

Personnel Commission Meeting
May 15, 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.
Guests: Deputy Superintendent, Bryan Wall; C.S.E.A. Representative, Desma Beltran; Lily Aguado; Robin Beall; Cindy Borge; Cathy Carr; Pam Crowell; Sherrie Elrod; Elizabeth Heimsoth; Melanie Martin; Carole Mulford; Kirk Osborn; Yvette Rivera; Clint Rucker; Kyle Rucker; Debbie Stanbra; and Jan Stanger.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of April 17, 2012 were approved (Lane/Rapoza).
Ayes: Lane/Rapoza Noes: None
Abstain: None Absent: Parkhurst
- 2.2 To accept the agenda (Lane/Rapoza).
Ayes: Lane/Rapoza Noes: None
Abstain: None Absent: Parkhurst

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 classified employees that attended the eight-month Professional Development Workshop series were recognized and celebrated on May 3, 2012. The series consisted of eight workshops in addition to seven roundtable lunch-time discussions presented by Claire Laughlin, Director of Corporate Training at Cabrillo College.
4.2.2 Lily Aguado attended the WRIPAC Training on structured interviews on May 9, 2012 at the Santa Clara COE.
4.2.3 Toni Alldredge attended the WRIPAC Training on May 9, 2012 at the Santa Clara COE. She attended the workshop on pass point setting.
4.2.4 Director Booth informed the Commission that a client complimented Lily Aguado on her excellent customer service.

4.0 REPORTS (continued)

4.3 Deputy Superintendent's Report

4.3.1 None.

5.0 CONSENT AGENDA

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

Ayes: Lane/Rapoza Noes: None

Abstain: None Absent: Parkhurst

6.0 CORRESPONDENCE

6.1 Reclassification Study Memo to Supervisors and Employees, May 7-9, 2012

6.2 The History of the Merit System School District Finance from George Cole, Executive Director, CSPCA

7.0 OLD BUSINESS

7.1 2012 Preliminary Reclassification Report

Since Pat Einfalt was unable to attend today's meeting, Director Booth presented the 2012 preliminary reclassification report. The process was conducted by Pat Einfalt, Professional Assistance Team, Inc. The following steps were involved in the study:

- a) current position title and number of employees requesting reclassification;
- b) current salary range with external ranking among comparable agencies;
- c) discussion of findings; and
- d) recommendations

Director Booth informed the Commission that the analysis of each position was based on the basis of the position description, job requirements, reclassification questionnaire and oral interviews, not on the performance of the employee/s currently holding the position. The study was focused entirely on the essential duties of the classification, reporting relationships, education/experience requirements, and comparability data in making recommendations.

7.0 OLD BUSINESS (continued)

7.2 **Reclassification Input**

(Explanation: Provides an opportunity for oral remarks, questions or discussion regarding the preliminary report)

Managers and employees were notified that this meeting would be a time for the Commission to receive any written input and hear any comments in regards to the preliminary reclassification report. A memorandum was sent to classified employees and managers explaining the process. Employees were informed that they would have a maximum of ten minutes to present their comments.

Commissioner Rapoza acknowledged receipt of the following written input from Melanie Martin, Executive Assistant; Yvette Rivera, Executive Assistant; Robin Beall, Account Specialist IV; Cindy Borge, Account Specialist IV; Cathy Carr, Account Specialist IV; Sherrie Elrod, Account Specialist IV; Elizabeth Heimsoth, Account Specialist IV; Elana Ross, Account Specialist IV; Kirk Osborn, Account Specialist IV; and Jan Stanger, Account Specialist IV.

Employees addressed the Commission randomly. Each employee's comments are briefly stated below in order as they addressed the Commission.

1. Kirk Osborn

Current Classification: Account Specialist IV

Current Range: 30

Recommended Classification: Account Specialist IV

Recommended Range: 33

Kirk Osborn addressed the Commission on his behalf and on behalf of the other seven Account Specialist IV employees that submitted a reclassification request. In addition to the written remarks that they submitted on May 11, 2012, Kirk asked the Commissioners to review page eight (8) of the 2012 Preliminary Reclassification Report. Kirk stated that they agreed with Pat Einfalt's recommendation. However, they feel that the Account Specialist IV classification should be placed upwards on the classified salary schedule and their classification is comparable to the existing level of Fiscal Accountant and deserves to be placed at the same range, which is range 35 of the classified salary schedule.

7.0 OLD BUSINESS (continued)

7.2 Reclassification Input, continued
(Explanation: Provides an opportunity for oral remarks, questions or discussion regarding the preliminary report)

2. Robin Beall

Current Classification: Account Specialist IV

Current Range: 30

Recommended Classification: Account Specialist IV

Recommended Range: 33

Robin Beall asked the Commissioners to take into consideration the Account Specialist IV skills and abilities that closely relate to the Fiscal Accountant classification. Robin pointed out that the last time Human Resources recruited for a Fiscal Accountant opening, three Account Specialist IV employees applied for the promotional opportunity and were the top three applicants for the position. Robin thanked the Commission.

3. Carole Mulford

Current Classification: Program Coordinator, Child Development

Current Level: 16

Recommended Classification: Manager

Recommended Level: 9

Carole expressed to the Commission that she appreciated the entire reclassification process. Carole felt that utilizing a professional outside consultant ensured that the reclassification study was unbiased.

4. Debbie Stanbra

Current Classification: Manager, Data Processing

Current Level: 9

Recommended Classification: Director

Recommended Level: 7

Debbie thanked Pat Einfalt for all her efforts that were put into the reclassification study within the scope and the short time frame. For alignment, anchoring, and continuity purposes, Debbie recommended that the Commission and Administration consider developing a consistent system to study classifications every four to five years. Debbie pointed out that with the current system, classifications are only studied if the Personnel Commission receives a request for reclassification, which throws off the internal salary alignment of classifications and job descriptions are outdated. Debbie also recommended that the management salary schedule be studied. When comparing salaries to outside agencies, it is not taken into consideration or factored that classified managers at the Santa Cruz COE have to pay for their portion of CalPERS contribution.

7.0 OLD BUSINESS (continued)

7.2 Reclassification Input, continued
(Explanation: Provides an opportunity for oral remarks, questions or discussion regarding the preliminary report)

4. (continued)

Commissioner Rapoza stated that there are ways that employees can initiate a study of a classification or classifications by a written communication to the Commission, but he reminded employees that there is major funding attached to a classification study which involves the approval of the C.S.E.A. and County Office administration.

Deputy Superintendent Wall said that a major classification has been long overdue and Administration and the Commission are looking at a system to regularly study classified positions so that salaries of classifications are properly aligned and job descriptions are current.

5. Yvette Rivera

Current Classification: Executive Assistant

Current Range: 29

Recommended Classification: Executive Assistant to SELPA, MIS
Technician

Recommended Range: 32

Yvette agreed that it was time to develop a new classification that truly encompassed the duties that are being performed in the position. Yvette requested that she be involved in developing the job description for the newly created classification.

The written and oral comments will be forwarded to Pat Einfalt of Professional Assistance Team, Inc.

8.0 NEW BUSINESS

8.1 None.

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 June 19, 2012, Regular Meeting of the Personnel Commission, Board 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 2:49 p.m.

Distribution: Personnel Commissioners
Michael C. Watkins, Superintendent
SCCOE Board of Education
SCCOE Office Managers
C.S.E.A. President and Representatives
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Megan Booth

Attest: Megan Booth, Human Resources Director