



APPROVED MINUTES

Personnel Commission Meeting
June 15, 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; Human Resources Director, Traci Outtrim; and Human Resources Analyst, Toni Alldredge.

Absent: Keith Parkhurst, Member.

Guest: Mike James, Deputy Superintendent; Mary Hart, Associate Superintendent of Business (CBO); Bryan Wall, Director of ROP; and Pam Crowell, Executive Assistant.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of May 18, 2010 were approved.

Ayes: Lane/Rapoza Noes: None

Abstain: None Absent: Parkhurst

2.2 Director Outtrim announced that Deputy Superintendent James requested that agenda item 8.1 Review Classification Salary Placement—Coordinator of Arts in Education be removed as an agenda item. To accept the agenda as revised.

Ayes: Lane/Rapoza Noes: None

Abstain: None Absent: Parkhurst

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 None.

4.0 REPORTS

4.1 Chairperson or Member's Report
None.

4.0 REPORTS, continued

- 4.2 Human Resources Director's Report
 - 4.2.1 Director Outtrim submitted her letter of resignation to the Personnel Commission. She has accepted a position with the Santa Clara Superior Court.
 - 4.2.2 Ergonomics Safety Lunch & Learn, May 20, 2010.
 - 4.2.3 The Santa Cruz County Office of Education was the host to a CalSTRS Employer Training on May 25, 2010.
 - 4.2.4 Maintenance Department Training Series: Electrical Safety, June 11, 2010.
 - 4.2.5 Extended School Year – June 18 to July 16, 2010.
 - 4.2.6 The Santa Cruz County Office of Education assisted districts by providing summer school.
 - 4.2.7 Director Outtrim informed the Commission that effective July 1, 2010, AB 1025 goes into effect. The statute requires non-certificated individuals, prior to starting a position supervising, directing, or coaching a student activity program, sponsored by or affiliated with a school district or County Office of Education, to obtain an Activity Supervisor Clearance Certificate (ASCC) from the Commission on Teacher Credentialing.
- 4.3 Deputy Superintendent's Report
 - 4.3.1 Deputy Superintendent James introduced and informed the Commission that effective July 1, 2010, Bryan Wall will serve as the new Deputy Superintendent for the Santa Cruz County Office of Education. Bryan stated that he was looking forward to working with the Commission.

5.0 CONSENT AGENDA

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

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

6.0 CORRESPONDENCE

- 6.1 Save-the-Date Letter from SPCA/NC: Mini Conference, October 2, 2010 at the Santa Clara County Office of Education.

7.0 OLD BUSINESS

7.1 Reclassification Study

The reclassification review process was conducted by Director Outtrim. She reported on her preliminary findings:

1. Martine Watkins and Charise Olson—Project Coordinators, Student Services
Preliminary review indicated that both of these positions are legitimately assigned and working with the current job classification. There are other Project Coordinators throughout the SCCOE and the duties, scope of responsibility and minimum qualifications demonstrated in the request are consistent with the job description and with those assigned in other departments. A reclassification is not warranted.
2. Noemi Macias—Project Specialist, Student Support Services
Preliminary review indicated that this position is legitimately assigned and working within the current job classification. There are other Project Specialists throughout the SCCOE and the duties, scope of responsibility and minimum qualifications demonstrated in the request are consistent with those in other departments. A reclassification at this time does not seem warranted. A reclassification is not warranted. A “Bilingual Requirement” designation is recommended.
3. Scott Hill—Work Experience Specialist, Student Support Services
Preliminary Review indicated that the position has gone through a gradual accretion of duties and is not currently working within the current job description. In addition, the employee has been working out-of-classification for a number of months at a higher level of Project Specialist. A reclassification is recommended.
4. Sue Corso—Credentials Analyst, Human Resources
Preliminary review indicated that the position is legitimately assigned and working within the current job classification. Though duties of the Credentials Analyst have changed due to technology changes within the Commission on Teacher Credentialing, the essential duties, scope of responsibility, minimum skills and qualifications do not support a reclassification at this time.

7.2 Classification Revision: Resource and Referral Technician, Level I

As indicated at last month's meeting, 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. Administration determined that an appropriate revision would result in two classifications—Level 1 and 2. The revised Level 1 classification was designed to be the entry level and maintains the existing level of technical experience, knowledge and scope of work and responsibility.

Motion: To accept the revisions as presented.

Ayes: Lane/Rapoza Noes: None

Abstain: None Absent: Parkhurst

7.3 Classification Revision: Resource and Referral Technician, Level II

Administration has reviewed the current needs of the Child Development department and determined that CRRR Technician position description was last updated in 1999 and required updating to address potential future recruitments and changes in duties and technologies. As mentioned earlier, administration determined that an appropriate revision would result in two levels. The Resource and Referral Technician, Level II creates a second level tiered structure providing a built-in professional growth, career ladder opportunity. The job classification will be presented to the Employee Point Factoring Committee for salary placement prior to the next Personnel Commission meeting. This constitutes a first reading.

8.0 NEW BUSINESS

8.1 None.

9.0 CLOSED SESSION

9.1 Evaluation of Personnel: Human Resources Director

With Director's Outtrim's announcement of her resignation, the Personnel Commission did not adjourn into closed session.

10.0 SCHEDULE OF UPCOMING EVENTS

10.1 The regular Personnel Commission meeting is scheduled on July 20, 2010 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

11.0 **ADJOURNMENT**

The meeting of the Personnel Commission was adjourned at 3:21 p.m.

Distribution: Personnel Commissioners
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Toni Alldredge

Attest: Toni Alldredge, Human Resources Analyst