



Personnel Commission Meeting November 14, 2023

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.
- 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, Jason Borgen, Verenise Valentin, Scott Mean-Hill, and Karina Mendez

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of October 17, 2023 were approved (Miller/Rapoza).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda as submitted (Rapoza/Miller).
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 shared that the Classified Employee Grant may return. Currently the COE is getting all data together from districts. This grant would give Classified employees up to \$4,800 a year to pursue teacher credentials and careers.
 - 4.2.2 He also talked about the Standard Command Response which includes training all firefighters, law enforcement agencies, and school districts to use the same terminology if there is a serious threat in schools or offices. Training for COE and all sites have started. He thanked Bryan Wall for all his efforts in this program.

5.0 CONSENT AGENDA

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

6.0 CORRESPONDENCE

6.1 2024 Classification Study Memorandum

The 2024 Classification Study Memorandum was sent on November 1, 2023 to all Classified employees to inform them of the process of the upcoming study.

6.2 2024 Reclassification Study Memorandum

The 2024 Reclassification Study Memorandum was sent on November 1, 2023 to all Classified employees to inform them of the process of the upcoming study.

7.0 OLD BUSINESS

7.1 None.

8.0 NEW BUSINESS

8.1 2024 Classification/Reclassification Study

The Santa Cruz County Office of Education has developed an annual classification plan in which identified classifications are studied on a regular basis every six to seven years. The plan has allowed the Santa Cruz County Office of Education to consistently study classifications on a regular basis to ensure internal salary alignment and current classified job descriptions. The annual classification plan does not negate the necessity of performing the annual reclassification studies requested by staff.

For the 2024 classification study, seven classifications under the Instructional Support Family will be studied. The classifications that will be studied consist of Alternative Media Assistant, Visually Impaired; Alternative Media Specialist, Visually Impaired; Campus Supervisor; Guidance Counselor Technician I; Guidance Counselor Technician II; Parent Support Representative; and Work Experience Specialist.

The Personnel Commission staff will collect the necessary data from comparable agencies and update job descriptions. An outside consultant, Julie High, Ed.D, will conduct interviews with staff and managers, analyze data and write reports.

8.2 New Classification—First Reading—Director, Technology: Security, Infrastructure and Compliance—Action

Due to the Coordinator, Technology Infrastructure and Security position being opened for over a year without qualified candidates, the department has decided to change the position to a director level instead. This would add specific duties related to new compliance protocols that have been put in place over the last year which includes LEAs to report cyber attacks to the state and the increased level of work needed to receive federal e-rate funds. Since 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 Director, Technology: Security, Infrastructure and Compliance. This constitutes a first reading. Chief Technology and Innovations Offer, Jason Borgen, presented the Commissioners the reason for making this position at a Director level,

such as the security efforts and compliance legislation that this position would oversee. Discussion followed.

Motion: To approve the newly created classification and job description for Director, Technology: Security, Infrastructure and Compliance (\$118,832 to \$151,663) at the first reading and abolish the previously created classification for Coordinator, Technology Infrastructure and Security (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

- 8.3 New Classification—First Reading—Director, Data, Analytics and Development—Action
- 8.4 New Classification—First Reading—Data Engineer—Action
- 8.5 New Classification—First Reading—Software Engineer—Action
- 8.6 New Classification—First Reading—Student Data Coordinator (CALPADS and SIS)—Action

Due to legislative changes in the 2023-2024 school year, there is a need for district oversight to support data submission to the state. These changes have significantly increased around how the COE efforts support the 11 districts. The COE's vision is to create a data system from cradle to career to break barriers between preschool, K-12, post-secondary and careers. This system, One Source, would maintain all records such as academic, behavior, and attendance and would be similar to those established in Santa Clara, Stanislaus, and Kern County Offices of Education. In order to make this vision come to fruition there will be a new department created under the Tech+ umbrella called Data, Analytics and Development. The following are new job descriptions that will be needed in order to plan, build and maintain this department.

Director, Data, Analytics and Development

Since 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 Director, Data, Analytics and Development. This constitutes a first reading.

Data Engineer, Software Engineer and Student Data Coordinator (CALPADS and SIS)

For salary allocation, the new classification will be moved forward to the bargaining unit's Point Factoring Committee. The recommended titles will be Data Engineer, Software Engineer and Student Data Coordinator (CALPADS and SIS). This constitutes a first reading.

Chief Technology and Innovations Offer, Jason Borgen, explained agenda items 8.3 - 8.6 and the justification for needing all the new classifications. The COE is building and automating systems for the sites and the other school districts. Some of these systems include digital planning for literacy; creating One Source, a program that would hold achievement data, academic data, analytics data, behavioral data, mental health support intakes, and other societal data, for students from cradle to career. In order to implement these programs these classifications are needed in order to expand the department. Discussion followed.

Motion: To approve the job descriptions for agenda items 8.3 - 8.6 (above) at the first reading (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 CLOSED SESSION

9.1 The Commission adjourned into a closed session at 2:22 p.m. to discuss the Classified Evaluation for Executive Director, Human Resources, Classified.

10.0 OPEN SESSION

10.1 The Commission reconvened at 3:34 p.m. and reported that the Classified Evaluation for Executive Director, Human Resources was completed.

11.0 SCHEDULE OF UPCOMING EVENTS

11.1 December 12, 2023, Regular Meeting of the Personnel Commission at 2 p.m. in the Board Conference Room: 400 Encinal Street, Santa Cruz, CA 95060.

12.0 ADJOURNMENT

12.1 The meeting of the Personnel Commission was adjourned at 3:35 p.m.

Attest:

Troy Cope

Executive Director, Human Resources

Distribution:

Personnel Commission

Dr. Faris Sabbah, Superintendent

SCCOE Board of Education

SCCOE Office Managers

C.S.E.A President

SCCOE Main Office Bulletin Board