

Personnel Commission Meeting
May 17, 2016

1.0 CALL TO ORDER

- 1.1 Chairperson Rapoza called the regular meeting to order at 2 p.m. followed by the Pledge of Allegiance.
- 1.2 Establishment of Quorum.
Present: Chairperson, James Rapoza and Vice Chairperson, Lawrence Lane.

Guest: C.S.E.A. President, Heather Hutchison; Consultant Ken Thomas; Scott Mean-Hill; Jean Gardner; Debbie Stanbra; Nohemi Macias and Lynn Miller.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of May 17, 2016 were approved.
Ayes: Lane/Rapoza Noes: None
Abstain: None Absent: None
- 2.2 To accept the agenda.
Ayes: Lane/Rapoza Noes: None
Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 C.S.E.A. President Hutchison announced that C.S.E.A., Chapter 484 will celebrate classified employees on May 26, 2016 at Woodstock's Pizza. It is expected that the event should be well attended.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
- 4.1.1 Commissioner Lane stated that he was sorry that he missed the Santa Cruz COE's classified and certificated employees' celebration at Harvey West Park on May 11, 2016.
- 4.2 Human Resources Director's Report
- 4.2.1 Director Cope reported that most of the school districts in Santa Cruz participated in the Teachers' Recruitment Fair that was held on April 23, 2016 at the Santa Cruz County Office of Education. The job fair gave prospective candidates an opportunity to find out about opportunities in Santa Cruz County.
- 4.2.2 Director Cope announced that he attended PASSCo on May 12-13, 2016.
- 4.2.3 Director Cope informed the Commission that Santa Cruz City Schools will be taking back two Santa Cruz County Office of Education's Special Education programs in 2016/2017. Three Santa Cruz County Office of Education Instructional Aides, Special Education were affected by the take backs. The affected employees were offered and accepted Instructional Aide, Autism Support positions.
- 4.2.4 The Santa Cruz County Office of Education celebrated classified employees and teachers at an employees' appreciation picnic on May 11, 2016.
- 4.2.5 Director Cope stated that the Personnel Commission's 2016/2017 final budget will be presented to the Commission in August for review.

5.0 CONSENT AGENDA

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

6.0 CORRESPONDENCE

- 6.1 None

7.0 OLD BUSINESS

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

Consultant Ken Thomas presented his preliminary 2016 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 2016 Preliminary Classification/Reclassification report. The final report will be presented to the Personnel Commission at their June 21, 2016 meeting and the Commission will take appropriate action.

- 7.1.2 Michele Cuartilon, Department Office Coordinator submitted written input. In her correspondence, she stated that she felt that her reclassification request was not closely looked at; it was not based on the new computer system (Digital Schools). She stated that with Digital Schools, Department Office Coordinators are now required to receive, audit and input payroll for substitute employees; resolve discrepancies; absent tracking—understanding and interpreting leaves; and understanding accounting principles and theories. She also stated that the above mentioned duties have gradually shifted from the Account Specialist IV classification (Benefit and Payroll desk) to the Department Office Coordinator classification.

Jean Gardner, Senior Director of Fiscal Services said that she was looking forward to the discussion of the Department Office Coordinators' reclassification request. Jean stated that the duties of the Account Specialist IV classification are at a higher level. Heather Hutchison said that she could not speak to Michele's email response. Jean said that she was available to answer questions.

- 7.1.3 Nohemi Macias, Project Coordinator said that she also submitted a written response. In her correspondence, Nohemi wrote that her responsibilities and roles have grown outside of her current classification and she felt that her job responsibilities were more in line with those of the Program Coordinator classification. Commissioner Rapoza wondered if Ms. Macias' job responsibilities increased with the recent retirement of her administrator. Nohemi stated that her role and responsibilities have increased over the last four years. Discussion followed. The Commission asked Mr. Thomas to address Nohemi's concerns.

8.0 NEW BUSINESS

- 8.1 Existing Classification Revision: Human Resources Assistant
With several staff members in the Human Resources Department considering retirement within the next several years, it became evident that the Human Resources Department needed to consider restructuring the department in order to create a career ladder, which will ensure that the Human Resources Assistant has acquired the required knowledge and abilities necessary for promotion. In order to assign more support duties to the current unfilled main receptionist desk position, the Human Resources Department will hire a Human Resources Assistant. The Human Resources Assistant classification needed minor revisions and will not be taken to the point-factoring committee.

Motion: To approve the revised the Human Resources Assistant job description.

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

- 8.2 New Classification—First Reading: Management:
Director, Student Support Services and Foster Youth

Due to a recent retirement and in light of budget considerations, a newly proposed management classification of Director, Student Support Services and Foster Youth has been created, which will consolidate two Manager, Student Support Services positions and the level of responsibility has been increased. 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. Discussion followed. This constitutes a "first reading."

Motion: Move approval of the first reading as presented for the Director, Student Support Services and Foster Youth

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

9.0 SPECIAL BUSINESS

- 9.1 Closed Session: Interview of Candidate for Personnel Commissioner
The Commission adjourned into closed session at 2:30 p.m.
- 9.2 Open Session/Report Out: The Commission will announce actions, if any, taken in closed session.
Commissioner Rapoza and Commissioner Lane established questions to best evaluate the candidate's ability to serve on the Personnel Commission. At 2:35 p.m., the Commission interviewed candidate Lynn Miller. Following the interview, discussion followed. The Commission nominated candidate Lynn Miller (Rapoza/Lane). The Commission reconvened to open session at 3:06 p.m. A Public Hearing on the Personnel Commission's nomination will be held on July 19, 2016.

10.0 SCHEDULE OF UPCOMING EVENTS

10.1 June 21, 2016 Regular Meeting of the Personnel Commission, 2 p.m., Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA 95060.

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

11.0 ADJOURNMENT

11.1 The meeting of the Personnel Commission was adjourned at 3:10 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

Troy Cope

Attest: Troy Cope, Human Resources Director