



Personnel Commission Meeting May 18, 2021

UNAPPROVED MINUTES

1.0 CALL TO ORDER

- 1.1 Chairperson Miller called the regular meeting to order at 2 p.m. followed by the Pledge of Allegiance. The meeting was conducted on Zoom, a web-based video conferencing site, due to the coronavirus (COVID-19).
- 1.2 Establishment of Quorum.
Present: Vice Chairperson, James Rapoza. and Member, Lawrence Lane
Absent: Chairperson, Lynn Miller

Guests: Larry Hunn; Julie High, Ed.D.; Karina Mendez; and Scott Mean-Hill.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of April 20, 2021 were approved as amended (Lane/Rapoza).
Ayes: Lane/Rapoza
Noes: None
Abstain: None
Absent: Miller
- 2.2 To accept the agenda as amended (Lane/Rapoza).
Ayes: Lane/Rapoza
Noes: None
Abstain: None
Absent: Miller

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 None.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
 - 4.1.1 None.
- 4.2 Senior Human Resources Director's Report
 - 4.2.1 Senior Director Cope provided an update on COVID-19, stating that Santa Cruz County is on the "yellow" tier. In the fall, schools may continue to make remote learning an option for students.
 - 4.2.2 There was a flag raising ceremony on May 18, 2021 at the Santa Cruz COE to add the "Progress Pride" flag.

5.0 CONSENT AGENDA

- 5.1 The consent agenda was approved as submitted (Lane/Rapoza).

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

6.0 CORRESPONDENCE

- 6.1 Correspondence to Superintendent Sabbah from Commissioner Miller, May 14, 2021.

Commissioner Miller sent a correspondence to Superintendent Sabbah in regards to the approved 2021-2022 Personnel Commission Budget.

7.0 OLD BUSINESS

- 7.1 Initial Classified Employees Classification/Reclassification Study Report and Initial Management Classification Study Report—Discussion

Managers and employees were notified that they would have an opportunity to make comments and submit written remarks regarding the preliminary reports at the May Personnel Commission meeting. Written input had to be received by the Human Resources Department by 5 p.m. on May 7, 2021 for inclusion in the Personnel Commission packet. No written input was received. The Personnel Commission allowed employees to orally address the Commission. No comments were presented.

Senior Director Cope thanked everyone who participated in the 2021 Classification/Reclassification Study. Consultant High, E.d.D. recognized the Human Resources Department for their support throughout the study.

- 7.2 New Classification—Senior Human Resources Analyst—Second Reading

In reviewing the needs of the Human Resources Department, it was determined that the department needed a new classification to assume higher-level responsibilities and tasks. The new classification would combine the Human Resources Analyst, Classified and the Human Resources Analyst, Certificated positions into a new Senior Human Resources Analyst classification. The new classification would fall under the confidential family and would also support the Personnel Commission.

Motion: Approve the newly proposed job description for Senior Human Resources Analyst at Range 37 (\$5,690 to \$7,202 monthly) on the confidential salary schedule (Lane/Rapoza).

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

7.0 OLD BUSINESS (continued)

7.3 New Classification—Communications and Public Relations Officer—Second Reading

Due to the constant challenges facing the Santa Cruz County Office of Education (COE), it was determined that a new classified management classification be created to centralize the communication structure and public relations for the Santa Cruz COE and the Superintendent's office.

Motion: Approve the Communications and Public Relations Office classification and approve that the newly created job classification be included as a part of the 2021 Classified Management classification study. If approved to be included as a part of the study, Cabinet recommended that the newly created Communication and Public Relations Office classification be allocated to the Executive Director level on the classified management schedule (Lane/Rapoza).

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

8.0 NEW BUSINESS

8.1 New Classification—Receptionist II—First Reading (motion following agenda item 8.5)

As a part of the 2021 Classification process, the consultant recommended that a new classification for Receptionist II be created which would identify the important and essential duties specifically required for the classification.

8.2 New Classification—Director, Information Technology—First Reading (motion following agenda item 8.5)

As a part of the Educational Management Solutions (EMS) Classification process, the consultant recommended that a new classification for Director, Information Technology be created which would identify the important and essential duties specifically required for the classification.

8.3 New Classification—Executive Director, Fiscal Services—First Reading (motion following agenda item 8.5)

As a part of the Educational Management Solutions (EMS) Classification process, the consultant recommended that a new classification for Executive Director, Fiscal Services be created which would identify the important and essential duties specifically required for the classification.

8.4 New Classification—Executive Director, Human Resources—First Reading (motion following agenda item 8.5)

As a part of the Educational Management Solutions (EMS) Classification process, the consultant recommended that a new classification for Executive Director, Human Resources be created which would identify the important and essential duties specifically required for the classification.

8.0 NEW BUSINESS (continued)

8.5 New Classification—Manager, Digital Communications—First Reading

As a part of the Educational Management Solutions (EMS) Classification process, the consultant recommended that a new classification for Manager, Digital Communications be created which would identify the important and essential duties specifically required for the classification.

Motion: Approve agenda items 8.1 - 8.5 as a first reading (Lane/Rapoza).

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 June 15, 2021, Regular Meeting of the Personnel Commission at 2 p.m. via Zoom video conference. Join through Zoom: <https://zoom.us/j/706384990>; Meeting ID:706384990

10.0 ADJOURNMENT

10.1 The meeting of the Personnel Commission was adjourned at 2:16 p.m.

Distribution:
Personnel Commission
Dr. Faris Sabbah, Superintendent
SCCOE Board of Education
SCCOE Office Managers
C.S.E.A President
SCCOE Main Office Bulletin Board

Attest:

Troy Cope
Senior Director, Human Resources