

Regular Meeting
SDCOE Personnel Commission
June 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
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 June 21, 2021 regular meeting as presented.

III. APPROVAL OF MINUTES

A. Regular Meeting – May 19, 2021, 9 a.m., Video Conference

MSC (Rothman / Huskey) to approve the May 19, 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.

No public comments were submitted written or otherwise.

VI. RATIFICATION OF ACTIONS BY DIRECTOR

A. Class Description Update

1. ServiceNow Developer (Salary Grade 071)

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

Approve the updates for the classification description of ServiceNow Developer, as presented.

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

VII. CLASSIFICATIONS

A. New Classifications

1. Village Leader (Tabled)

This item was tabled from the May 19, 2021 meeting. Chris Reising shared that HR staff continue to have dialogue with CSEA and Outdoor Education leadership regarding this proposed classification; the Commission should expect to see this item return for their action in the July meeting.

B. Classification of New Positions

1. Administrative Assistant II (Classified Support Salary Grade 048)

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

- a. Classify one new position as Administrative Assistant II, allocated to the Classified Support Salary Schedule, Grade 048 in the College and Career Readiness unit in the Innovation division

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

2. Preschool Instructional Assistant(s) (Salary Grade 030)

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

- a. Classify ten (10) Preschool Instructional Assistants positions to the Early Education department in the Learning and Leadership Services division.

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

C. Reclassification of Existing Positions

1. Functional Systems Analyst – Business Operations (Salary Grade 058)

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

- a. Reclassify vacant position 10998529, from Functional Systems Analyst-Payroll to Functional Systems Analyst-Business Operations, allocated to salary grade 058 of the Classified Support Salary Schedule in the Enterprise Resource Planning unit of the Integrated Technology Services division.

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

2. Independent Study Assistant (Salary Grade 034)

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

1. Reclassify vacant position 30000604 from Classroom Assistant – Alternative Education, Classified Support Grade 034 to Independent Study Assistant, allocated to Grade 034 of the Classified Support Salary Schedule in the East Region unit of JCCS.

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

D. Class Description Updates - None

VIII. OTHER ACTION ITEMS

A. Classification Review Window Period 2021

Classification review requests may be submitted during a window period from February 1 through March 1. Requests for review to consider a change in the classification of a position or group of positions may be initiated by the employee, the appropriate manager/supervisor or the County Office of Education. Classification review requests shall be scheduled for completion by the Personnel Commission

staff during the 120 calendar days following the close of the window period but no later than June 30.

Reclassifications authorized by the Personnel Commission shall be effective on July 1 following the window period in which the request was submitted. Chris, Elva, Jessica and Bill provided information on the timeline and usual process.

The Commissioners decided to take classified support and classified management recommendations separately.

1. Classified Support Classification Review

Elva Uribe reviewed the following proposed classified support recommendations as provided in the attached summary report:

Human Resources Recommendations
<p>Nicole Shina, Special Programs Assistant, Administration Division:</p> <ol style="list-style-type: none">1. Establish the new classification of Special Programs Planner, allocated to the Classified Support Salary Schedule at Grade 052.2. Reclassify position 10998203 and incumbent N. Shina, from Special Programs Assistant, Classified Support Grade 050 to Special Programs Planner, Classified Support Grade 052.3. Approve the classification description for Special Programs Planner, as presented.4. Abolish the classification of Special Programs Assistant.
<p>Maria Mujica, Program Clerk, Administration Division:</p> <ol style="list-style-type: none">1. Establish the new classification of CTE/Workability Program Analyst, allocated to the Classified Support Salary Schedule at Grade 058.2. Reclassify position 10998413 and incumbent M. Mujica, from Program Clerk, Classified Support Grade 044 to CTE/Workability Program Analyst, Classified Support Grade 058.3. Approve the classification description for CTE/Workability Program Analyst, as presented.
<p>Fabiola Castellon, Program Clerk, Business Services Division:</p> <ol style="list-style-type: none">1. Reclassify position 10995191 and incumbent F. Castellon, from Program Clerk, Classified Support Grade 044 to Program Data Technician, Classified Support Grade 052.

<p>Flavio Ceja, Distribution Clerk, Learning and Leadership Services Division:</p> <ol style="list-style-type: none"> 1. Reclassify position 10998030 and incumbent F. Ceja from Distribution Clerk I, Classified Support Grade 035, to Distribution Clerk II, Salary Grade 038 of the Classified Support Salary Schedule.
<p>Tonalli Juarez, Mental Health Case Worker, Student Services & Programs Division:</p> <ol style="list-style-type: none"> 1. No Change
<p>Susana Whitaker, Registered Nurse, Student Services & Programs Division:</p> <ol style="list-style-type: none"> 1. No Change

The Human Resources staff requests that the 2021 Classification Review Window Period recommendations, as presented in the attached summary and classification reports, be considered for approval by the Personnel Commission. Classification changes approved by the Personnel Commission shall be effective on July 1, 2021.

