

**Regular Meeting**  
**SDCOE Personnel Commission**  
**May 19, 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 / Rothman) to approve the agenda for the May 19, 2021 regular meeting as presented.*

**III. APPROVAL OF MINUTES**

**A. Regular Meeting – April 21, 2021, 9 a.m., Video Conference**

*MSC (Rothman / Huskey) to approve the April 21, 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 - None**

**VII. CLASSIFICATIONS**

**A. New Classifications**

**1. Deputy Superintendent, Innovation (Senior Management Salary Grade 002)**

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

- a. Establish the new classification of Deputy Superintendent, Innovation, allocated to the Classified Senior Management Salary Schedule at Grade 002.
- b. Classify one (1) new position as Deputy Superintendent, Innovation, in the Innovation Division.

The Commissioners had a brief discussion.

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

**2. Project Specialist, Teacher Effectiveness (Management Salary Grade 035)**

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

- a. Establish the new classification of Project Specialist, Teacher Effectiveness, allocated to the Classified Management Salary Schedule at Grade 035.
- b. Classify one (1) new position as Project Specialist, Teacher Effectiveness, in the Teacher Effectiveness and Preparation Unit of the Human Resource Services Division.

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

**3. Consultants (ITS Division)**

Human Resources recommends that the Personnel Commission approve the following, effective May 19, 2021:

- a. Establish five (5) new classifications allocated to the Classified Management Salary Schedule as listed below.
- b. Classify five (5) new positions in the Enterprise Applications department of the Integrated Technology Services Division, as presented.

<b>Class Title</b>	<b>Salary Grade</b>	<b>No. of Positions</b>
Senior Consultant, ERP Application & Systems Development	051	One (1)
Senior Manager, ERP Application & Systems Development	047	One (1)
Solution Consultant, HCM Application & Systems Development	050	One (1)
Functional Consultant, HCM Application & Systems Development	050	One (1)
Technical Consultant, ERP Application & Systems Development	050	One (1)

There was brief discussion on the current contracted services and the proposed cost-savings with the new classifications. Commissioner Esterbrooks asked for information on the cost-savings overview for adding these new classifications and positions. Bill Dowler will provide an update at the next meeting.

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

**4. Village Leader (Classified Support Salary Grade 52)**

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

- a. Establish the new classification for Village Leader, allocated to the Classified Support Salary Schedule, Grade 052.
- b. Classify one (1) new position as Village Leader to the Outdoor Education Department, in the Student Services and Program Division.

The Commissioner Huskey and staff held a discussion on the duties and salary grade. Commissioner Huskey asked to table the item to allow HR to conduct additional research.

*MSC (Huskey / Rothman) to table agenda item VI.A.4 to the next regular PC meeting.*

**B. Classification of New Positions**

**1. Administrative Assistant I (Classified Support Salary Grade 044)**

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

- a. Classify one (1) new position as Administrative Assistant I, allocated to the Classified Support Salary Schedule, Grade 044 in the Systems of Support Department in the Student Services and Programs Division.

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

**2. Coordinator, Maintenance and Operations (Management Salary Grade 045)**

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

- a. Classify one (1) new position as Coordinator, Maintenance and Operations, allocated to the Classified Management Salary Schedule, Grade 045, in the Maintenance and Operations Department of the Business Services Division.
- b. Approve the classification description updates for Coordinator, Maintenance and Operations, as presented.

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

**3. Systems Expert, Enterprise Resource Planning (Management Salary Grade 044)**

Human Resources recommends that the Personnel Commission approve the following, effective May 19, 2021.

- a. Approve the classification description updates for Systems Expert, Enterprise Resource Planning, as presented.
- b. Classify one (1) new position as Systems Expert, Enterprise Resource Planning in the Enterprise Application department of the Integrated Technology Services Division.

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

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

**D. Class Description Updates**

**1. Braille Transcriber (Classified Support Salary Grade 039)**

Human Resources recommends that the Personnel Commission approve the following, effective May 19, 2021:

- a. Approve the classification description updates for Braille Transcriber, as presented.

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

## **2. Network Analyst (Classified Support Salary Grade 065)**

Human Resources recommends that the Personnel Commission approve the following, effective May 19, 2021:

- a. Approve the classification description updates for Network Analyst, as presented.

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

## **VIII. OTHER ACTION ITEMS**

### **A. Approval of 2021-22 Regular Meeting Calendar**

The Personnel Commission is asked to approve the 2021-2022 regular meeting schedule, which will continue to be every 3rd Wednesday and dark in August. In the event, local and state guidance allows for in-person meetings, rooms have been reserved for the year.

Chris Reising shared that in-person meetings will depend on local guidance, SDCOE leadership and implementing safety guidelines.

*MSC (Huskey / Rothman) to adopt the 2021-22 Personnel Commission meeting calendar 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. Accounting /Procurement System Analyst, 5/7/2021
2. Functional Systems Analyst - Payroll, 5/7/2021
3. Operations Manager, Media and Creative Services, 5/7/2021

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

**X. POSITION ANNOUNCEMENTS - NO ACTION**

Job bulletins were presented as information only.

1. Building Maintenance Specialist, Promotional
2. Certified Occupational Therapy Assistant, Open
3. Community Engagement Specialist, MEGA, Open
4. Coordinator, Charter School, Open
5. Cybersecurity Architect, Open
6. Director, Early Education, Open-Promotional
7. Human Resources Clerk, Open

**XI. INFORMATION ITEMS - NO ACTION**

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

**XII. COMMUNICATIONS**

A. Combined with agenda item XIII

**XIII. EXECUTIVE SECRETARY'S REPORT**

Chris Reising shared:

- The recruitment team is working hard to backfill positions vacated by retirements as well as filling new positions.
- We celebrated our stellar classified staff during the May 17 to 21 Classified School Employees Week.
- State budget updates

**XIV. DATE OF NEXT MEETING**

A. Regular Meeting –June 16, 2021, 9 a.m., video conference via Zoom

Commissioner Rothman shared her schedule conflict for June 16 and requested to reschedule the meeting to June 21 at 9 am via videoconference.

*MSC (Huskey / Rothman) to approve rescheduling the June 16 regular meeting to June 21 at 9 am via videoconference.*

**XV. ADJOURNMENT**

*MSC (Rothman / Huskey) to approve adjourning the meeting at 9:49 a.m.*

**Personnel Commission Approved June 21, 2021:**

*MSC (Rothman / Huskey) to approve the May 19, 2021 meeting minutes as presented.*