

Regular Meeting
SDCOE Personnel Commission
Jan. 20, 2021
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/89109097128?pwd=QnRna3orUkNMaXpUSWdmNUl1eXN1QT09>

Zoom Meeting ID: 891 0909 7128; Password: 967742

Or dial phone number (US): +1 669 900 9128 (West Coast)

Public comment will have two options:

1. The public may participate virtually or telephonically by notifying the PC recording secretary by noon the day prior to the meeting by contacting mpantaleon@sdcoe.net
2. The public may also submit a written public comment by accessing the URL link under agenda item V and copy into a browser address bar. Written public comments will be accepted until 9 a.m. on the meeting date and will be read during the PC meeting at appropriate times.

I. CALL TO ORDER and ROLL CALL

Commissioner Esterbrooks opened the meeting at 9 a.m.

Maritess Pantaleon verbally confirmed that Personnel Commissioners Jim Esterbrooks, Chuck Huskey, and Miriam Rothman were all present by video conference.

Commissioner Esterbrooks made a statement of the public comment process.

II. APPROVAL OF PROPOSED AGENDA

MSC (Huskey/Esterbrooks) to approve the agenda for the Jan. 20, 2021 regular meeting as presented.

(Commissioner Rothman's verbal motion was muted, as such minutes reflected a motion from Commissioner Huskey and a second from Commissioner Esterbrooks.)

III. APPROVAL OF MINUTES

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

MSC (Huskey/Esterbrooks) to approve the Dec. 16, 2020 minutes as presented.

(Commissioner Rothman's verbal motion was muted, as such minutes reflected a motion from Commissioner Huskey and a second from Commissioner Esterbrooks.)

IV. 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.

The public may participate virtually or telephonically by notifying the PC recording secretary by noon the day prior to the meeting by contacting mpantaleon@sdcoe.net.

To submit a written "Public Comment" of the San Diego County Office of Education Personnel Commission's regular meeting, please use the form below. Written public comments will be accepted until 9 a.m. on the meeting date and will be read during the PC meeting at appropriate times. As you are writing your comment, please keep in mind that the five (5) minute time limit still applies to all comments, even if read by someone else.

Link:

https://forms.office.com/Pages/ResponsePage.aspx?id=nsds_WI70ES4za9KECvQ1tKYvZpZJh5Ph-UaY9u4GMtUOVFMVlINOEg2TDFJUU9XUTNNWUcyM0VaRy4u

No public comment.

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. Reclassification of Existing Position

1. Functional Systems Analyst-Human Resources

Human Resources staff recommends that the Personnel Commission approve the following, effective January 1, 2021:

- a. Reclassify vacant position 10998531, from Functional Systems Analyst-Finance to Functional Systems Analyst-Human Resources, in the ERP Operations unit, ITS division, allocated to salary grade 058 of the Classified Support Salary Schedule.

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

2. Project Specialist, Expanded Learning

Human Resources recommends that the Personnel Commission approve the following, effective January 1, 2021:

1. Reclassify vacant position number 10995421 from Project Specialist, ASES to Project Specialist, Expanded Learning, allocated to salary grade 035 of the Classified Management Grade Salary Schedule.
2. Approve classification description changes for Project Specialist, Expanded Learning as presented.
3. Abolish the classifications of Project Specialist, ASSETS and Project Specialist, ASES.

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

VII. CLASSIFICATIONS

A. New Classifications - None

B. Classification of New Positions

1. Program Secretary

Human Resources recommends that the Personnel Commission approve the following, effective January 20, 2021:

- a. Classify one new position in Early Education Programs and Services as Program Secretary, Classified Support Grade 041.

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

C. Reclassification of Existing Position – None

D. Class Description – None

VIII. OTHER ACTION ITEMS - NONE

IX. APPROVAL OF ELIGIBILITY LISTS

Classification/Established Date:

1. Automotive Service Worker, 12/15/2020
2. Financial Reporting Analyst, 1/12/2021

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

X. POSITION ANNOUNCEMENTS - NO ACTION

Job bulletins are presented for information only.

1. Campus Youth Advocate, Open
2. Budget and Accounting Specialist, Promotional
3. Functional Systems Analyst, Human Resources, Open
4. Project Specialist, Expanded Learning, Open
5. Project Specialist, Human Resources, Open (Extended)

XI. INFORMATION ITEMS - NO ACTION

- A. Personnel and separation reports for Dec. 2020 was presented as information only.
- B. Mid-Year PC Budget Report
Chris Reising provided the Personnel Commission with an update on its mid-year budget status.

XII. COMMUNICATIONS

- A. Combined with agenda item XIII

XIII. EXECUTIVE SECRETARY'S REPORT

Chris Reising shared:

- A. Newly updated CSPCA Merit Academy (March 20 to June 24, 2021); virtual format
- B. State budget updates
- C. Cindy Marten's (superintendent, San Diego Unified) nomination for U.S. Deputy Secretary of Education

XIV. DATE OF NEXT MEETING

- A. Regular Meeting – Feb. 17, 2021, 9 a.m., video conference via Zoom

XV. ADJOURNMENT

MSC (Huskey/Rothman) to approve adjourning the meeting at 9:20 a.m.

Personnel Commission Approved: MSC Rothman/Huskey

Date: Feb. 17, 2021 (virtual meeting)