



Personnel Commission Meeting June 20, 2023

APPROVED MINUTES

1.0 CALL TO ORDER

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

Guests: Executive Director of Human Resources, Troy Cope, Julie High, Ed.D., Scott Mean-Hill, Joey Stanbra, Melissa Lopez, and Karina Mendez

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of May 16, 2023 were approved (Rapoza/Miller).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda as amended (Miller/Rapoza).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 Scott Mean Hill thanked Julie High, Ed.D., the Human Resources Department, the Personnel Commissioners and the staff from other departments for their work on the Classification/Reclassification Study and the work needed for implementing the recommendations.

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 discussed graduation week for Alternative Education and Special Education. He stated there were amazing speeches and thanked all educators and staff.

5.0 CONSENT AGENDA

- 5.1 The consent agenda (5.1-5.5) was approved as submitted (Rapoza/Miller).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 2023 Classification/Reclassification Study—Action

The final 2023 Classified Classification/Reclassification Study was discussed and position reallocations and job descriptions were presented. No appeals were submitted to the Commission for review. Discussion followed about the changes presented.

Current Classification	Recommended Classification	Recommendation/s
Instructional Aide, Alternative Education	None	Approve the reallocation of the position of Instructional Aide, Alternative Education from Range 19 to Range 23. Approve the revised job description.
Instructional Aide, Autism Support (Special Education)	Instructional Aide, Autism Support (Title Change)	Approve the reallocation of the position of Instructional Aide, Autism Support from Range 19 to Range 23. Approve the job title change and revised job description.
Instructional Aide, Special Education	Instructional Aide, Moderate/Severe (Title Change)	Approve the reallocation of the position of Instructional Aide, Moderate/Severe from Range 19 to Range 23. Approve the job title change and revised job description.
Network and Systems Administrator	Network and Systems Architect (Title Change)	Approve the reallocation of the position of Network and Systems Architect from Range 50 to Range 53. Approve the job title change and revised job description.
Program Assistant, Outdoor Education	None	No increase in salary range placement. Approve the revised job description.
Program Coordinator, Outdoor Education	None	No increase in salary range placement. Approve the revised job description.

Motion: To approve the entire 2023 Classified Classification/Reclassification Study including position reallocations, job descriptions and reclassification of incumbents (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.0 NEW BUSINESS

8.1 Reallocation of Senior Instructional Aide Positions

Since the Commission took action under agenda item 7.1 and adopted the 2023 Classification and Reclassification Study, it is necessary to take action to allocate the following positions: Senior Instructional Aide, Court and Community Schools; Senior Instructional Aide, Autism Support; Senior Instructional Aide, Juvenile Hall; and Senior Instructional Aide, Moderate/Severe. Currently, the mentioned positions are at Range 23 and would be equal in range to the Instructional Aide Positions that were allocated to Range 23 even though the Senior Instructional Aides are part of the career ladder to Instructional Aides.

Motion: To approve the reallocation of the above positions from Range 23 to Range 27 and its incumbents (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.2 Classification Revision—First Reading—Director, Communications and Engagement—Action

Due to the addition of new positions and to match the format of other management positions, a title revision is being requested along with minor changes to the job description of Communications and Public Relations Officer. The new recommended title will be Director, Communications and Engagement. This classified management position will remain on Level 6 (\$110,029 to \$140,430) of the classified management salary schedule. This constitutes a first reading.

Motion: To approve the revised classification title and proposed job description for Director, Communications and Engagement at the first reading (Rapoza/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.3 New Classification—First Reading—Coordinator, Maintenance and Operations

Due to the growing facility needs for the Santa Cruz COE, there is a need for a Classified Management position to be responsive to these needs. This position will provide increased support and training for Maintenance and Operations personnel. Response time to facility and maintenance requests will improve and the department will be able to meet the demands of the annual Williams Settlement inspections. This increase in service will benefit students, staff, and districts that are supported by the Santa Cruz COE. Because this is a management level position, the recommendation for salary allocation comes from the Santa Cruz County Superintendent of Schools and Cabinet, rather than the bargaining unit's Point Factoring Committee. The recommended title will be Coordinator, Maintenance and Operations. This constitutes a first reading.

Motion: To approve the revised classification title and proposed job description for Director, Communications and Engagement at the first reading (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 July 18, 2023, 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 2:18 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
Executive Director, Human Resources