



Personnel Commission Meeting August 20, 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.

Guest: C.S.E.A. President, Rory Bruce.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of July 16, 2019 were approved (Miller/Lane).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda (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 Bruce stated that he was glad that negotiations regarding the classification/reclassification process have been successfully completed. Senior Director Cope summarized the agreement as follows: 1) Include San Mateo as one of the comparable COEs/districts; 2) update the annual classification/reclassification memo by “bulleting” the process on both correspondences; 3) C.S.E.A. will hold informational meetings; 4) if an employee submits a written response or speaks verbally at the Personnel Commission meeting, the consultant will provide a second opportunity to meet with the employee to review their input; 5) add new classified employees to serve on the Point Factoring Committee. Commissioner Rapoza added that the memo should clearly delineate what a classification/reclassification is and what it is not.
- 3.2 C.S.E.A. President Bruce also announced that he attended C.S.E.A.’s annual conference in Las Vegas.

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 Santa Cruz COE's Board Retreat was held on August 14, 2019 at Koinonia Conference Grounds.

4.2.2 Santa Cruz COE's Orientation Day was held on August 19, 2019 at Sequoia High School.

4.2.3 Senior Director Cope informed the Commissioners that by January 1, 2020, employers with at least five employees must provide sexual harassment prevention training to all permanent and temporary employees in California within the first 30 calendar days after their hire date. All mandatory trainings are offered through Keenan and Associates.

5.0 CONSENT AGENDA

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

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

Agenda Items: 7.1

Subject: New Classification—Second 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. Administration and the Classified Employees' Point Factoring Committee met on August 9, 2019 and point factored the job description.

Motion: To approve the new job classification for Student Leadership and Engagement Coordinator, as well as, approve the Employee Classification Committee's recommendation that the position be placed at Range 35 (\$4,805 to \$6,083) on the classified salary schedule (Miller/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.0 NEW BUSINESS

Agenda Item: 8.1

Subject: New Classification—First Reading

The findings indicated that the position's duties and responsibilities have expanded and far exceeds the responsibilities of the current Director, Student Support Services and Foster Youth Services position. It became evident that a change needed to be made. The recommendation is to develop a new classified management job classification. Because this is a management level position, the recommendation for salary allocation comes from the Santa Cruz County Superintendent of Schools and Cabinet, rather than the bargaining unit's Point Factoring Committee. The recommended title will be Senior Director, Student Support Services Department. This constitutes a first reading.

Motion: Move to approve the newly created classified management job classification for Senior Director, Student Support Services Department as a first reading (Lane/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

Agenda Item: 8.2

Subject: C.S.E.A., Chapter 484's Appointee to the Personnel Commission—Informational

In accordance with Section Education Code 45247, the appointment of Commissioner Rapoza will expire on December 1, 2019. Commissioner Rapoza is the appointee of the Classified School Employees' Association, Chapter 484. The Classified School Employees' Association, Chapter 484 was notified.

Senior Director Cope thanked Commissioner Rapoza for all his years of service. Commissioner Rapoza stated that he would be glad to serve another term. C.S.E.A. President Bruce will send the Santa Cruz County Office of Education a letter informing them that C.S.E.A. will reappoint Commissioner Rapoza.

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 September 17, 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 2:15 p.m.

Distribution:
Personnel Commission
Dr. Faris Sabbah, Superintendent
SCCOE Board of Education
SCCOE Office Managers
C.S.E.A President
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Attest:
Troy Cope
Senior Director, Human Resources