



## Personnel Commission Meeting May 21, 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 Member, Lynn Miller.  
Absent: Vice Chairperson, Lawrence Lane.  
Guests: C.S.E.A. President, Rory Bruce; Julie High, Ed.D.; Jean Gardner; Elizabeth Heimsoth; Brenda Ruiz; Robin Beall; Jenny Im; Nikki Cendreda; Rith Mean-Hill; Janice Berven; Michele Sossoyan-Rix; and Christina Valentin.

#### 2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of April 23, 2019 were approved.  
Ayes: Miller/Rapoza  
Noes: None  
Abstain: None  
Absent: Lane
- 2.2 To accept the agenda as submitted.  
Ayes: Miller/Rapoza  
Noes: None  
Abstain: None  
Absent: Lane

#### 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 informed the Commission that Classified Employees' week and Day of the Teacher/COE Employee Appreciation Picnic was rescheduled to May 22, 2019 from 12 p.m. to 5 p.m. at Harvey West Park. Commissioners were invited to attend.
  - 4.2.2 Senior Director Cope provided a brief update on Cypress Charter High School.

## **5.0 CONSENT AGENDA**

5.1 The consent agenda was approved as submitted.

Ayes: Miller/Rapoza

Noes: None

Abstain: None

Absent: Lane

## **6.0 CORRESPONDENCE**

6.1 Correspondence to Superintendent Sabbah from Commissioner Rapoza.

## **7.0 OLD BUSINESS**

7.1 Initial Classification/Reclassification Input—Discussion

(Explanation: Provides an opportunity for oral remarks, questions or discussion regarding the preliminary report.)

Consultant Julie High, Ed.D. presented the 2019 Classification/Reclassification Compensation Comparability Study Report to the Personnel Commission at their April 2019 meeting. Per Merit Rule 3.304, managers and employees were allowed to make oral comments and submit written remarks regarding the report. The final report will be presented to the Personnel Commission at their June 25, 2019 meeting and the Commission will take appropriate action.

Senior Director Cope informed the Commission that all the recommendations were shared with the employees and their supervisors. Human Resources welcomed feedback. Written remarks were received from: Robin Beall, Account Specialist IV; Account Specialist IV employees as a group: Jenny Im, Rith Mean-Hill, Robin Beall, Janice Berven, Kirk Osborn, Michele Sossoyan-Rix, Elizabeth Heimsoth, Nikolette Cendreda, and Sonora Piumarta; Janice Berven, Account Specialist IV; and Kirk Osborn, Account Specialist IV.

Oral remarks and input was received from Robin Beall and from C.S.E.A. President Rory Bruce. Discussion followed. Commissioner Rapoza stated that employees' comments would be taken into consideration and sent to Julie High, Ed.D. for review.

## **8.0 NEW BUSINESS**

(Agenda Items: 8.1 to 8.3) As a part of the 2019 classification process, the consultant recommended that due to the expanded complexity of important and essential duties beyond the Account Specialist IV classification for the Benefits, Retirement, and Revenue/Appportionment desks, three new Senior Account Specialist level classifications at Range 35 be created. This constituted a first reading.

8.1 New Classification—First Reading

Senior Account Specialist, Benefits

8.2 New Classification—First Reading

Senior Account Specialist, Revenue and Appportionment

8.3 New Classification—First Reading

Senior Account Specialist, Retirement Reporting

**NEW BUSINESS (CONTINUED)**

Motion: Approve the job descriptions of Senior Account Specialist, Benefits; Senior Account Specialist, Revenue and Apportionment; and Senior Account Specialist, Retirement as a first reading.

Ayes: Miller/Rapoza

Noes: None

Abstain: None

Absent: Lane

- 8.4 Existing Classification Revision—Web Technician and Digital Media Producer—Action  
Due to a recent separation, the Web Technician job classification was reviewed for recruitment purposes. The job description was retitled and minimal changes were incorporated into the job description. The revisions were minor.

Motion: To approve the retitled and revised job description for Web Technician and Digital Media Producer.

Ayes: Miller/Rapoza

Noes: None

Abstain: None

Absent: Lane

**9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 June 25, 2019 Regular Meeting of the Personnel Commission at 2 p.m. in the Technology 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 2:15 p.m.

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Attest:

**Troy Cope**  
**Senior Director, Human Resources**