



Personnel Commission Meeting June 25, 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.; Jean Gardner; Robin Beall; Janice Berven; Cathy Carr; Nikki Cendreda; Rith Mean-Hill; Scott Mean-Hill; InJin Jun; Leslie Kootstra; Karina Mendez; Kirk Osborn; Brenda Ruiz; Michele Sossoyan-Rix; and Christina Valentin.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of May 21, 2019 were approved (Miller/Lane).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda as amended. There was a typo that was revised (Miller/Lane).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 C.S.E.A. President, Rory Bruce read the correspondence that he sent to the Commission on June 20, 2019.

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 Santa Cruz COE's graduation ceremonies for the Alternative Education and Special Education programs were held the week of June 3, 2019.
 - 4.2.2 Santa Cruz COE recognized recent retirees at their June Board meeting.

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 Correspondence to the Personnel Commission from Rory Bruce, C.S.E.A. President.

7.0 OLD BUSINESS

Agenda Items: 7.1 to 7.3

Subject: New Senior Account Specialist Classifications

As a part of the 2019 Classification process, the consultant recommended that three new Senior Account Specialist level classifications be created due to the expanded complexity of important and essential duties beyond the Account Specialist IV classification. The consultant recommended that the new classifications of Senior Account Specialist, Benefits; Senior Account Specialist, Revenue and Apportionment; and Senior Account Specialist, Retirement Reporting be placed on Range 35 (\$4,805 to \$6,083 monthly) on the classified salary schedule. This constituted a second reading. Discussion followed.

C.S.E.A. President Rory Bruce stated that C.S.E.A. would like the Personnel Commission to proceed with their approval of the Classification/Reclassification Study. C.S.E.A. will submit a “demand to bargain” the results of the proposed salary, range placement and any changes in employees’ hours to Superintendent Sabbah. On behalf of the confidential employees, who are not represented by the C.S.E.A., Scott Mean-Hill requested that the Personnel Commission approve the revised job descriptions and implement Consultant High’s recommendations for confidential employees. Commissioner Rapoza stated that the Commission would move forward with their approval of the Classification/Reclassification Study as a whole.

Agenda Item: 7.1

Subject: New Classification—Senior Account Specialist, Benefits

Motion: Move to approve the new job description for Senior Account Specialist, Benefits and to allocate the classification to Range 35 (\$4,805 to \$6,083) on the classified salary schedule (Miller/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

Agenda Item: 7.2

Subject: New Classification—Senior Account Specialist, Revenue and Apportionment

Motion: Move to approve the new job description for Senior Account Specialist, Revenue and Apportionment and to allocate the classification to Range 35 (\$4,805 to \$6,083) on the classified salary schedule (Miller/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

Agenda Item: 7.3

Subject: New Classification—Senior Account Specialist, Retirement Reporting

Motion: Move to approve the new job description for Senior Account Specialist, Retirement Reporting and to allocate the classification to Range 35 (\$4,805 to \$6,083) on the classified salary schedule (Miller/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

Agenda Item: 7.4

Subject: 2019 Classification/Reclassification Study

The 2019 Classification/Reclassification, as a whole, was presented to the Commission for approval. The following remarks were received from several employees:

Rith Mean-Hill, Account Specialist IV, stated that he acknowledge that some of the recommendations from the Classification/Reclassification Study may not have been favorable to some employees within the Account Specialist IV classification; however, he wanted to let the Commission know that not all employees in Account Specialist IV classification were dissatisfied with the results. He stated that his hope would be for the Personnel Commission and the bargaining unit to be able to work together now and in the future, to ensure that everyone's interests, intentions, and common goals would be understood.

Kirk Osborn, Account Specialist IV, apologized for being unable to attend last month's meeting. Kirk expressed his concerns with the study. Kirk explained that additional lower-lever duties from other desks have been assigned to him and has increased his workload. Kirk also stated that his decision-making skills has saved the Santa Cruz County Office of Education money. He thanked the Commission for allowing him the opportunity to speak.

C.S.E.A. Rory Bruce spoke about the reclassification study and how many of the C.S.E.A. employees were upset with the study. He stated that "C.S.E.A. wished to put the Santa Cruz COE on notice that the decisions related to classification were negotiable and that C.S.E.A. demanded to exercise their right to do so with the study".

Agenda Item: 7.4

Subject: 2019 Classification/Reclassification Study (continued)

Commissioner Rapoza stated that Personnel Commission, and himself, have not spoken publicly about what is a job classification and what is not a job classification. A classification study is not about the employee or how good or how bad the employee is at their job, it is about placing a position in a classification. Workload is an issue between the employee, the supervisor, and the bargaining unit. Also, the job classification is not about the employee's education or experience. A job classification includes the minimum experience and education required to recruit for the position.

Senior Director Cope thanked Julie High, Ed.D., the Commissioners, Yvanna Mar, Karina Mendez, and Toni Alldredge for their work on the study. He also thanked employees for their comments and for attending the Personnel Commission meetings.

Motion: Move to approve the entire Classification/Reclassification Study recommendations including job descriptions and position allocations (Lane/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.0 NEW BUSINESS

Agenda Item: 8.1

Subject: Classification of Incumbents

Under Merit Rule and Regulations, 3.308 Upward Reclassification, it is necessary to take action to reclassify the incumbents working in the classification. The new classifications are as follows:

Robin Beall, Senior Account Specialist, Benefits

Elizabeth Heimsoth, Senior Account Specialist, Revenue and Apportionment

Jenny Im, Senior Account Specialist, Retirement Reporting

Brenda Ruiz, Project Specialist, CDP

Christina Valentin, Project Specialist, CDP

InJin Jun, Department Office Coordinator/Fiscal Accountant

Motion: Move to approve the reclassifications of incumbents as listed (Lane/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

Agenda Item: 8.2
Subject: New Classification—First Reading
Student Leadership and Engagement Coordinator

In an effort to provide leadership and guidance for students, student leaders, and student groups, the Santa Cruz County Office of Education's strategic plans needs assessment has determined the need to create a new classified classification. For salary allocation, the new classification will be moved forward to the bargaining unit's Point Factoring Committee. The recommended title will be Student Leadership and Engagement Coordinator. This constitutes a first reading.

Motion: Move to approve the Student Leadership and Engagement Coordinator job description as a first reading (Lane/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 July 16, 2019 Regular Meeting of the Personnel Commission at 2 p.m. in the Bay 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 2:40 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