



APPROVED MINUTES

**Personnel Commission Meeting
May 21, 2013**

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; Vice Chairperson, Lawrence Lane; Member, Keith Parkhurst; Human Resources Director, Megan Corey Booth; and Human Resources Analyst, Toni Alldredge.

Guests: Pat Einfalt, Mary Anne James and Rose Moonwater.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of April 16, 2013 were approved (Parkhurst/Lane).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

2.2 To accept the agenda (Lane/Parkhurst).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 None.

4.0 REPORTS

4.1 Chairperson or Member's Report

None.

4.2 Human Resources Director's Report

4.2.1 Pat Einfalt of Professional Assistance Team, Inc. presented her finding of the 2013 classification/reclassification compensation study to Cabinet on March 30, 2013.

4.2.2 Director Corey Booth informed the Commission that as a participant of Inside Education, she had the opportunity to visit Santa Cruz County Office of Education's Outdoor School located at Koinonia Conference grounds on March 15, 2013.

4.2.3 Santa Cruz County Office of Education's administration honored certificated and classified employees at a picnic held at Harvey West Park on May 15, 2013.

4.2.4 Director Corey Booth attended a PASSCo meeting from April 24-26, 2013 at Yolo County Office of Education.

4.0 REPORTS, continued

- 4.2 Human Resources Director's Report, continued
 - 4.2.5 Director Corey Booth informed the Commission that the Santa Cruz County Office of Education and all Santa Cruz County districts selected Digital Schools as the vendor for their financial/human resources management system.
- 4.3 Deputy Superintendent's Report
 - 4.3.1 Director Corey Booth informed the Commission that Deputy Superintendent Wall was unable to attend.

5.0 CONSENT AGENDA

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

6.0 CORRESPONDENCE

- 6.1 Director Corey Booth distributed to the Commission copies of the new California School Personnel Commissioners Association directory.

7.0 OLD BUSINESS

- 7.1 2013 Preliminary Reclassification Report
Pat Einfalt of Professional Assistance Team, Inc. presented and reviewed the 2013 classification/reclassification preliminary recommendations.

The following were involved in this year's study:

- a) study the remaining positions in the Administration Support Job Family that have not been studied within the past two years (Administrative Secretary, Clerical Assistant, Department Coordinator, Document Production Operator, Executive Assistant, Receptionist, Secretary and Senior Administrative Secretary);
- b) study two reclassification requests as submitted from current incumbents (Web Master Supervisor and Account Specialist III);
- c) current salary range with external ranking among comparable agencies;
- d) discussion of findings; and
- e) recommendations

Director Corey 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

7.1 2013 Preliminary Reclassification Report, continued

Commissioner Lane stated that we were fortunate to have a strong study and he felt confident in the recommendations. Commissioner Parkhurst stated that he was impressed with all the work and the quality of the process.

7.2 2013 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.

Rose Moonwater and Mary Anne James addressed the Commission. Comments are briefly stated below as follows:

Rose Moonwater

Current Classification: Web Master Supervisor

Current Range: Level 20, Classified Management Schedule

Recommended Classification: Coordinator, Web Communications

Recommended Range: 16, Classified Management Schedule

Rose commented that a lot of data was collected, reviewed and studied and that she was grateful for all the work that was done. However, in reviewing the preliminary classification and compensation comparability study, Rose felt that two important job duties were not fully taken into consideration in the determination of the recommendation submitted to the Personnel Commission. Rose pointed out that the two important duties that need to be taken into consideration are the work with the state-wide project, Technology Information Center for Administrative Leadership (TICAL) and the communications/messaging aspect of the position. Rose stated that over the last seven years, the position has evolved and the general landscape of communication has changed with less printed material being used and utilizing technology for marketing, public relations and communication.

7.0 OLD BUSINESS, continued

7.2 2013 Reclassification Input, continued

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

Assistant Superintendent Mary Anne James, Educational Services, spoke to the request of Rose Moonwater being reclassified from Web Master Supervisor to Web Master Communications Manager rather than moving the classification to Manager, Web Communications. Assistant Superintendent James stated that she supports Ms. Moonwater's request because she is responsible for the development of the County Office's websites and digital communications as well as the state-wide TICAL for Administrative Leadership sites. Superintendent Watkins requested that a communication plan be developed and the only employee that encompasses all the skills needed is Ms. Moonwater. In the future, when the Santa Cruz County Office of Education has to hire at a Coordinator level to fill the vacant position, the level needed may not be sufficient to attract qualified candidates. Because of the dual responsibility factor and the technical skills required, Assistant Superintendent James requested that the Commission reclassify the classification to a Manager level.

Commissioner Lane requested that Ms. Einfalt and Director Corey Booth further review their request. Commissioner Lane requested that the budget impact be presented to the Commission at their next meeting.

8.0 NEW BUSINESS

8.1 None

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 June 18, 2013 Regular Meeting of the Personnel Commission, Board Room
Conference 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 2:47 p.m.

Distribution: Personnel Commissioners
Michael C. Watkins, Superintendent
SCCOE Board of Education
SCCOE Office Managers
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Megan Corey Booth

Attest: Megan Corey Booth, Human Resources Director