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

2. Classified Management Classification Review

Bill Dowler shared the following proposed classified management recommendations as provided in the attached summary report.

Human Resources Recommendations
<p>Ouafa Boufous, Supervisor III, Payroll Services, Business Services Division:</p> <ol style="list-style-type: none"> 1. Approve the classification description updates, as presented.
<p>Kimberly Castagnola, Supervisor III, Purchasing and Contracts, Business Services Division:</p> <ol style="list-style-type: none"> 1. Approve the classification description updates, as presented.
<p>Staci Block, Coordinator, Professional Learning and Technology, Innovation Division</p> <ol style="list-style-type: none"> 1. No change
<p>Michelle Ackerman, Supervisor II, Customer Resource Center, Integrated Technology Services Division:</p> <ol style="list-style-type: none"> 1. Establish the new classification of Supervisor III, Student Information Systems, allocated to the Classified Management Salary Schedule at Grade 038. 2. Reclassify position 10995255 and incumbent M. Ackerman, from Supervisor II, Customer Resource Center, Classified Management Grade 034 to Supervisor III, Student Information Systems, Classified Management Grade 038.

<ol style="list-style-type: none">3. Approve the classification description for Supervisor III, Student Information Systems, as presented.4. Abolish the classification of Supervisor II, Customer Resource Center.
Salvador Garcia, Project Specialist, Youth Development, Student Services and Programs Division: <ol style="list-style-type: none">1. Establish the new classification of Coordinator, Youth Development, allocated to the Classified Management Salary Schedule at Grade 045.2. Reclassify position 30000398 and incumbent S. Garcia, from Project Specialist, Youth Development, Classified Management Grade 035 to Coordinator, Youth Development, Classified Management Grade 045.3. Approve the classification description for Coordinator, Youth Development, as presented.
Vy Nguyen, Senior Program Business Specialist, Student Services and Programs Division: <ol style="list-style-type: none">1. Approve the classification description updates, as presented.

The Human Resources staff requests that the 2021 Classification Review Window Period recommendations, as presented in the attached summary and classification reports, be considered for approval by the Personnel Commission. Classification changes approved by the Personnel Commission shall be effective on July 1, 2021.

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

Commissioner Rothman acknowledged and thanked the team on their efforts to complete the classification study.

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. Building Maintenance Specialist, 5/25/2021
2. Community Engagement Specialist, MEGA, 6/16/2021
3. Coordinator, Charter Schools, 6/9/2021
4. Coordinator, Maintenance and Operations, 6/8/2021
5. Credentials Technician, 6/4/2021

6. Director, Early Education, 6/11/2021
7. Loss Control Analyst, 6/17/2021
8. Program Clerk, 6/17/2021

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

X. POSITION ANNOUNCEMENTS - NO ACTION

Job bulletins were presented as information only.

1. Administrative Assistant III - promotional
2. Coordinator, Maintenance and Operations – promotional
3. Fiscal Technician – open
4. Network Analyst – open
5. Project Specialist, Teacher Effectiveness – open/promotional

XI. INFORMATION ITEMS - NO ACTION

- A. Bill Dowler reviewed the personnel and separation actions for May 2021.
- B. Bill Dowler provided the fiscal overview related to the ITS consultants items from the May 19 meeting.

XII. COMMUNICATIONS

- A. Combined with agenda item XIII

XIII. EXECUTIVE SECRETARY'S REPORT

Chris Reising thanked the Personnel Commissioners for their partnership over the last few years. He was honored to have worked with the PC in a collaborative and thoughtful way. Mr. Reising introduced Bill Dowler as the next PC director. Mr. Dowler is the current classified human resources director and is highly knowledgeable and committed to the merit system.

Mr. Dowler acknowledged Mr. Reising for setting the high bar and positive tone with the collaborative work with the Commissioners and our classified union, CSEA. In addition, the PC staff was recognized for their amazing work.

Mr. Dowler shared that with the reopening of the State of California on June 15, 2021, SDCOE is continuing to monitor the guidance from the various agencies to help employers make a cohesive decision surrounding vaccination status and mask-use/social distancing in the workplace. We will continue to stay in contact with the Commission as

we plan for the next meeting in July, whether it be in-person or continued virtually on Zoom.

XIV. DATE OF NEXT MEETING

A. Regular Meeting –July 21, 2021, 9 a.m., video conference via Zoom or in-person
(subject to local guidance)

XV. ADJOURNMENT

MSC (Huskey / Rothman) to approve adjourning the meeting at 9:34 a.m.

Personnel Commission Approved: MSC (Rothman/Huskey) to approve minutes at the 7/21/21 PC meeting