



Personnel Commission Meeting April 15, 2025

APPROVED MINUTES

1.0 CALL TO ORDER

1.1 Chairperson Rapoza called the regular meeting to order at 2:00 p.m. followed by the Pledge of Allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, James Rapoza; and Vice Chairperson, Lawrence Lane and Member, Lynn Miller

Guests: Chief HR Officer, Troy Cope; Shaelyn Plascencia, Brian Sluggett, Scott Mean-Hill and Karina Mendez.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of March 18, 2025 were approved (Miller/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

2.2 To accept the agenda as amended (Lane/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 Chief Human Resources Officer's Report

4.2.1 Chief HR Officer Cope invited everyone to attend the COE Staff Appreciation Picnic on May 14, 2025 12-4pm at Anna Jean Cummings County Park (Blue Ball Park).

5.0 CONSENT AGENDA

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

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 None.

8.0 NEW BUSINESS

8.1 Classification Title Change and Revision—Senior Community Organizer, Student Programs

Background: As one of our departments is looking to recruit for the Senior Community Organizer, Student Support Services classification, the department noticed that the current job description reflects it specifically as part of the Student Support Services Department. Therefore, a title change with minimal revisions is being requested to be broad enough for other departments to be able to use this job description.

The newly proposed title is Senior Community Organizer, Student Programs. As a title change with minimal revisions is being added to an existing classification, the department is requesting to have these changes approved at a first reading. Salary allocation would remain the same. This constitutes a first reading.

Motion: To approve the job description revisions and title change from Senior Community Organizer, Student Support Services to Senior Community Organizer, Student Programs at the first reading (Lane/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.2 Open Public Hearing—2025-2026 Personnel Commission Proposed Budget

At 2:04 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—2025-2026 Personnel Commission Proposed Budget

At 2:05 p.m., the Public Hearing on the Personnel Commission's 2024-2025 budget was considered closed.

8.4 Adoption of the 2025-2026 Personnel Commission Proposed Budget

Following discussion, a motion was made.

Motion: To approve the proposed 2025-2026 Personnel Commission budget in the amount of \$348,940.90 (Miller/Lane).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.5 2025 Initial Classification/Reclassification Study Report—Discussion

Consultant Julie High, Ed.D. presented the 2025 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 Technology Support Family are: Network and Systems Architect; Network Support Specialist; Senior Systems Support Liaison; Student Data Coordinator (CALPADS and SIS); Systems Engineer; Systems Support Liaison; Technology Infrastructure Analyst; Technology Support Technician; and Web Technician and Digital Media Producer. This year no reclassification requests were received by the deadline date.

The following steps were involved in the study:

- a. current position title and number of employees in each classification;
- 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 20, 2025 meeting at 2 p.m.

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 May 20, 2025, Regular Meeting of the Personnel Commission at 2:00 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 2:26 p.m.

Attest:

Troy Cope
Chief Human Resources Officer

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