



Personnel Commission Meeting March 15, 2022

APPROVED MINUTES

1.0 CALL TO ORDER

- 1.1 Chairperson Rapoza called the regular meeting to order at 2:00 p.m. followed by the Pledge of Allegiance.
- 1.2 Establishment of Quorum.
Present: Chairperson, James Rapoza; Vice Chairperson, Lawrence Lane and Member, Lynn Miller

Guests: Executive Director of Human Resources, Troy Cope; Melissa Lopez

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of February 15, 2022 were approved (Lane/Miller).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda (Miller/Lane).
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 Executive Director, Human Resources' Report
 - 4.2.1 Executive Director Cope gave a COVID-19 update. Mask policies have gone from mandatory to highly recommended.

5.0 CONSENT AGENDA

- 5.1 The consent agenda was approved as submitted (Miller/Lane).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

6.0 CORRESPONDENCE

- 6.1 None.

7.0 OLD BUSINESS

7.1 2022 Classification/Reclassification Study Update

As a part of the ongoing classification study, the classifications that will be studied under the Professional Service Family and Instructional Support Family are: Family Services Counselor; Occupational Therapist; Therapist/Physically Disabled, Senior Instructional Aide; Senior Instructional Aide, Autism Support (SE); Senior Instructional Aide, Juvenile Hall (AE); Foster Youth Educational Liaison; Gang Intervention Specialist; and Student Leadership & Engagement Coordinator. In addition, on November 1, 2021, all classified employees were notified of their rights to file a request for reclassification. Julie High, Ed.D. was hired as a consultant to conduct the 2022 classification/reclassification process.

Employees interviews were completed and supervisor interviews have begun. No reclassification requests were received by the deadline date of February 1, 2022. A preliminary report will be presented at the April 2022 Personnel Commission meeting by consultant Julie High, Ed.D.

7.2 New Classification—Behavioral Analyst—Second Reading—Action

Due to an employee resignation, the department is in need to hire a Behavioral Analyst with a Board Certified Behavior Analyst Certification to oversee the department sites. Administration and the Classified Employees' Point Factoring Committee met on Monday, February 28, 2022, and point factored the job description. This constitutes a second reading.

Motion: To approve the new job classification for Behavioral Analyst as well as approve the Classified Employees' Point Factoring Committee recommendation that the position be placed at Range 54 (\$7,925 to \$10,079 monthly) on the classified salary schedule (Lane/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

7.3 Review of 2021-2022 Personnel Commission's Budget

In preparation of the 2022-2023 Personnel Commission budget, a 3-year comparison summary of the previous budgets was distributed at the meeting for informational review. Discussion followed. The Santa Cruz County Office of Education intends to submit the preliminary budget to the County Board of Education in May, and is requesting that the Personnel Commission submit their adopted budget for 2022-2023 by the May 2022 meeting. In order to coincide with the budget development timeline, the Personnel Commission will begin review of their budget at next month's meeting.

8.0 NEW BUSINESS

8.1 None.

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 April 19, 2022, Regular Meeting of the Personnel Commission at 2 p.m. in the Board Conference Room, 400 Encinal Street, Santa Cruz, CA 95060.

10.0 ADJOURNMENT

10.1 The meeting of the Personnel Commission was adjourned at 2:21 p.m.

Distribution:

Personnel Commission
Dr. Faris Sabbah, Superintendent
SCCOE Board of Education
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Attest:

Troy Cope
Executive Director, Human Resources