



APPROVED MINUTES

Personnel Commission Meeting  
May 24, 2011

**1.0 CALL TO ORDER**

1.1 Chairperson Lane called the regular meeting to order at 2:30 p.m. followed by the pledge of allegiance.

1.2 Establishment of Quorum.

Present: Chairperson, Lawrence Lane; Vice Chairperson, Keith Parkhurst; Member, James Rapoza; Human Resources Director, Megan Booth; and Human Resources Analyst, Toni Alldredge.

Guests: Bryan Wall, Deputy Superintendent; Heather Hutchison, C.S.E.A. Co-President; Pat Einfalt, Professional Assistance Team, Inc.; Hal Ledbetter; Maggie O'Grady; Mary Hart; Rudolph Ramirez; Michelle Coffman; Pam Crowell; Ellen Hickey; and Brunella Deeds.

**2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of April 19, 2011 were approved (Rapoza/Parkhurst).

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

2.2 To accept the agenda as submitted (Parkhurst/Rapoza).

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 had its annual celebration for classified employees at Bocci's Cellar.

**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 Toni Alldredge attended the TALX workshop sponsored by the Santa Cruz County Office of Education on May 5, 2011.

4.2.2 Director Booth informed the Commission that due to the lack of work and/or funds several classified layoff notices were sent out. The employee's names are listed under the consent agenda.

4.2.3 Director Booth attended the California Leave of Absence Law Webinar on April 29, 2011.

**4.0 REPORTS, continued**

- 4.2.4 Director Booth reported that she attended the S.I.S.C. (Self-Insured Schools of California) Health Benefits Overview for 2011/2012 on May 12, 2011.
- 4.2.5 Director Booth reported that negotiations for the Classified School Association (C.S.E.A.) is in process.
- 4.2.6 The Santa Cruz County Office of Education Human Resources' Department hosted an Aesop User Groups Meeting on May 25, 2011. School employees from other counties and local districts participated.
- 4.3 Deputy Superintendent's Report
  - 4.3.1 Deputy Superintendent Wall informed the Commission that the County Office of Education is in the midst of classified and certificated negotiations.

**5.0 CONSENT AGENDA**

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

**6.0 CORRESPONDENCE**

- 6.1 2011 Reclassification Study Memorandum, May 13, 2011.
- 6.2 ACSA Educational Institution Services, May 2011.

**7.0 OLD BUSINESS**

- 7.1 2011 Preliminary Reclassification Report
  - The Reclassification Review Process was conducted by Pat Einfalt, Professional Assistance Team, Inc. Ms. Einfalt reviewed the steps involved in the study. She presented the following information regarding each reclassification 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.

Ms. Einfalt 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 currently holding the position. She does not evaluate the employees. 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 2011 Preliminary Reclassification Report, continued

1. George Lopez, Coordinator of Maintenance/Operations:

The analysis indicated that the position had gone through a gradual increase of duties. In addition, the employee has been working out-of-classification for the last two years and paid an annual 10% stipend in recognition for his work on facilities and other tasks not included in the current job description. The findings indicated the following: update the current job description; increase the education and experience requirements; change the current title of the classification, and adjust the salary placement on the Classified Management Salary Schedule at an appropriate level in terms of responsibility. A reclassification was recommended.

2. Brunella Deeds, Superintendent's Executive Assistant:

The analysis indicated that the position required updating if the additional tasks currently assigned remain as essential duties and responsibilities in the classification. Assuming that the additional duties will remain, the findings indicate the following: the classification move from level 35 to 36 on the Confidential Salary Schedule and augment the job description to include the additional duties and increase the level of responsibility required to support both the Superintendent and the Deputy Superintendent. If the additional tasks and responsibilities remain, a reclassification was recommended.

3. Toni Alldredge, Human Resources Analyst:

The findings indicated that the duties of the position duties had changed or expanded. A salary range adjustment in this classification is not necessary for the SCCOE to stay competitive; however, in light of the increased responsibilities and in order to keep comparable positions internally aligned it was recommended that classification move from level 35 to 36 on the Confidential Salary Schedule; increase the education requirement from an AA equivalent to a BA equivalent; and increase the years of experience required from two to three years to make the job description more in line with the comparable county offices. If the salary level increase for the Superintendent's Executive Assistant is approved, it is recommended that this classification should be adjusted accordingly since the levels of responsibilities are comparable.

**7.0 OLD BUSINESS, continued**

7.1 2011 Preliminary Reclassification Report, continued

4. Sherrill McNulty, Senior Human Resources Specialist:

The analysis indicated that although the specific tasks addressed by the employee in the reclassification request are generically included in the job description, the employee detailed how the volume, complexity and responsibility have increased, particularly in regard to the substitute calling system, STRS budgeting and invoicing, and changing and maintaining EPICS—the position control system. A salary range adjustment in this classification is not necessary for the SCCOE to stay competitive; however, in consideration of additional responsibilities in the identified areas, and in order to maintain comparability with the internal alignment of SCCOE positions, it is recommended that this classification increase two levels from level 30 to 32 on the Confidential Salary Schedule and to increase the experience required from two to four years with at least two years in human resources work.

