



Personnel Commission Meeting October 15, 2019

APPROVED MINUTES

1.0 CALL TO ORDER

- 1.1 Chairperson Rapoza called the regular meeting to order at 2:02 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.
Guest: C.S.E.A. President, Rory Bruce.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of September 17, 2019 were approved.
Ayes: Lane/Rapoza
Noes: None
Abstain: None
Absent: Miller
- 2.2 A motion was made to table the Closed Session until the November 12, 2019 meeting.
The agenda was approved as amended.
Ayes: Lane/Rapoza
Noes: None
Abstain: None
Absent: Miller

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 Commissioners that the Santa Cruz COE has revealed their new logo.
 - 4.2.2 Senior Director Cope informed the Commissioners that Santa Cruz/Silicon Valley New Teacher Project management along with Denise Sanson from the Educational Services department conducted a training on Workplace Equity during a recent Santa Cruz COE Managers' Meeting.
 - 4.2.3 Senior Director Cope informed the Commissioners that the Santa Cruz COE will be hosting a series of trainings facilitated by School & College Legal Services. On September 24, 2019, a training on the 504 Process was held with more than 80 participants in attendance.

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 2020 Classification/Reclassification Study.

For the 2020 classification study, fifteen classifications under the Program and Financial Support Family will be studied. The Program and Financial Support Family classification that will be studied consist of Project Coordinator, MEDI-CAL; Senior Community Organizer; Community Organizer; Child Care Center Accreditation Facilitator; Child Care Facilities Analyst; Project Coordinator; Project Coordinator, C.D.R.C.; Child Care Resource/Referral Specialist; Project Specialist; Project Specialist, C.D.P.; Resource/Referral Technician, C.D.P., Level 1; Student Data Specialist II, A.E.; Student Data Specialist II, S.E.; Student Data Specialist; Resource & Referral Technician, C.D.P., Level 2. All classified management classifications will also be studied.

The Personnel Commission staff will collect the necessary data from comparable agencies and update job descriptions. An outside consultant, Julie High, Ed.D., will conduct interviews with staff and managers, analyze data and make recommendations, which will be presented to the Commission at their April 2020 meeting. The Human Resources Department will meet with the Classification Committee to review the classification and reclassification process. The classification committee consists of a representative from C.S.E.A., a confidential employee and a management representative. Troy Cope, Senior Director of Human Resources will serve as the facilitator.

8.2 New Classification: First Reading, Director, School Safety & Risk Prevention

Due to a grant being awarded to the Santa Cruz COE, in collaboration with the Sheriff's department, there is an immediate need of hiring a Director to oversee the grant and ensure Santa Cruz County Schools are compliant with school safety plans. Since the position is grant funded with an immediate need to fill, it was recommended the job description be approved after the first reading.

Commissioner Lane made a motion to waive the two reading requirement for this position.

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

8.2 New Classification: First Reading, Director, School Safety & Risk Prevention, continued
Commissioner Lane made a motion to approve the job description for Director, School Safety and Risk Prevention as presented.

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 November 12, 2019 Regular Meeting of the Personnel Commission at 1:30 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 2:22 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