

APPROVED MINUTES

## Personnel Commission Meeting January 17, 2017

### **1.0 CALL TO ORDER**

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

1.2 Establishment of Quorum.

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

Guests: C.S.E.A. Representative, Tiffanie Meschi; Scott Mean-Hill; Mary Anne James and Cristine Chopra.

### **2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of December 13, 2016 were approved (Miller/Lane).

Ayes: Unanimous      Noes: None

Abstain: None      Absent: None

2.2 To accept the agenda.

Ayes: Unanimous      Noes: None

Abstain: None      Absent: None

### **3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS**

3.1 Mary Anne James spoke to the position of Director, Santa Cruz County College Commitment (S4C).

3.2 C.S.E.A. Representative, Tiffanie Meschi announced that C.S.E.A., Chapter 484 held their installation dinner for new officers at Lillian's Italian Kitchen.

3.3 C.S.E.A. President, Scott Mean-Hill said that Heather Hutchison was unable to attend, but she wanted to thank each Personnel Commissioner for their dedication and time while she served as the C.S.E.A. representative on the Personnel Commission over the past 16 years.

### **4.0 REPORTS**

4.1 Chairperson or Member's Report

4.1.1 Commissioner Lane thanked the Human Resources Department for the get-well card while he recuperated.

4.1.2 The Commission congratulated Scott Mean-Hill on being appointed C.S.E.A.'s President.

4.2 Human Resources Director's Report

4.2.1 Director Cope said that the Classified School Employees Teacher Credentialing Program was well under way and there are 50 available slots. Deputy Superintendent Faris Sabbah, Director Cope and Scott Mean-Hill will meet with interested applicants tonight.

4.2.2 As a part of the Professional Development series, Bruce Neustadter will present several workshops on Mindfulness.

4.2.3 The Santa Cruz County Office of Education will hold a Teachers' Recruitment Fair on March 11, 2017.

**5.0 CONSENT AGENDA**

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

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

**6.0 CORRESPONDENCE**

6.1 None.

**7.0 OLD BUSINESS**

7.1 New Classification—Second Reading

Director, Santa Cruz County College Commitment (S4C)

The proposed management job description for Director, Santa Cruz County College Commitment (S4C) was presented for a “second reading.” Because 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.

Motion: To approve the proposed management job description for Director, Santa Cruz County College Commitment (S4C). This constitutes a “second reading” (Miller/Rapoza).

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

7.2 New Classification—Second Reading

Gang Intervention Specialist

The newly proposed job classification was reviewed as a “second reading” at the meeting. This position comes as a result from a request from the Alternative Education Department. The Employee Point Factoring Committee met on January 17, 2017 and point factored the job description. The committee recommended that the proposed job classification be placed at Range 33, Instructional Support Family on the classified salary schedule.

Motion: To approve the Gang Intervention Specialist job description and to approve the Employee Point Factoring Committee’s recommendation to allocate it to Range 33, Instructional Support Family on the classified salary schedule (Miller/Lane).

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

7.3 Annual Reorganization of the Personnel Commission

A motion was made that Commissioner Lane serve as Chairperson and Commissioner Miller serve as Vice Chairperson for 2017 (Rapoza/Miller).

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

**8.0 NEW BUSINESS**

8.1 Classification/Reclassification Study Information and Calendar

On November 1, 2016, Director Cope notified all classified employees of their right to file a request for reclassification. Reclassification requests are due to Human Resources no later than February 1, 2017. A classification/reclassification timeline was presented to the Commission.

8.2 Existing Classification Revision: Credential Analyst

The Credential Analyst was created in June 1994 and was reclassified in June 2014 to Senior Credential Analyst; however, the Credential Analyst classification was not abolished. With the award of the Santa Cruz County Teacher Credentialing Project grant and the need to address the teacher shortage within Santa Cruz County, the Human Resources Department is reorganizing. The Credential Analyst job classification was reviewed for currency and relevancy for recruitment purposes. It is recommended that the Personnel Commission approve the revised job description. This is a classified position and the revisions did not warrant being taken to the point-factoring committee.

Motion: To approve the revised job description for Credential Analyst (Miller/Lane).

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

**9.0 SCHEDULE OF UPCOMING EVENTS**

9.1 February 21, 2017 Regular Meeting of the Personnel Commission, 2 p.m., Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA 95060.

**10.0 ADJOURNMENT**

10.1 The meeting of the Personnel Commission was adjourned at 2:21 p.m.

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**Troy Cope**

Attest: Troy Cope, Human Resources Director