



## **Personnel Commission Meeting June 15, 2021**

### **APPROVED MINUTES**

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

1.1 Chairperson Miller called the regular meeting to order at 2:03 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: Julie High, Ed.D.; Karina Mendez; and Scott Mean-Hill.

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

2.1 The minutes of the Personnel Commission meeting of May 18, 2021 were approved as amended (Rapoza/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

2.2 To accept the agenda (Lane/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 None.

4.2 Senior Human Resources Director's Report

4.2.1 Senior Director Cope provided an update on COVID-19, stating that Santa Cruz County numbers are looking better. He expressed his gratitude for Dr. Faris Sabah, Jason Borgen, Miguel Rocha, Verenise Valentin and all those involved for all their contributions to the vaccination effort.

4.2.2 Graduation week for Alternative and Special Education was amazing and a happy occasion for all graduating students, with some in-person and some online graduations.

## **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 New Classification—Receptionist II—Second Reading (motion following agenda item 7.5)

As a part of the 2021 Classification process, the consultant recommended that a new classification for Receptionist II be created which would identify the important and essential duties specifically required for the classification.

- 7.2 New Classification—Director, Information Technology—Second Reading (motion following agenda item 7.5)

As a part of the Educational Management Solutions (EMS) Classification process, the consultant recommended that a new classification for Director, Information Technology be created which would identify the important and essential duties specifically required for the classification.

- 7.3 New Classification—Executive Director, Fiscal Services—Second Reading (motion following agenda item 7.5)

As a part of the Educational Management Solutions (EMS) Classification process, the consultant recommended that a new classification for Executive Director, Fiscal Services be created which would identify the important and essential duties specifically required for the classification.

- 7.4 New Classification—Executive Director, Human Resources—Second Reading (motion following agenda item 7.5)

As a part of the Educational Management Solutions (EMS) Classification process, the consultant recommended that a new classification for Executive Director, Human Resources be created which would identify the important and essential duties specifically required for the classification.

## 7.0 OLD BUSINESS (CONTINUED)

### 7.5 New Classification—Manager, Digital Communications—Second Reading

As a part of the Educational Management Solutions (EMS) Classification process, the consultant recommended that a new classification for Manager, Digital Communications be created which would identify the important and essential duties specifically required for the classification.

Motion: Approve agenda items 7.1 - 7.5 as a second reading (Lane/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

### 7.6 2021 Classified Classification/Reclassification Study and Classified Management Study

The final 2021 Classified Classification/Reclassification Study and Classified Management Study were discussed and position allocations and job descriptions were presented. No appeals were submitted to the Commission for review.

Motion: Approve the entire 2021 Classified Classification/Reclassification Study and Classified Management Study including position allocations and job descriptions (Rapoza/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

## 8.0 NEW BUSINESS

### 8.1 2021 Classification of Incumbents

Since the Commission took action under agenda item 7.6 and adopted the Classified Classification/Reclassification Study and the Classified Management Study, it is necessary to take action to reclassify the incumbents working in the classifications. The new classifications are as follows:

<b>Employee</b>	<b>Current Classification</b>	<b>Recommended Classification</b>
Monica Beverly	Manager, Business Information Systems	Director, Information Technology
Troy Cope	Senior Director, Human Resources, Classified	Executive Director, Human Resources, Classified
Rebecca Olker	Senior Director, Fiscal Services	Executive Director, Fiscal Services
Felicia Smith	Receptionist	Receptionist II

Motion: Approve the reclassification of the above incumbents (Lane/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

**9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 July 20, 2021, Regular Meeting of the Personnel Commission at 2:12 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 2:12 p.m.

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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**