



## **Personnel Commission Meeting October 20, 2020**

### **APPROVED MINUTES**

#### **1.0 CALL TO ORDER**

1.1 Chairperson Lane called the regular meeting to order at 2:01 p.m. followed by the Pledge of Allegiance. The meeting was conducted on Zoom, a web-based video conferencing due to the coronavirus (COVID-19).

1.2 Establishment of Quorum.

Present: Chairperson, Lawrence Lane; Vice Chairperson, Lynn Miller; and Member, James Rapoza.

Guests: C.S.E.A President, Rory Bruce; Toni Alldredge; Karina Mendez; Rith Mean-Hill; Scott Mean-Hill; Jaelyn Fruzza; Michele Rix; Mariel Washburn; Christine Caldwell-Holden; Lucinda Pappani; Leslie Kootstra; Robin Beall; Xaloc Cabanes; Yvanna Mar; Stephany Rice; Joey Stanbra; Nikki Cendreda; In Jin Jun; Yvette Brooks; Rosa Rosas; and Michael Paynter.

#### **2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of September 15, 2020 were approved (Rapoza/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

2.2 To accept the agenda (Miller/Rapoza).

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 The Commissioners thanked and congratulated Toni Alldredge on her retirement.

4.2 Senior Human Resources Director's Report

4.2.1 Senior Director Cope provided an update on COVID-19 and on school closures for the school year. He stated that in partnership with Stanford, an asymptomatic testing center was created for all COE employees.

4.2.2 Senior Director Cope thanked Toni Alldredge for all her support throughout her career.

#### **5.0 CONSENT AGENDA**

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

Ayes: Unanimous

Noes: None  
Abstain: None  
Absent: None

## **6.0 CORRESPONDENCE**

6.1 None.

## **7.0 OLD BUSINESS**

7.1 None.

## **8.0 NEW BUSINESS**

### **8.1 New Classification—Network and Systems Administrator—First Reading**

With the higher reliance on technological services due to distance learning, the department's needs have expanded. A new classification of Network and Systems Administrator needs to be created in order to ensure there is ongoing and high quality service, security, and maintenance to the internet and network enterprise systems at a premier level for all districts and sites within the COE.

Motion: To approve the newly proposed job description for Network and Systems Administrator at the first reading (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

### **8.2 2021 Classification/Reclassification Study**

For the 2021 classification study, twelve classifications under the Maintenance Family and the Administrative Support Family will be studied. The classifications that will be studied consist of Maintenance Specialist; Maintenance Custodian; Executive Assistant, SELPA/MIS Technician; Executive Assistant; Department Office Coordinator; Senior Administrative Secretary; Administrative Secretary; Interpreter/Translator; Secretary; Document Production Operator; Receptionist; and Clerical Assistant.

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.

All Classified employees will be notified of their right to file a request for reclassification on November 2, 2020.

Below is the seven-year annual classification plan recommended at the November 12, 2019 Personnel Commission Meeting:

8.2 2021 Classification/Reclassification Study (continued)

**Seven-Year Annual Classification Plan**

**2020 Program and Financial Support Family:**

- Child Care Center Accreditation Facilitator
- Child Care Facilities Analyst
- Child Care Resource and Referral Specialist
- Community Organizer
- Project Coordinator
- Project Coordinator, Child Development Resource Center
- Project Coordinator, MEDI-CAL
- Project Specialist
- Project Specialist, Child Development Programs
- Resource and Referral Technician, CDP, Level 1
- Resource and Referral Technician, CDP, Level 2
- Senior Community Organizer
- Student Data Specialist
- Student Data Specialist II, AE
- Student Data Specialist II, SE
- Student Data Specialist; and Resource and Referral Technician, CDP, Level 1

**2021 Maintenance Family:**

- Maintenance Specialist
- Maintenance Custodian

**Administrative Support:**

- Executive Assistant, SELPA/MIS Technician
- Executive Assistant
- Department Office Coordinator
- Senior Administrative Secretary
- Administrative Secretary
- Interpreter/Translator
- Secretary
- Document Production Operator
- Receptionist
- Clerical Assistant

**2022 Professional Service Family:**

- Family Services Counselor
- Occupational Therapist
- Therapist, Physically Disabled

**Instructional Support Family:**

- Senior Instructional Aide
- Senior Instructional Aide, Autism Support (SE)
- Foster Youth Educational Liaison
- Gang Intervention Specialist
- Student Leadership & Engagement Coordinator

**2023 Instructional Support Family:**

- Instructional Aide, Alternative Education
- Instructional Aide, Autism, Special Education
- Instructional Aide, Special Education
- Program Coordinator, Outdoor Ed.
- Program Assistant, Outdoor Ed.

8.2 2021 Classification/Reclassification Study (continued)

**2024 Instructional Support Family:**

- Alternative Media Assistant, Visually Impaired
- Alternative Media Specialist, Visually Impaired
- Campus Supervisor
- Guidance Counselor Technician I
- Guidance Counselor Technician II
- Parent Support Representative
- Work Experience Specialist

**2025 Technology Support Family:**

- Network Engineer
- Network Support Specialist
- Senior Systems Support Liaison
- Systems Support Liaison
- Technology Infrastructure Analyst
- Technology Support Technician
- Web Technician and Digital Media Producer

**2026 Program and Financial Support Family:**

- Financial Analyst
- Fiscal Accountant
- Senior Credentials Analyst
- Senior Account Specialist, Benefits
- Senior Account Specialist, Revenue and Apportionment
- Senior Account Specialist, Retirement Reporting
- Account Specialist V
- Credential Analyst
- Human Resources/Credential Technician
- Account Specialist III
- Human Resources Technician
- Human Resources Assistant III
- Account Specialists II
- Human Resources Assistant II
- Human Resources Assistant

**Confidential Family:**

- Human Resources Analyst
- Human Resources Analyst, Certificated
- Superintendent's Executive Assistant
- Senior Assistant
- Senior Human Resources Specialist
- Executive Assistant
- Senior Administrative Secretary

**9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 November 17, 2020, Regular Meeting of the Personnel Commission at 2 p.m. via Zoom video conference. Join through Zoom: <https://zoom.us/j/706384990>; Meeting ID:706384990

**10.0 ADJOURNMENT**

10.1 The meeting of the Personnel Commission was adjourned at 2:17 p.m.

Distribution:  
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SCCOE Board of Education  
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C.S.E.A President  
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Attest:

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