5. Elaine Bungo, Marilyn Latorraca, Michelle Coffman and Rudolph Ramirez, Financial Analysts:

The reclassification request for the Financial Analyst classification was prepared and supported by the employees' supervisors. The incumbent employees in the classification were all interviewed. The knowledge base and technical expertise that are required have grown and changed significantly in the past years due to constantly evolving federal and state legislation, guidelines and regulations. As a result, the volume of work has also increased as the oversight responsibilities increased. The analysis indicated the following: a salary range adjustment in this classification is necessary by placing this classification at the appropriate level in terms of internal salary range alignment with the SCCOE and to stay competitive among the other county offices; the salary range for the classification be changed from range 35 to range 39, and the job description be augmented to reflect the increase in duties and responsibilities as provided by the supervisor and that the San Mateo COE job description for this classification be used as a guide. A reclassification for the classification was recommended.

**7.0**      **OLD BUSINESS, continued**

7.1      2011 Preliminary Reclassification Report, continued

6.      Maggie O'Grady and Sharon Wright Miller, Pupil Data Specialist:

Two of the incumbent employees from ROP and Special Education completed the written reclassification request and participated in the interviews. Their respective supervisors also participated in the interviews. Both employees have experienced a significant growth in the volume of work assigned to their roles due to growth in the programs, and have experienced multiple trainings due to changes in computer software and in state reporting requirements.

Sharon Wright Miller is the lone ROP data support person for 18 school sites, 135 classes, 77 teachers and 7 counselors. Both the employee and her supervisor stressed the critical importance of accuracy in all her student accounting, not only for statistical state reports but also for validating the effectiveness of their program.

Maggie O'Grady has primary responsibility for Special Education student data in the following three areas: SEIS District to District Program Manager; the Power School support person for Special Education; and CAPA and CAHSEE Test Site Coordinator.

The analysis indicated that a salary adjustment in this classification was needed, both for the SCCOE to stay competitive and for the positions to be appropriately placed on the salary schedule in terms of internal alignment within the SCCOE. Although only two of the four positions in the Pupil Data Specialist were reviewed, the consultant felt comfortable making recommendations regarding the total classification. The findings indicated the following: the title be changed to Student Data Specialist; the salary range be changed from range 18 to 21; a new classification entitled Student Data Specialist II—Special Education be established at range 24; the education and experience requirements be increased slightly for the new classification (more emphasis on college-level computer courses and three years of experience); and the job description for the new classification be more specific regarding special education duties and responsibilities.

**7.0**      **OLD BUSINESS, continued**

7.1      2011 Preliminary Reclassification Report, continued

7.      Patricia Isaak and Ellen Hickey, Secretary:

Two of the incumbent employees completed the written reclassification request and participated in the interviews. Their perspective supervisors also participated in the oral interview process. The analysis indicated that the required skills, knowledge and level of responsibility associated with the job duties have increased significantly. Both employees are expected to do their jobs with very little supervision, exercise independent judgment in decision making and be a knowledgeable resource in the absence of the supervisor. The consultant recommended that the salary range of the Secretary classification be raised from level 16 to 18—this would make the internal alignment more appropriate when compared to other classifications in the SCCOE; and to raise the Administrative Secretary classification range from level 21 to 23 to narrow the difference between secretarial classifications. Regardless of whether the two prior range change recommendations are considered or implemented, the consultant recommended that the two employees requesting a reclassification be reclassified to the Administrative Secretary classification.

Ms. Einfalt stated that a lot of research was dedicated to the reclassification and compensation comparability study. In summary, the consultant was pleased to have the opportunity to work with the Santa Cruz County Office of Education; and was grateful for the cooperation she received from all who participated. Discussion and comments from the audience followed. Deputy Superintendent Wall stated that the Santa Cruz County Office of Education appreciated the thorough and impartial process. C.S.E.A. Co-President Hutchison said that employees expressed to her that they felt they were heard. Heather also expressed her appreciation.

Deputy Superintendent Wall indicated that one employee was interested in submitting a written request to have her reclassification reevaluated. Director Booth stated that all parties have the opportunity to make oral or written remarks and comments regarding the preliminary report at a meeting of the Personnel Commission. The Commission requested that the request for reevaluation be submitted in writing to the Personnel Commission and placed on the June agenda.

**8.0**      **NEW BUSINESS**

8.1      None.

**9.1**      **SCHEDULE OF UPCOMING EVENTS**

9.1      The next regular Personnel Commission meeting is scheduled for June 28, 2011 at 2:30 p.m., Board Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

**10.0**      **ADJOURNMENT**

10.1      The meeting of the Personnel Commission was adjourned at 3:27 p.m.

Distribution: Personnel Commissioners  
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**Megan Booth**

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Attest: Megan Booth, Human Resources Director