

**Regular Meeting**  
**SDCOE Personnel Commission**  
**April 21, 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](mailto: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 April 21, 2021 regular meeting as presented.*

**III. APPROVAL OF MINUTES**

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

*MSC (Rothman/Huskey) to approve the March 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](mailto: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.

No public comment.

## **VI. RATIFICATION OF ACTIONS BY DIRECTOR**

### **A. New Classifications**

#### **1. Cybersecurity Architect (Salary Grade M44)**

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

- a. Establish a new classification, Cybersecurity Architect, allocated to the Classified Management Salary Schedule at Grade 044.
- b. Reclassify vacant position 30004600 from Supervisor II, Cybersecurity, Classified Management Grade 034, to Cybersecurity Architect, Classified Management Grade 044 in the Cybersecurity department of the Integrated Technology Services division.

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

#### **2. Director, Early Education (Salary Grade M44)**

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

- a. Establish a new classification, Director, Early Education, allocated to the Classified Management Salary Schedule at a Grade 050.
- b. Classify one (1) new position, Director, Early Education, in the Early Education Programs and Services department of the Learning and Leadership Services division.

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

## **VII. CLASSIFICATIONS**

**B. Classification of New Positions**

**1. Administrative Assistant III (Salary Grade 52)**

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

- a. Classify one (1) new position as Administrative Assistant III, allocated to the Classified Support Salary Schedule, Grade 052 in the Innovation Division.

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

**2. Building Maintenance Specialist (Salary Grade 54)**

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

- a. Classify one (1) new position as Building Maintenance Specialist, allocated to Grade 054 on the Classified Support Salary Schedule in the Maintenance and Operations Department of the Business Services Division.

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

**3. Coordinator, Charter Schools (Salary Grade M45)**

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

- a. Classify one (1) new position as Coordinator, Charter Schools, allocated to Grade 045 of the Classified Management Salary Schedule in the Charter School Services department of the Business Services division.

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

**C. Reclassification of Existing Positions - None**

**D. Class Description Updates**

**1. Preschool Instructional Assistant (Salary Grade 030)**

Human Resources recommends that the Personnel Commission approve the following, effective April 21, 2021:

- a. Approve the classification description updates for Preschool Instructional Assistant, as presented.

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

## **2. Human Resources Clerk (Salary Grade 040)**

Human Resources recommends that the Personnel Commission approve the following, effective April 21, 2021:

- a. Approve the classification description updates for Human Resources Clerk, as presented.

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

## **VIII. OTHER ACTION ITEMS**

### **A. Public Hearing and Adoption of the 2021-22 Personnel Commission Budget**

Commissioner Esterbrooks opened the public hearing at 9:21 a.m.

No public comments were submitted verbally or in writing.

Commissioner Esterbrooks closed the public hearing at 9:21 a.m.

Chris Reising provided a brief overview of the budget.

*MSC (Huskey / Rothman) to adopt the 2021-22 Personnel Commission budget 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 (Rothman / Huskey) 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 March 2021 were presented as information only.

**XII. COMMUNICATIONS**

- A. Combined with agenda item XIII

**XIII. EXECUTIVE SECRETARY'S REPORT**

Chris Reising shared:

- With the vaccine rollout and availability to our staff, we have reopened all of our site sites for in-person learning. We had a committee that provided oversight in reopening the sites which included representation and partnerships with both unions. Safety for staff, students and their families was always considered. I'm happy to share that so far everything is going well.
- The Human Resources recruitment team is undergoing an internal review of our equity practices; this is long-lasting work that will change the profession to address inclusive hiring practices.
- The recruitment department has a new team member, Joy Dodge, project specialist, human resources.

**XIV. DATE OF NEXT MEETING**

- A. Regular Meeting – May 19, 2021, 9 a.m., video conference via Zoom

**XV. ADJOURNMENT**

*MSC (Rothman / Huskey) to approve adjourning the meeting at 9:29 a.m.*

**Personnel Commission Approved on May 21, 2021:**

*MSC (Rothman / Huskey) to approve the April 21, 2021 minutes as presented.*