 8/31/2020

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

X. POSITION ANNOUNCEMENTS - NO ACTION

Job bulletins are presented for information only.

1. Financial Reporting Analyst

XI. INFORMATION ITEMS - NO ACTION

- A. Personnel Report – Oct. 2020

XII. COMMUNICATIONS

- A. Board Acceptance of CSEA Chapter 568's Nomination to Reappoint Chuck Huskey as Personnel Commissioner
- B. Personnel Testing Council Conference - Feedback from Personnel Commission Staff

XIII. EXECUTIVE SECRETARY'S REPORT

Chris Reising shared:

- The Personnel Commissioners are invited to attend the SDCOE Thanksgiving Drive-by Parade on Nov. 19 from 11:30 am to 1 pm at the main campus parking lot.

XIV. DATE OF NEXT MEETING

- A. Regular Meeting – Dec. 16, 2020, 9 a.m., video conference via Zoom

XV. ADJOURNMENT

MSC (Rothman/Esterbrooks) to approve adjourning the meeting at 9:16 a.m.

Personnel Commission Approved: MSC (Huskey/Rothman)

Date: 12/16/2020 (virtual meeting)