

Regular Meeting
SDCOE Personnel Commission
March 17, 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.

Zoom link: <https://sdcoe.zoom.us/j/89109097128>
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/Rothman) to approve the agenda for the March 17, 2021 regular meeting as presented.

III. APPROVAL OF MINUTES

A. Regular Meeting – Feb. 17, 2021, 9 a.m., Video Conference

MSC (Rothman/Huskey) to approve the Feb. 17, 2021 minutes as presented.

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-UaY9u4GMtUOVFMVIlNOEg2TDFJUU9XUTNNWUcyM0VaRy4u

No public comment.

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. Class Description Update

1. Cybersecurity Analyst

Human Resources recommends that the Personnel Commission approve the following, effective March 01, 2021:

- a. Approve the classification description updates for Cybersecurity Analyst, Classified Support Grade 058, as presented.

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

B. Reclassification of Existing Position

1. Administrative Assistant III

Human Resources staff recommends that the Personnel Commission approve the following, effective March 11, 2021:

- a. Reclassify position number 30000787 and incumbent, A. Holt, from Administrative Assistant I, classified support grade 44* to Administrative Assistant III, classified support grade 052 in the Student Support Services department of the Student Services and Programs division.

*The minutes will reflect a correction to the salary grade for Administrative Assistant I is grade 44.

The Commissioners acknowledged the correction during the meeting.

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

VII. CLASSIFICATIONS

A. New Classifications

1. Operations Manager, Media and Creative Services (Grade M44) and Media Production Supervisor (Grade M34)

Human Resources staff recommends that the Personnel Commission approve the following, effective March 17, 2021:

- a. Reclassify vacant position number 10995209 from Executive Producer, ITV to Operations Manager, Media and Creative Services, in the Creative and Services Department of the ITS division.
- b. Establish a new classification as Operations Manager, Media and Creative Services, allocated to the Classified Management Salary Schedule, Grade 044.
- c. Abolish the classification of Executive Producer, ITV, Grade 047, from the Classified Management Salary Schedule.
- d. Establish a new classification of Media Production Supervisor, allocated to the Classified Management Salary Schedule, Grade 034.
- e. Allocate one (1) Media Production Supervisor position to the Creative and Media Services Department of the ITS division.

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

2. Community Engagement Specialist, MEGA (Grade M30)

Human Resources staff recommends that the Personnel Commission approve the following, effective March 17, 2021:

- a. Establish the new classification for Community Engagement Specialist, MEGA, allocated to the Classified Management Salary Schedule, Grade 030.
- b. Classify one (1) position as Community Engagement Specialist, MEGA, located in the MEGA Department in the Learning and Leadership Services Division.

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

B. Classification of New Positions

1. Credentials Technician (Grade 48)

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

- a. Classify one new position as Credentials Technician, classified support grade 048, in the Credential Services department of the Human Resources division.

There was brief discussion on the duties of the classification.

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

C. Reclassification of Existing Position

1. Program Data Technician

Human Resources recommends that the Personnel Commission approve the following, effective March 17, 2021:

- a. Reclassify vacant position number 10997989 from Office Assistant II, classified support grade 038, to Program Data Technician, classified support grade 052, in the North Inland SELPA department of the Student Services and Programs division.

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

D. Class Description

1. Project Management Assistant

Human Resources recommends that the Personnel Commission approve the following, effective March 17, 2021:

- a. Approve the classification description updates for Project Management Assistant, as presented.

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

VIII. OTHER ACTION ITEMS

A. Personnel Commission Budget 2021-22 Proposal and Request for Public Hearing

Chris Reising presented the preliminary 2021-22 Personnel Commission budget for the Commissioners preview.

Chris Reising recommended that the public hearing and approval of the preliminary 2021-22 Personnel Commission budget be scheduled at the next regular meeting of the Personnel Commission on April 21, 2021.

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

IX. 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. Campus Youth Advocate, 2/23/2021
2. Project Specialist, Expanded Learning, 2/23/2021
3. Project Specialist, Human Resources 2/17/2021

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

X. POSITION ANNOUNCEMENTS - NO ACTION

Job bulletins were presented as information only.

1. Functional Systems Analyst - Payroll, Open
2. Program Secretary, Open
3. Web Publisher, Open

XI. INFORMATION ITEMS - NO ACTION

A. Personnel and separation reports for Feb. 2021 were presented as information only.

XII. COMMUNICATIONS

A. Combined with agenda item XIII

XIII. EXECUTIVE SECRETARY'S REPORT

Chris Reising shared:

- San Diego County's red tier status; school reopening timelines are being established
- Vaccination efforts for school employees is ongoing for the past two weeks where every employee has an opportunity to be vaccinated; the vaccination rollout is all due to VEBA-coordinated efforts; shout out to Bill Dowler for rolling out the SDCOE vaccination opportunities!
- Lauren Saincome, staffing technician will attend the Merit Academy

XIV. DATE OF NEXT MEETING

A. Regular Meeting – April 21, 2021, 9 a.m., video conference via Zoom

XV. ADJOURNMENT

MSC (Rothman / Huskey) to approve adjourning the meeting at 9:28 a.m.

Personnel Commission Approved: MSC Rothman/Huskey) to verbally approve at 4/21/2021 meeting