



Personnel Commission Meeting April 20, 2021

APPROVED MINUTES

1.0 CALL TO ORDER

1.1 Chairperson Miller called the regular meeting to order at 2:04 p.m. followed by the Pledge of Allegiance. The meeting was conducted on Zoom, a web-based video conferencing site, due to the coronavirus (COVID-19).

1.2 Establishment of Quorum.

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

Guests: C.S.E.A President, Rory Bruce; Larry Hunn; Julie High, Ed.D.; Karina Mendez; Scott Mean-Hill; Xaloc Cabanes; Jessica Little; Yvette Brooks; Melissa Lopez and Yvanna Mar.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of March 16, 2021 were approved (Lane/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

2.2 To accept the agenda (Rapoza/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 commented that the union was satisfied with this year's Classification/Reclassification Study.

4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 The Commissioners discussed the importance of students going to a partial in-person learning setting.

4.2 Senior Human Resources Director's Report

4.2.1 Senior Director Cope provided an update on school closures, reopening, COVID-19 statistics, and the administering of COVID-19 vaccines in partnership with Dignity Health to ensure educators have the opportunity to be vaccinated.

5.0 CONSENT AGENDA

- 5.1 The consent agenda was approved as submitted (Rapoza/Lane).
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 2021 Classification Study Report—Classified Management by Larry Hunn, Educational Management Solutions

In 2019, Educational Management Solutions (EMS) was retained by the Santa Cruz County Office of Education to conduct a classification and compensation study involving all classified management positions. The overall purpose of the study was to analyze current management job classifications and develop a plan that would serve as a foundation for future decisions regarding sustainable compensations practices. EMS conducted meetings and interviewed managers. Initially, the management classification was to be included in the 2020 classification study; however, the study was delayed.

Consultant Hunn presented the Educational Management Solutions Classification report. Questions and discussion followed.

The following steps were involved in the study:

- a. current position title and number of employees in each studied classification;
- b. current salary range with external ranking among comparable agencies;
- c. equity and market analysis;
- d. discussion of findings and recommendations;
- e. implementation strategies

The following twelve classifications under the Classified Management Family classifications that were studied are: Administrative Assistant to the Superintendent; Coordinator, Web Communications; Manager, Payroll; Manager, Migrant/Seasonal Head Start; Manager, Business Information Systems; Director, Fiscal Services; Director, Maintenance, Operations and Facilities; Senior Director, Fiscal Services; Senior Director, Human Resources; Coordinator, Environmental Literacy; Deputy Superintendent, Business; Director, Santa Cruz County College Commitment.

8.2 2021 Classification/Reclassification Study Report—Classified Employees by Julie High, Ed.D., Consultant

Consultant High, Ed.D. presented the 2020 Preliminary Classification/Reclassification report. Questions and discussion followed.

The following steps were involved in the study:

- a. current position title and number of employees requesting reclassification;
- b. current salary range with external ranking among comparable agencies;
- c. discussion of findings; and
- d. recommendations

The analysis of each position was based on the basis of the position description, job requirements, reclassification questionnaire and oral interviews, not on the performance of the employee's currently holding the position. The study was focused entirely on the essential duties of the classification, reporting relationships, education/experience requirements, and comparability data in making recommendations.

Reclassification requests were received from Rory Bruce, Work Experience Specialist; Melissa Lanctot, Work Experience Specialist; and Lori Davenport, Work Experience Specialist. The following twelve classifications under the Maintenance and Administrative Support Families classifications that were studied are: 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; Clerical Assistant.

All parties will be notified that they will have an opportunity to make oral and written remarks and comments regarding the preliminary report to the Personnel Commission at the May 18, 2021 meeting at 2 p.m. via Zoom videoconferencing.

8.3 Public Hearing—2020/2021 Personnel Commission's Proposed Budget

At 3:23 p.m., the Personnel Commission's 2020/2021 budget was presented for public comments. As there were none, the Commissioners moved forward to the adoption of the budget.

8.4 Close Public Hearing—2021/2022 Personnel Commission's Proposed Budget

At 3:24 p.m., the Public Hearing on the Personnel Commission's 2020/2021 budget was considered closed.

8.5 Adoption of the 2021/2022 Personnel Commission's Proposed Budget

Following discussion, a motion was made.

Motion: To approve the proposed 2021/2022 Personnel Commission budget in the amount of \$279,665.38 (Rapoza/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.6 New Classification—Senior Human Resources Analyst—First Reading

In reviewing the needs of the Human Resources Department, it was determined that the department needed a new classification to assume higher-level responsibilities and tasks. The new classification would combine the Human Resources Analyst, Classified and the Human Resources Analyst, Certificated positions into a new Senior Human Resources Analyst classification. The new classification would fall under the confidential family and would also support the Personnel Commission.

Motion: To approve the first reading of the newly proposed job description for Senior Human Resources Analyst (Lane/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.7 New Classification—Communications and Public Relations Officer—First Reading

Due to the constant challenges facing the Santa Cruz County Office of Education (COE), it was determined that a new classified management classification be created to centralize the communication structure and public relations for the Santa Cruz COE and the Superintendent's office.

Motion: To approve the first reading of the newly proposed job description for Communications and Public Relations Officer (Rapoza/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 May 18, 2021, 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 3:30 p.m.

Distribution:
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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