



Personnel Commission Meeting March 19, 2019

APPROVED MINUTES

1.0 CALL TO ORDER

- 1.1. Chairperson Rapoza called the regular meeting to order at 2 p.m. followed by the Pledge of Allegiance.
- 1.2. Establishment of Quorum.
Present: Chairperson, James Rapoza and Vice Chairperson, Lawrence Lane.
Absent: Member, Lynn Miller.
Guests: C.S.E.A. President, Rory Bruce and Julie High, Ed.D.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1. The minutes of the Personnel Commission meeting of February 19, 2019 were approved.
Ayes: Lane/Rapoza
Noes: None
Abstain: None
Absent: Miller
- 2.2. To accept the agenda as amended. Agenda item 8.2 was added to change the date of the next personnel commission meeting.
Ayes: Lane/Rapoza
Noes: None
Abstain: None
Absent: Miller

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1. C.S.E.A. President Rory Bruce shared a C.S.E.A. negotiations survey summary.

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. April's Personnel Commission meeting was placed under agenda item 8.2.
 - 4.2.2. The Santa Cruz COE will hold a substitute Instructional Aide, Autism Support/S.E. job fair on March 23, 2019.
 - 4.2.3. School and Legal Services will present a CPRA Request and Complaints workshop for Personnel Directors on March 26, 2019.

5.0 CONSENT AGENDA

- 5.1. The consent agenda was approved as submitted.

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

6.0 CORRESPONDENCE

- 6.1. None.

7.0 OLD BUSINESS

- 7.1. None.

8.0 NEW BUSINESS

- 8.1. Classification/Reclassification Study Update

Senior Director Cope recapped that six reclassification requests were received by the deadline date and the following thirteen classifications under the Program and Financial Support were being studied: Financial Analyst; Account Specialist II; Account Specialist III; Account Specialist IV; Senior Credentials Analyst; Credential Analyst; Human Resources Assistant III; Human Resources Assistant II; Human Resources Assistant; Human Resources/Credential Technician; Human Resources Technician; Fiscal Accountant; and Purchasing Assistant. Consultant Julie High, Ed.D. informed the Commission that she completed all the employee/supervisor's interviews. She reviewed her process. Discussion followed. The preliminary report along with recommendations will be presented to the Commission at their March meeting.

- 8.2. Personnel Commission Meeting for April 2019

Senior Director Cope requested that the date for the April 2019 Personnel Commission meeting be moved to April 23, 2019 at 2 p.m.

Motion: To approve the request that the April Personnel Commission meeting be changed to April 23, 2019 at 2 p.m.

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1. April 23, 2019 Regular Meeting of the Personnel Commission at 2 p.m. in the Board Conference Room at the Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA 95060.

10.0 ADJOURNMENT

10.1. The meeting of the Personnel Commission was adjourned at 2:18 p.m.

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Attest:

Troy Cope

Senior Director, Human Resources