



Personnel Commission Meeting April 16, 2024

APPROVED MINUTES

1.0 CALL TO ORDER

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

Guests: Executive Director of Human Resources, Troy Cope; Julie High, Ed.D., Melissa Lopez, Scott Mean-Hill, Monica Beverly, Michele Sossoyan-Rix, Mallory Sainsbury, and Karina Mendez

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of March 19, 2024 were approved (Lane/Rapoza).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda as submitted (Rapoza/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 invited the Personnel Commission to the COE Staff Appreciation Picnic on May 8, 2024 1-4 pm at Anna Jean Cummings County Park.
 - 4.2.2 He also thanked and showed appreciation for Consultant Julie High, Ed.D. and her work with the Classification/Reclassification Study.

5.0 CONSENT AGENDA

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

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 New Classification—Second Reading—Student Data Coordinator (CALPADS and SIS)—Action

Background: 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 first reading of the recommended classification of Student Data Coordinator (CALPADS and SIS) was approved by the Personnel Commission on November 14, 2023. Before the second reading occurred the position was placed on hold until the Director, Data, Analytics and Development was hired. The department is now willing to revisit this classification and have made some changes to the job descriptions.

Administration and the Classified Employees' Point Factoring Committee met on Friday, April 12, 2024 and point factored the job description to include higher level duties. This constitutes a second reading.

Motion: To approve the newly created classification and job description for Student Data Coordinator (CALPADS and SIS) as well as approve the Classified Employees' Point Factoring Committee's recommendation that the position be placed at Range 37 (\$5,951 to \$7,493) on the classified salary schedule (Rapoza/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.0 NEW BUSINESS

8.1 2024 Initial Classification/Reclassification Study Report by Julie High Ed.D., Consultant—Discussion

Consultant Julie High, Ed.D. presented the 2024 preliminary Classification/Reclassification Study report for classified employees along with recommendations to the Personnel Commission during the meeting. Discussion followed.

This year's ongoing study would consist of classifications that fall under the Instructional Support Family: 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.

In addition, Troy Cope, Executive Director of Human Resources; Terra Lee, Financial Analyst; Scott Mean-Hill, Senior Human Resources Analyst; and Jody Belgard, Senior Systems Support Liaison submitted a request for reclassification.

The following steps were involved in the study:

- a. current position title and number of employees requesting reclassification;
- b. current salary range with external ranking among comparable agencies;
- c. discussion of findings; and
- d. recommendations

The analysis of each position was based on the position description, job requirements, reclassification questionnaire and oral interviews, not on the performance of the employees currently holding the position. The study was focused entirely on the essential duties of the classification, reporting relationships, education/experience requirements, and comparability data in making recommendations.

All parties will be notified that they will have an opportunity to make oral and written remarks and comments regarding the preliminary report to the Personnel Commission at the May 21, 2024 meeting at 2 p.m.

- 8.2 Open Public Hearing—2024-2025 Personnel Commission’s Proposed Budget
At 2:31 p.m., the Personnel Commission’s 2023-2024 budget was presented for public comments. The Commissioners moved forward to the adoption of the budget.
- 8.3 Close Public Hearing—2024-2025 Personnel Commission’s Proposed Budget
At 2:32 p.m., the Public Hearing on the Personnel Commission’s 2024-2025 budget was considered closed.
- 8.4 Adoption of the 2024-2025 Personnel Commission’s Budget
Following discussion, a motion was made.

Motion: To approve the proposed 2024-2025 Personnel Commission budget in the amount of \$330, 972.18 (Rapoza/Lane).

Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 May 21, 2024, 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 2:33 p.m.

Attest:

Troy Cope

Executive Director, Human Resources

Distribution:

Personnel Commission

Dr. Faris Sabbah, Superintendent

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