



Personnel Commission Meeting June 18, 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: Vice Chairperson, James Rapoza and Member, Lawrence Lane
Absent: Chairperson, Lynn Miller

Guests: Julie High, Ed.D., Kasey Stoudt, Scott Mean-Hill, Monica Beverly and Karina Mendez

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of May 21, 2024 were approved (Lane/Rapoza).
Ayes: Lane/Rapoza
Noes: None
Abstain: None
Absent: Miller
- 2.2 To accept the agenda as submitted (Lane/Rapoza).
Ayes: Lane/Rapoza
Noes: None
Abstain: None
Absent: Miller

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 Scott Mean-Hill presented the Executive Director's Report and mentioned that the end of the school year is wrapping up. Classes are almost completely staffed during Extended School Year (ESY) and Summer School.
 - 4.2.2 He also stated that the Alternative Education and Special Education graduations went well throughout the county and were well attended with a lot of great guest speakers.
 - 4.2.3 There was a Hiring Incentive Stipend for Classified Instructional Aides in Special Education at the beginning of the school year, due to having 24 vacancies. 23 Instructional Aides were hired this year with 22 making it to the end of the school; 20 are anticipated to return next school year 24-25. Scott mentioned that this incentive helped bring in and retain new Instructional Aides.
 - 4.2.4 Kasey Stoudt, Human Resources Technician, was announced to have accepted a promotion to Executive Assistant in Educational Services therefore a Human Resource Technician will be recruited for.

5.0 CONSENT AGENDA

5.1 The consent agenda (5.1-5.5) was approved as submitted (Lane/Rapoza).

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 2024 Classification/Reclassification Study—Action

The final 2024 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
Alternative Media Assistant, Visually Impaired	None	No increase in salary range recommended. Approve revised Alternative Media Assistant, Visually Impaired job description.
Alternative Media Specialist, Visually Impaired	None	No increase in salary range recommended. Approve revised Alternative Media Specialist, Visually Impaired job description.
Campus Supervisor	None	No increase in salary range recommended. Approve revised Campus Supervisor job description.
Executive Director, Human Resources, Classified	Chief Human Resources Officer (Title Change)	Approve the reclassification and title change of the position from Executive Director, Human Resources, Classified Range 8 to Chief Human Resources Officer Range 10. Approve revised Chief Human Resources Officer job description.
Financial Analyst	Senior Financial Analyst	Approve the new classification of Senior Financial Analyst and reclassify the current employee from Financial Analyst Range 39 to Senior Financial Analyst at Range 42.
Guidance Counselor Technician I	None	No increase in salary range recommended. Approve revised Guidance Counselor Technician I job description.
Guidance Counselor Technician II	None	No increase in salary range recommended. Approve revised Guidance Counselor Technician II job description.
Parent Support Representative	None	Approve to abolish the classification.

Current Classification	Recommended Classification	Recommendation/s
Senior Human Resources Analyst	None	Approve the reclassification of the position of Senior Human Resources Analyst from Range 37 to Range 47. Approve revised Senior Human Resources Analyst job description.
Senior Systems Support Liaison	None	Approve the reclassification of the position of Senior Systems Support Liaison from Range 39 to Range 42. Approve revised Senior Systems Support Liaison job description.
Work Experience Specialist	None	No increase in salary range recommended. Approve revised Work Experience Specialist job description.

Motion: To approve the entire 2024 Classified Classification/Reclassification Study, including position allocations and job descriptions, effective July 1, 2024 (Lane/Rapoza).

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

8.0 NEW BUSINESS

8.1 2024 Classification of Incumbents—Action

Should the Commission take action under agenda item 7.1 and adopt the Classification and Reclassification Study, it is necessary to take action to reclassify the incumbents working in the classifications. The new classification is as follows:

Employee	Current Classification	Recommended Classification
Terra Lee	Financial Analyst	Senior Financial Analyst

Motion: To approve the reclassification of the above incumbent (Lane/Rapoza).

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

8.2 Migrant Head Start Classifications Abolishment—Action

On February 20, 2024 a superintendent resolution was signed to eliminate the Migrant Head Start Department positions, as the program is ending on June 30, 2024. Due to these changes the following classifications should be abolished:

Classification
Manager, Migrant/Seasonal Head Start
Project Coordinator, Migrant Head Start

Motion: To approve the abolishment of the above classifications, effective July 1, 2024 (Lane/Rapoza).

Ayes: Lane/Rapoza

Noes: None

Abstain: None

Absent: Miller

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 July 16, 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 2:10 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