



APPROVED MINUTES

Personnel Commission Meeting
March 20, 2012

1.0 CALL TO ORDER

- 1.1 Vice Chairperson Rapoza called the regular meeting to order at 2:01 p.m. followed by the pledge of allegiance.
- 1.2 Establishment of Quorum.
Present: Vice Chairperson, James Rapoza; Member, Lawrence Lane; Human Resources Director, Megan Booth; and Human Resources Analyst, Toni Alldredge
Absent: Chairperson, Keith Parkhurst.
Guest: Deputy Superintendent, Bryan Wall.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of February 21, 2012 were approved (Lane/Rapoza).
Ayes: Lane/Rapoza Noes: None
Abstain: None Absent: Parkhurst
- 2.2 To accept the agenda (Rapoza/Lane).
Ayes: Lane/Rapoza Noes: None
Abstain: None Absent: Parkhurst

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 None.

4.0 PUBLIC HEARING – 2012/2013 BUDGET

- 4.1 Open Public Hearing
At 2:02 p.m., the Personnel Commission 2012/2013 Budget was presented for public comments. No questions or comments were made.
- 4.2 Close Public Hearing
At 2:03 p.m., the Public Hearing on the 2012/2013 Personnel Commission budget was closed.

5.0 REPORTS

- 5.1 Chairperson or Member's Report
 - 5.1.1 None.
- 5.2 Human Resources Director's Report
 - 5.2.1 Sue Corso and Sherrill McNulty attended the No Child Left Behind (NCLB) Workshop on March 9, 2012 at Santa Clara COE.
 - 5.2.2 Toni Alldredge and Lily Aguado attended the AESOP User's Meeting, March 14, 2012 at San Mateo COE.
 - 5.2.3 Professional Development Workshop, "Creative Problem Solving," April 5, 2012.

5.0 REPORTS (continued)

- 5.3 Deputy Superintendent's Report
 - 5.3.1 Last month, C.S.E.A., Chapter 484 "sunshined" the bargaining unit's initial 2012-2013 negotiations proposal.
 - 5.3.2 Deputy Superintendent Wall reported that negotiations will begin around the middle of April 2012.
 - 5.3.3 Deputy Superintendent Wall informed the Commission that Superintendent Watkins has committed to no layoffs this year.

6.0 CONSENT AGENDA

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

7.0 CORRESPONDENCE

- 7.1 None.

8.0 OLD BUSINESS

- 8.1 Classification of New Job Description: Human Resources Analyst, Certificated—Second Reading
The proposed job description for Human Resources Analyst Certificated was presented for a second reading. The Employee Classification Committee met and reviewed the job description for salary placement on March 19, 2012. Based on the parameters established by the County Office's point factor program, the Employee Classification Committee recommended that the Human Resources Analyst, Certificated be placed at level 36 (\$4,114 – \$5,177) on the confidential salary schedule.

Motion: To approve the new job description for Human Resources Analyst, Certificated, as well as, approve the Employee Classification Committee's recommendation that the position be placed on level 36 on the confidential salary schedule (Lane/Rapoza).

- Ayes: Unanimous Noes: None
Abstain: None Absent: Parkhurst

8.0 OLD BUSINESS, continued

8.2 Classification of New Job Description: Human Resources Assistant III—
Second Reading

As discussed at last month's Personnel Commission meeting, administration reviewed the current needs of the Human Resources Department and determined that appropriate restructuring of the department would result in creating a Human Resources Assistant III classification. The Employee Classification Committee met and reviewed the job description for salary placement on March 19, 2012. Based on the parameters established by the County Office's point factor program, the Employee Classification Committee recommended that the Human Resources Assistant III be placed at range 23 (\$2,852 – \$3,597) on the classified salary schedule.

Motion: To approve the new job description for Human Resources Assistant III, as well as, approve the Employee Classification Committee's recommendation that the position be placed on range 23 on the classified salary schedule (Lane/Rapoza).

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

8.3 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. The revisions were minor and were not take to the Employee Classification Committee for point factoring.

Motion: To approve the revised job description for Human Resources Assistant II (Lane/Rapoza).

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

8.4 Reclassification Status

Director Booth reported that eighteen reclassification requests were submitted. As of March 19, 2012, the employee/supervisor interviews will have been completed by Ms. Patricia Einfalt of Professional Assistance Team. As a part of the study, the Personnel Commission staff, Director Booth, Toni Alldredge and Lily Aguado will continue to spend numerous hours in organizing, collecting salary data and job descriptions from comparable county offices in preparation of the initial/final reclassification report. An updated reclassification time line was disseminated.

8.0 OLD BUSINESS, continued

8.5 Adoption: 2012/2013 Personnel Commission Budget
The Personnel Commission Budget was discussed under agenda item 4.0 Public Hearing – 2012/2013 Budget.

Motion: Move to accept the 2012/2013 Personnel Commission budget as presented in the amount of \$247,988.00 (Lane/Rapoza).

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

9.0 NEW BUSINESS

9.1 None

10.0 SCHEDULE OF UPCOMING EVENTS

10.1 April 17, 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.

11.0 ADJOURNMENT

11.1 The meeting of the Personnel Commission was adjourned at 2:41 p.m.

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Megan Booth

Attest: Megan Booth, Human Resources Director