

APPROVED MINUTES

**Personnel Commission Meeting  
May 16, 2017**

**1.0 CALL TO ORDER**

1.1 Chairperson Lane called the regular meeting to order at 2:09 p.m. followed by the Pledge of Allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, Lawrence Lane and Member, James Rapoza.

Absent: Vice Chairperson, Lynn Miller.

Guests: C.S.E.A. Representative, Tiffanie Meschi; C.S.E.A. President, Scott Mean-Hill; Maggie Ayers and Julie High, Consultant.

**2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of April 18, 2017 were approved.

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Miller

2.2 To accept the agenda.

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Miller

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

3.1 C.S.E.A. Representative Meschi announced that C.S.E.A., Chapter 484 will celebrate classified employees on May 25, 2017 at Woodstock's Pizza.

3.2 C.S.E.A. President, Scott Mean-Hill informed the Commission that classified negotiations for 2017/2018 had begun.

**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 Cope stated that he attended PASSCo on May 11-12, 2017. They had an excellent training on negotiating and developing relationships.

4.2.2 Director Cope invited the Commissioners to attend the Santa Cruz COE's Employees' Appreciation Picnic on May 17, 2017 at Harvey West Park.

4.2.3 Director Cope introduced Human Resources' newest staff member, Maggie Ayers, HR/Credential Technician.

**5.0 CONSENT AGENDA**

5.1 The consent agenda was approved as submitted.

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Miller

**6.0 CORRESPONDENCE**

6.1 Correspondence to Superintendent Watkins from Commissioner Lane, April 24, 2017.

**7.0 OLD BUSINESS**

- 7.1 Classification/Reclassification Input  
(Explanation: Provides an opportunity for oral remarks, questions or discussion regarding the preliminary report.)

Consultant Julie High presented her 2017 Classification/Reclassification Compensation Comparability Study Report. Per Merit Rule 3.304, managers and employees were allowed to make oral comments and submit written remarks regarding the 2017 Preliminary Classification/Reclassification report. The final report will be presented to the Personnel Commission at their June 20, 2017 meeting and the Commission will take appropriate action.

- 7.1.2 Director Cope informed the Commission that all the recommendations were shared with the employees and their supervisors. Human Resources welcomed any feedback, but did not hear from anyone.
- 7.1.3 C.S.E.A. President, Scott Mean-Hill expressed C.S.E.A.'s gratitude for all the work that Julie High, Troy Cope, Karina Mendez and Toni Alldredge performed.
- 7.1.4 Commissioner Rapoza stated that he felt that the employees' feedback on the results of the Classification/Reclassification was good.

**8.0 NEW BUSINESS**

- 8.1 **New Classification—First Reading: Classified  
Senior Instructional Aide, Autism Support (Special Education)**

Administration reviewed the current needs of the Special Education's Chrysalis Program and determined that a higher-level classified support position needed to be created. A Senior Instructional Aide, Autism Support (Special Education) classification would create community based instruction and a built-in professional growth, career ladder opportunity. The new classification would incorporate duties of the Instructional Aide, Autism Support classification along with higher level scope of duties, responsibilities, knowledge and experience. Discussion followed. This is a first reading.

Motion: To approve the proposed Senior Instructional Aide, Autism Support job description as a first reading.

Ayes:	Rapoza/Lane	Noes:	None
Abstain:	None	Absent:	Miller

**8.0 NEW BUSINESS (continued)**

**8.2 New Classification—First Reading: Classified  
Foster Youth Educational Liaison**

When analyzing the Guidance Counselor Technician II classification, it became evident that a new classification needed to be created for employees working in the Foster Youth Program. The supervisor in the Foster Youth Program shared the history of how the program evolved from a pilot project funded by the FosterEd organization to a SCCOE program. A newly created classification will accurately describe the essential duties and responsibilities being performed. This will constitute a first reading.

Motion: To approve the proposed Foster Youth Educational Liaison job description as a first reading.

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

**8.3 New Classification—First Reading: Management  
Senior Director, Human Resources Classified**

The findings indicated that the position's duties and responsibilities have expanded. The salary ranks ninth out of ten similar positions; however, the scope of responsibility far exceeds six other positions that have singular responsibility for classified or certificated personnel, but not both employee groups. It was evident that a change needed to be made to the salary range for this position. The recommendation is to develop a new classified management job classification. 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. The recommended title will be Senior Director, Human Resources Classified. This constitutes a first reading.

Motion: To approve the proposed Senior Director, Human Resources job description as a first reading.

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

**9.0 SCHEDULE OF UPCOMING EVENTS**

9.1 June 20, 2017 Regular Meeting of the Personnel Commission, at 2 p.m., in the Board Room at the 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 2:24 p.m.

Distribution: Personnel Commission  
Michael C. Watkins, Superintendent  
SCCOE Board of Education  
SCCOE Office Managers  
C.S.E.A. President  
SCCOE Main Office Bulletin Board

Attest: **Troy Cope**  
Director, Human Resources