



UNAPPROVED MINUTES

Personnel Commission Meeting February 8, 2011

1.0 CALL TO ORDER

1.1 Chairperson Lane called the regular meeting to order at 2:31 p.m. followed by the pledge of allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, Lawrence Lane; Vice Chairperson, Keith Parkhurst; Member, James Rapoza; Human Resources Director, Megan Booth; and Human Resources Analyst, Toni Alldredge.

Guests: Bryan Wall, Deputy Superintendent and Michelle Coffman, C.S.E.A. representative.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of January 18, 2011 were approved (Rapoza/Parkhurst).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 To accept the agenda as submitted (Parkhurst/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 Human Resources Director's Report

4.2.1 Director Booth reported that the recruitment for Pacific Elementary Superintendent/Principal will open on February 21, 2011 and will close on March 21, 2011.

4.2.2 Director Booth reported that she attended the ACSA Negotiations Symposium, January 19-21, 2011 in Universal City.

4.2.3 Director Booth reported that she attended the PASSCO meeting in Sacramento, February 3-4, 2011.

4.3 Deputy Superintendent's Report

4.3.1 Deputy Superintendent Wall informed the Commission that the California Schools Employees Association (C.S.E.A.), Chapter 484 will "sunshine" their bargaining unit's initial 2011-2012 negotiation proposal at the Board of Trustee's meeting on February 17, 2011.

5.0 **CONSENT AGENDA**

5.1 The consent agenda was approved as submitted (Parkhurst/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 Review of the 2010/2011 Personnel Commission Budget

 To prepare for the 2011/2012 Personnel Commission Budget, a summary of the 2010/2011 budget was reviewed. Discussion followed. In order to coincide with the Santa Cruz County Office of Education's budget development process, the Personnel Commission shall officially review their 2011/2012 budget at a special meeting scheduled on February 28, 2011.

8.2 Reclassification Status Information

 Director Booth informed the Commission that twelve reclassification requests were received by the deadline date of February 1, 2011. Due to the high number of reclassification requests, Director Booth met with Cabinet to discuss the appropriateness and feasibility of employing an outside consultant. Director Booth reported that the Santa Cruz County Office of Education approved the employment of Pat Einfalt with Professional Assistance Team, Inc. to conduct the 2011 reclassification process. Ms. Einfalt has extensive experience with conducting classification studies, including compensation comparisons and job description updates. In addition, Kelly Menehan was hired to assist Ms. Einfalt with collection and analysis of data. Discussion followed. For budget purposes, the Commission and Administration's long-range goal is to develop a system to study classifications every five to six years. Director Booth stated that she would like to wait, so she could evaluate this year's process before exploring other possible options.

8.0 NEW BUSINESS, CONTINUED

8.3 Classification of New Job Description: Human Resources/
Credentials Technician—First Reading

Due to a recent vacancy of a Human Resources Assistant II position, administration has reviewed the current needs of the Human Resources department and determined that appropriate restructuring of the department would result in creating a new classification of a Human Resources/Credential Technician. The Human Resources department would maintain the existing entry level Human Resources Assistant II classification. The new classification would create a career ladder for the Credential Analyst classification. The proposed job classification of Human Resources/Credential Technician was reviewed.

Motion: To move forward the proposed job classification of Human Resources/Credential Technician to a second reading on the 28th of February 2011 (Rapoza/Parkhurst).

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

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 A special meeting of the Personnel Commission is scheduled on February 28, 2011 at 2:30 p.m., Superintendent's Conference Room. The next regular Personnel Commission meeting is scheduled for March 15, 2011 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

10.0 ADJOURNMENT

10.1 The meeting of the Personnel Commission was adjourned at 3:04 p.m.

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Megan Booth

Attest: Megan Booth, Human Resources Director