



# Personnel Commission Meeting

## April 21, 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: Rory Bruce, C.S.E.A. President; Julie High, Ed.D., Consultant; Consultant.; Karina Mendez; Scott Mean-Hill; Maggie O'Grady; Melissa Gomez; Diane Munoz; Sita Moon; Rebecca Olker; Kim Corneille; Rosario Navarro; Sonia Cervantes; and Patricia Munoz.

#### 2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of March 24, 2020 were approved (Miller/Rapoza).

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 C.S.E.A. President Rory Bruce thanked everyone who participated in the Classification Study.

#### 4.0 REPORTS

4.1 Chairperson or Member's Report

4.1.1 Chairperson Lane commented on the importance of employee evaluations.

4.2 Senior Human Resources Director's Report

4.2.1 Senior Director Cope informed the Commission on the latest COVID-19 updates. Disaster Service Workers requests were clarified as all County Office of Education employees are to serve as Disaster Service Workers in emergencies, as needed.

#### 5.0 CONSENT AGENDA

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

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

## **6.0 CORRESPONDENCE**

- 6.1 None.

## **7.0 OLD BUSINESS**

### **7.1 Initial Classification/Reclassification Study Report**

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.

No reclassification requests were received. The following fifteen classifications under the Program and Financial Support Family classifications that were studied are: Project Coordinator, MEDICAL; Senior Community Organizer; Community Organizer; Child Care Center Accreditation Facilitator; Child Care Facilities Analyst; Project Coordinator; Project Coordinator, C.D.P.; 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 parties have been 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 19, 2020 meeting at 2 p.m. via Zoom video conferencing.

Maggie O'Grady, Student Data Specialist II, Special Education addressed the Commission with concerns about the raise in the Student Data Specialist II, Special Education classification range. Maggie O'Grady's written response will be included in next month's Personnel Commission packet. Discussion followed.

## **8.0 NEW BUSINESS**

### **8.1 Personnel Commission's Three Year Budget Review (FY 2017/2018 to FY 2019/2020)**

The Personnel Commission's budgets from fiscal year 2017/2018 to fiscal year 2019/2020 were discussed.

### **8.2 Public Hearing—2020/2021 Personnel Commission's Proposed Budget**

At 3:03 p.m., the Personnel Commission's 2020/2021 budget was presented for public comments.

### **8.3 At 3:04 p.m., the Public Hearing on the Personnel Commission's 2020/2021 budget was closed.**

## 8.0 NEW BUSINESS (CONTINUED)

- 8.4 Adoption of the 2020/2021 Personnel Commission's budget. Following discussion, a motion was made.

Motion: To approve the proposed 2020/2021 Personnel Commission budget in the amount of \$327, 073.87 (Rapoza/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

- 8.5 Deputy Superintendent, Business Services—New Job Description—First Reading

The Chief Business Officer classification recruitment did not attract enough qualified candidates. In order to be more competitive with the job market, administration requested that the Deputy Superintendent, Business Services classification title replace the Chief Business Officer job description. With the current employee retiring at the end of June 2020, administration requested that the Deputy Superintendent, Business Services classification be approved at the first reading so they could begin the recruitment. Salary is currently being studied and a recommendation will be a part of this year's classification process.

Motion: To approve the newly proposed job classification of Deputy Superintendent, Business Services at the "first reading." Salary will be studied and a recommendation will be submitted as a part of this year's classification process in June 2020. (Rapoza/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

## 9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 May 19, 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 3:10 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