



Personnel Commission Meeting May 17, 2022

APPROVED MINUTES

1.0 CALL TO ORDER

- 1.1 Chairperson Rapoza called the regular meeting to order at 2:01 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: Director of Fiscal Services, Melissa Lopez; Consultant, Julie High, Ed.D.; and Scott Mean-Hill.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of April 19, 2022 were approved (Miller/Lane).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda (Lane/Miller).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 Scott Mean-Hill thanked the Human Resources team for their participation in the Classification Study. He then welcomed Kasey Stoudt to the Human Resources team as the new Human Resources Technician. He also thanked and acknowledged Melissa Lopez, Director of Fiscal Services, for sitting in for Troy Cope, Executive Director of Human Resources in his absence.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
 - 4.1.1 None.
- 4.2 Executive Director, Human Resources' Report
 - 4.2.1 None.

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 Correspondence to Superintendent Sabbah from Commissioner Rapoza, May 13, 2022

Correspondence was sent to the Superintendent about the final Personnel Commission budget of \$300,985.39 for the 2022-2023 school year.

7.0 OLD BUSINESS

7.1 Classification/Reclassification Study Input—Discussion

Managers and employees were notified that they would have an opportunity to make comments and submit written remarks regarding the preliminary report at the May Personnel Commission meeting. Written input had to be received by the Human Resources Department by 5 p.m. on May 6, 2022 for inclusion in the Personnel Commission packet. Written remarks were received by the following: Occupational Therapist-Audra Huerta; Jessica Patterson; and Monica Terrazas. Discussion followed about the input submitted. The Personnel Commission allowed employees to orally address the Commission. No comments were presented.

Consultant Julie High, Ed. D stated that she enjoyed the study. Commissioner Lane stated that he appreciated the work and time put into the study, he also thanked the consultant.

8.0 NEW BUSINESS

8.1 New Classification—First Reading—Senior Instructional Aide, Moderate/Severe—Action

As a part of the 2022 Classification process, the consultant recommended that a new classification for Senior Instructional Aide be created which would identify the important and essential duties specifically required for the Special Education department. This constitutes a first reading.

Motion: To approve the first reading of the newly created job description for Senior Instructional Aide, Moderate/Severe and approve that the newly created job classification be included as a part of the 2022 Classification Study (Miller/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.2 New Classification—First Reading—Senior Instructional Aide, Court and Community—Action

As a part of the 2022 Classification process, the consultant recommended that a new classification for Senior Instructional Aide be created which would identify the important and essential duties specifically required for the Alternative Education department. This constitutes a first reading.

Motion: To approve the first reading of the newly created job description for Senior Instructional Aide, Court and Community and approve that the newly created job classification be included as a part of the 2022 Classification Study (Lane/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.3 New Classification—First Reading—Data Scientist and Engineer—Action

In order to support our focus and dedication to making informed decisions by assisting our student programs and districts/schools with accessing, analyzing, and utilizing data and assisting with automated processes with school information and COVID data, there is a need to create a Data Department by developing this job description. If approved, the Data Scientist and Engineer classification will be forwarded to the Point Factoring Committee prior to a second reading for salary allocation. This constitutes a first reading.

Motion: To approve the first reading of the newly created job description for Data Scientist and Engineer with an amendment to change the experience and education categories (Miller/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 June 21, 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
SCCOE Office Managers
C.S.E.A President
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Attest:

Troy Cope
Executive Director, Human Resources