



APPROVED MINUTES

Personnel Commission Meeting
May 18, 2010

1.0 CALL TO ORDER

- 1.1 Chairperson Rapoza called the regular meeting to order at 2:30 p.m. followed by the pledge of allegiance.
- 1.2 Establishment of Quorum.
Present: Chairperson, James Rapoza; Vice Chairperson, Lawrence Lane; Member, Keith Parkhurst; Human Resources Director, Traci Outtrim; and Human Resources Analyst, Toni Alldredge.

Guest: Mike James, Deputy Superintendent and Heather Hutchison, C.S.E.A. Co-President.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of April 20, 2010 were approved (Lane/Parkhurst).
Ayes: Unanimous Noes: None
Abstain: None Absent: None
- 2.2 To accept the agenda as submitted (Lane/Parkhurst).
Ayes: Unanimous Noes: None
Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 Heather Hutchison announced that C.S.E.A., Chapter 484 is having its annual classified employees' celebration at Bocci's Cellar tonight.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
Commissioner Lane announced that he attended the Santa Cruz County Office of Education's picnic celebrating classified and certificated employees on May 12, 2010.

4.0 REPORTS, continued

- 4.2 Human Resources Director's Report
 - 4.2.1 Fire Extinguisher Safety Lunch & Learn, April 22, 2010.
 - 4.2.2 North Santa Cruz County & Pajaro SELPAs Special Ed Credentialing Overview April 22 & 27, 2010.
 - 4.2.3 EPICS Year End Meeting, April 27, 2010.
 - 4.2.4 Special Education & HR Joint CTCC Webinar – April 30, 2010.
 - 4.2.5 Reports 2000 Training, May 6 & 7, 2010.
 - 4.2.6 Celebration of Day of the Teacher and Classified Employees' Week, May 12, 2010.
 - 4.2.7 Maintenance Department Training Series: Defensive Driving, April 16, 2010; Blood Borne Pathogens, May 7, 2010; and Electrical Safety, June 11, 2010 with special recognition of Yvette Rivera for taking the initiative to begin the series and conduct training for staff.
 - 4.2.8 Ergonomics Safety Lunch & Learn, May 20, 2010.
 - 4.2.9 CalSTRS Employer Website Training, May 25, 2010.
- 4.3 Deputy Superintendent's Report
 - 4.3.1 Bill Sullivan, Administrative Assistant to the Superintendent is retiring. The classified management position has been posted as a promotional opportunity.
 - 4.3.2 Currently, the Santa Cruz County Office of Education uses the Santa Cruz Health Insurance Group JPA to manage their employee health and welfare benefits. In an effort to minimize increased costs and for future stability, the Santa Cruz County Office of Education is considering moving to a larger JPA, Self Insured Schools of Calif. (SISC).
 - 4.3.3 The Santa Cruz County Office of Education will again become the administrative unit for North Santa Cruz County SELPA. Interviews for the Assistant Superintendent for the Special Education Programs and North Santa Cruz County SELPA will be held next week.

5.0 CONSENT AGENDA

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

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

6.0 CORRESPONDENCE

- 6.1 Memorandum to Superintendent Watkins from Traci Outtrim, April 30, 2010 on adoption of the PC budget was presented.

7.0 OLD BUSINESS

7.1 Reclassification Study

Director Outtrim reported that she was struggling in finalizing the Reclassification Committee. She informed the Commission that she was unsuccessful in securing an outside Subject Matter Expert. The Commission recommended that a deadline date be set in confirming committee members, and if an Outside Subject Matter Expert could not be secured, the internal committee was to proceed with the reclassification process. Deputy Superintendent James suggested Director Outtrim send requestors a status memo and explanation of the delay.

8.0 NEW BUSINESS

8.1 Classification Review—Administrative Support Family

At the March meeting, Associate Superintendent Talnack requested that the Commission align practices at the Santa Cruz County Office of Education by placing wording “may review employee time and attendance for accuracy prior to signature by designated management employee” in the following job descriptions: Executive Assistant, Senior Administrative Secretary, Administrative Secretary and Secretary. The wording is only present in the Department Coordinator job description. There are only three Department Coordinators working for the Santa Cruz County Office of Education, and after researching long-standing past practices throughout the organization, there are several administrative support classifications other than Department Coordinator who review and check timecards before they are signed by the manager. The addition of the line item legitimizes long standing practices.

Motion: Move approval (Parkhurst/Lane).

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

8.0 NEW BUSINESS, continued

8.2 Classification Review: Child Care Resource and Referral Technician (Level 1 and Level II)

Director Outtrim stated that due to a recent retirement of a Child Care Resource and Referral Technician, the division reviewed the current needs of the department and felt that the essential duties on the current job description required updating. Recognizing that some of the practices of the R&R Tech have changed due to changing technologies and the need to update language, as well as planning for potential future recruitment, administration has requested that the current classification be revised into two different levels: Child Care Resource and Referral Technician I and II. Director Outtrim pointed out that the Santa Cruz County Office of Education has several classifications within our existing families that have a “leveled” structure, which creates a built-in professional growth opportunity for employees. The existing classification is being reviewed and revised to accommodate two distinct levels of the Child Care Resource and Referral staffing options. The revisions will be presented to the Commission in June for their approval.

8.3 Classification Revision: Administrative Assistant to the Superintendent

The existing job description for Administrative Assistant to the Superintendent was created in 1994. With Bill Sullivan’s retirement, the classification was reviewed for relevancy and currency for recruitment purposes. The position is a classified management position and the revisions were not taken to the point-factor committee.

Motion: Move approval as presented (Parkhurst/Lane).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 The regular Personnel Commission meeting is scheduled on June 15, 2010 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

10.0 **ADJOURNMENT**

The meeting of the Personnel Commission was adjourned at 3:01 p.m.

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Traci Outtrim

Attest: Traci Outtrim, Director of Human Resources