



APPROVED MINUTES

Personnel Commission Meeting
February 21, 2012

1.0 CALL TO ORDER

1.1 Chairperson Parkhurst called the regular meeting to order at 2:02 p.m. followed by the pledge of allegiance.

1.2 Establishment of Quorum.

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

Guests: Deputy Superintendent, Bryan Wall; C.S.E.A. Co-President, Heather Hutchison; Debbie Stanbra; and Clint Rucker.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of January 17, 2012 were approved (Lane/Rapoza).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 To accept the agenda (Rapoza/Lane).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 Heather Hutchison, C.S.E.A. Co-President announced that C.S.E.A., Chapter 484 “sunshine” the bargaining unit’s initial 2012-2013 negotiations proposal.

4.0 REPORTS

4.1 Chairperson or Member’s Report

4.1.1 None.

4.2 Human Resources Director’s Report

4.2.1 “Layoff” Training, January 24, 2012. Director Booth informed the Commission that it was a timely workshop and well attended. The Santa Cruz COE is looking at providing monthly trainings for local Personnel Directors. Next month, a workshop on Investigations will be offered.

4.2.2 Director Booth attended the STRS meeting, February 1, 2012 in Sacramento.

4.2.3 Director Booth attended the PASSco meeting February 2-3, 2012 in Sacramento.

4.2.4 Professional Development Workshop, “Understanding Motivation,” February 2, 2012. Commissioner Parkhurst commended the Santa Cruz COE for investing in their employees.

4.0 REPORTS (continued)

- 4.3 Deputy Superintendent's Report
None.

5.0 CONSENT AGENDA

- 5.1 The consent agenda was approved as submitted (Rapoza/Lane).
Ayes: Unanimous Noes: None
Abstain: None Absent: None

6.0 CORRESPONDENCE

- 6.1 Statement of Economic Interest Form 700.

7.0 OLD BUSINESS

- 7.1 None.

8.0 NEW BUSINESS

- 8.1 Review of 2012/2013 Personnel Commission's Budget
To prepare for the 2012/2013 Personnel Commission Budget, a budget review for the last five years was presented for review. Discussion followed. The Commission requested to review the final expenditures from the 2011/2012 Personnel Commission budget once all the final expenditures have been posted by the business department. In order to coincide with the Santa Cruz County Office of Education's budget development process, the Personnel Commission shall officially review their 2012/2013 budget at their scheduled meeting on March 20, 2012.
- 8.2 Reclassification Study Update and Study Proposal, Consultant
Director Booth informed the Commission that eighteen reclassification requests were received by the deadline date. With such a large number of requests, Deputy Superintendent Wall and Director Booth discussed the appropriateness of utilizing the services of Pat Einfalt of Professional Assistance Team, Inc., to conduct the reclassification study. The services of Pat Einfalt of Professional Assistance Team, Inc. would include compensation comparisons and job description updates. The total cost, to extensively study eighteen reclassification requests which include ten different classifications, is \$20,000. Discussion followed. Following discussion, the Commission recommended that the Santa Cruz COE consider developing an annual reclassification plan where identified classifications would be studied on a regular basis every three or so years. The Commission also recommended that next year the Santa Cruz COE go out to bid for the reclassification review process.

Motion: Move to approve the hiring of Ms. Einfalt of Professional Assistance Team, Inc., as a consultant to conduct the Reclassification Study for the total not to exceed \$20,000 (Lane/Rapoza).

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

8.0 NEW BUSINESS, continued

8.3 Classification of New Job Description: Human Resources Analyst, Certificated—
First Reading

Director Booth informed the Commission that administration 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 Human Resources Analyst, Certificated. The newly created classification would create an opportunity for employees in the Human Resources Department to be crossed trained. Discussion followed. The proposed job classification of Human Resources Analyst, Certificated was reviewed as a first reading at the meeting.

8.4 Classification of New Job Description: Human Resources Assistant III—First
Reading

The Human Resources Assistant III will relieve the Human Resources Analyst, Certificated of the more routine duties of the AESOP substitute placement and absence management system. The candidate will be expected to work directly with the districts and have the ability to learn the overall daily operation of the AESOP system while maintaining confidentiality of the materials being handled. The Human Resources Assistant III will also be expected to work with minimum supervision. The proposed job classification of Human Resources Assistant III was reviewed as a first reading at the meeting.

8.5 Existing Classification Revision: Human Resources Assistant II

With the reorganization of the Human Resources Department, it became evident that the Human Resources Assistant II classification needed to be revised to create a career ladder in order to ensure that the Human Resources Assistant II has acquired the required knowledge and abilities necessary for promotion to the Human Resources Assistant III level. Following discussion, the Commission felt that it would be more appropriate to review the recommended revisions of the Human Resources Assistant II classification following the second reading of the Human Resources Assistant III classification. No action was taken.

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 March 20, 2012, Regular Meeting of the Personnel Commission, Bay Conference Room, 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 3:14 p.m.

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Megan Booth

Attest: Megan Booth, Human Resources Director