



Personnel Commission Meeting April 23, 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; Vice Chairperson, Lawrence Lane; and Member, Lynn Miller.
Guests: C.S.E.A. President, Rory Bruce; Julie High, Ed.D.; Karina Mendez; Anna Seymour; Yvanna Mar; Michelle Coffman; Robin Beall; Jenny Im; Nikki Cendreda; Rith Mean-Hill; Janice Berven; Jaclyn Fruzza; Michele Sossoyan-Rix; and Scott Mean-Hill.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of March 19, 2019 were approved (Miller/Lane).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda as submitted (Miller/Lane).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

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 The Teacher/Instructional Aide Recruitment Fair on March 23, 2019 was successful.
 - 4.2.2 Senior Director Cope informed the Commission that Classified Employees' week and Day of the Teacher/COE Employee Appreciation Picnic was scheduled on May 15, 2019 from 12 p.m. to 5 p.m. at Harvey West Park. Commissioners were invited to attend.

4.0 REPORTS, CONTINUED

4.2.3 Senior Director Cope was excited to report that the Santa Cruz County Office of Education approved and accepted the petition to sponsor Cypress Charter High School, which will fall under the Alternative Education Programs.

5.0 CONSENT AGENDA

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

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 Initial Classification/Reclassification Report—Information

Consultant Julie High, Ed.D. presented the 2019 preliminary Classification/Reclassification report. Questions from employees and discussion followed.

The following steps were involved in the study:

- a. current position title and number of employees requesting reclassification;
- b. current salary range with external ranking among comparable agencies;
- c. discussion of findings; and
- d. recommendations

The analysis of each position was based on the basis of the position description, job requirements, reclassification questionnaire and oral interviews, not on the performance of the employee's currently holding the position. The study was focused entirely on the essential duties of the classification, reporting relationships, education/experience requirements, and comparability data in making recommendations.

Reclassification requests were received from Toni Alldredge, Human Resources Analyst (confidential); Yolanda Gallardo, Secretary/Translator-Interpreter; InJin Jun, Department Office Coordinator; Leslie Kootstra, Senior Executive Assistant (confidential); Brenda Ruiz, Resource/Referral Technician, Child Development Programs, Level 2 and Christina Valentin, Resource/Referral Technician, Child Development Programs, Level 2. The following thirteen classifications under the Financial Support Family were studied: The Program and Financial Support Family classifications that have been studied are the Financial Analyst; Account Specialist II; Account Specialist III; Account Specialist IV; Senior Credentials Analyst; Credential Analyst; Human Resources Assistant; Human Resources Assistant II; Human Resources Assistant III; Human Resources/Credential Technician; Human Resources Technician; Fiscal Accountant; and Purchasing Assistant.

7.2 Initial Classification/Reclassification Report—Information (continued)

Senior Director Cope informed the Commission that he met with the reclassification/classification committee. All parties will be notified that they will have an opportunity to make oral and written remarks and comments regarding the preliminary report to the Personnel Commission at the May 21, 2019 meeting at 2 p.m. in the Board Room.

8.0 NEW BUSINESS

8.1 Public Hearing—2019/2020 Personnel Commission Budget

At 2:42 p.m., the Personnel Commission 2019/2020 budget was presented for public comments.

8.2 At 2:43 p.m., the Public Hearing on the 2019/2020 Personnel Commission budget was closed.

8.3 Adoption: 2019/2020 Personnel Commission Budget. Following discussion, a motion was made.

Motion: To approve the proposed 2019/2020 Personnel Commission budget in the amount of \$309,657.99 (Lane/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 May 21, 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 2:45 p.m.

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Attest:

Troy Cope

Senior Director, Human Resources