



Personnel Commission Meeting November 18, 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 Member, Lynn Miller.

Guests: Chief HR Officer, Troy Cope; and Karina Mendez.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of September 16, 2025 were approved (Miller/Rapoza).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda as submitted (Miller/Rapoza).
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 attended the Celebration of Life for Larry Lane. He states it was a nice opportunity to celebrate him. Dr. Faris Sabbah, Superintendent of Schools, presented a Board resolution to his family. This resolution was the idea of the Commission and it turned out to be a great way to honor his life and service to the educational community.
 - 4.2.2 SB484 will go into effect July 1, 2026. This new law refers to changes to pupil safety, employee misconduct, and child abuse reporting. Specifically, this bill will require a portal where misconduct will be reported and upon hiring an employee a check will have to be made, it is a similar process to the current Certificated practice. Discussion followed.
 - 4.2.3 During the November 13, 2025 COE-All meeting, there was a presentation from Dr. Glorial Carroll, Division Director, LCSW Family and Children's Services Human Services Department, County of Santa Cruz around mandated reporters. Dr. Carroll explained that there is legislation that will allow more prompt communication to update those who make a report. Discussion followed.

4.2.4 Chief HR Officer Cope notified the Commission that Murry Schekman was nominated as the next Board-Appointee to the Personnel Commission. There will be a public hearing at the next Board Meeting on Thursday, November 20, 2025 to take action to finalize the appointment.

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 None.

7.0 OLD BUSINESS

7.1 None.

8.0 NEW BUSINESS

8.1 2026 Classification/Reclassification Study—Information

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 2026 classification study, seventeen classifications under the Program and Financial Support Family and eight classifications under the Confidential Family will be studied. The classifications that will be studied consist of Account Specialist II; Account Specialist III; Account Specialist IV; Credentials Analyst; Educator Recruitment, Retention and Effectiveness Organizer; Executive Assistant (Confidential); Financial Analyst; Fiscal Accountant; Human Resources Analyst (Confidential); Human Resources Analyst, Certificated (Confidential); Human Resources Assistant; Human Resources Assistant II; Human Resources Assistant III; Human Resources Technician; Human Resources/Credentials Technician; Senior Account Specialist, Benefits; Senior Account Specialist, Retirement Reporting; Senior Account Specialist, Revenue and Apportionment; Senior Administrative Secretary (Confidential); Senior Credentials Analyst; Senior Executive Assistant (Confidential); Senior Financial Analyst; Senior Human Resources Analyst (Confidential); Senior Human Resources Specialist (Confidential); and Superintendent's Executive Assistant (Confidential).

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.

The classification committee consists of a representative/s from C.S.E.A., a confidential employee and a management representative. Troy Cope, Chief Human Resources Officer, will serve as the facilitator.

All classified employees were notified of their right to file a request for reclassification on November 3, 2025.

9.0 CLOSED SESSION

- 9.1 The Commission adjourned into a closed session at 2:11 p.m. to discuss the Classified Evaluation for the Chief Human Resources Officer.

10.0 OPEN SESSION

- 10.1 The Commission reconvened at 2:16 p.m. and reported that the Classified Evaluation for the Chief Human Resources Officer was completed.

11.0 SCHEDULE OF UPCOMING EVENTS

- 11.1 December 16, 2025, Regular Meeting of the Personnel Commission at 2:00 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 2:17 p.m.

Attest:

Troy Cope

Chief Human Resources Officer

Distribution:

Personnel Commission

Dr. Faris Sabbah, Superintendent of Schools

SCCOE Board of Education

SCCOE Office Managers

C.S.E.A President

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