

APPROVED MINUTES

Personnel Commission Meeting
June 17, 2014

1.0 CALL TO ORDER

- 1.1 Chairperson Lane called the regular meeting to order at 2 p.m. followed by the pledge of allegiance.
- 1.2 Establishment of Quorum.
Present: Chairperson, Lawrence Lane; Vice Chairperson, James Rapoza and Member, Keith Parkhurst.

Guests: Deputy Superintendent, Bryan Wall; Mary Hart; C.S.E.A. Co-President, Heather Hutchison; Troy Cope; Susan Corso; Jean Gardner; Scott Mean-Hill and Classification/Reclassification Consultant, Ken Thomas.

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of May 20, 2014 were approved (Rapoza/Parkhurst).
- | | | | |
|----------|-----------|---------|------|
| Ayes: | Unanimous | Noes: | None |
| Abstain: | None | Absent: | None |
- 2.2 To accept the agenda (Parkhurst/Rapoza).
- | | | | |
|----------|-----------|---------|------|
| Ayes: | Unanimous | Noes: | None |
| Abstain: | None | Absent: | None |

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 Scott Mean-Hill thanked Consultant Thomas, Toni Alldredge, Bobbi Beall and Deputy Superintendent Wall for all their work during the classification/reclassification process.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
- 4.1.1 Commissioner Lane offered his congratulations to Bryan Wall on his formal retirement and thanked him for a job well done.
- 4.1.2 Commissioner Lane stated that he will miss next month's meeting.
- 4.2 Deputy Superintendent's Report
- 4.2.1 Deputy Superintendent Wall thanked everyone that worked on the classification/reclassification. It was cost effective and well done.
- 4.2.2 Deputy Superintendent Wall stated that after he retires, he will serve as a mentor to Troy Cope, Director of Human Resources; John Rice, Senior Director of A.E.; and Denise Sanson, Assistant Director of A.E.

5.0 CONSENT AGENDA

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

6.0 CORRESPONDENCE

6.1 Reclassification Study Correspondence from Monica Morgan, Project Coordinator/MAA LEC to the Personnel Commission, June 11, 2014.

7.0 OLD BUSINESS

7.1 2014 Classification/Reclassification Study
Consultant Thomas thanked the Human Resources staff and Deputy Superintendent Wall for all their support during the classification/reclassification process.

Consultant Thomas informed the Commission that Monica Morgan requested that her salary placement of Project Coordinator, MAA/LEC be reevaluated. Monica asked the Personnel Commission to consider placing the Project Coordinator, MAA/LEC classification at Range 49 on the classified employee salary schedule. In her written request of June 11, 2014, she stated that she disagreed with Consultant Thomas's reevaluation recommendation. She felt that the classification should be placed at a higher range on the classified salary schedule to ensure fair/equitable compensation with like positions throughout the state and that her eleven years of experience, her Master's degree and the cost-of-living in Santa Cruz be taken into consideration.

Consultant Thomas stated that he reexamined the position based on the analysis of the position description, job requirements, reclassification questionnaire and the oral interviews with Monica and her supervisor, not on her years of experience, her Master's degree or the cost-of-living. The study was focused entirely on the essential duties of the classification, reporting relationships, education/experience requirements and comparability data in making his final recommendation. Discussion and comments followed. Consultant Thomas recommended that the Commission accept his recommendation to place the Project Coordinator, MAA/LEC at Range 45 on the classified salary schedule.

The Commission thanked Consultant Thomas for keeping them informed throughout the process and for a doing a thorough job.

The 2013-2014 Classification/Reclassification Study as a whole was presented to the Commission.

Motion: Move to accept the entire 2013/2014 Classification/Reclassification Study, including job descriptions and position allocations (Rapoza/Lane).

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

8.0 NEW BUSINESS

8.1 **Reclassification of Incumbents**

Under Merit Rule and Regulations, 3.308 Upward Reclassification, it is necessary to take action to reclassify the incumbents working the classification. The new classifications are as follows:

Employee	Current Classification	Recommended Classification
Martine Watkins	Community Organizer	Senior Community Organizer, Student Support Services
Maria Castro	Coordinator, Migrant Head Start	Manager, Migrant/Seasonal Head Start
Susan Corso	Credential Analyst	Senior Credential Analyst
Jean Gardner	Director, Fiscal Services	Senior Director, Fiscal Services

Motion: Move to approve the reclassification of the above incumbents (Parkhurst/Rapoza).

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

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 August 19, 2014 Regular Meeting of the Personnel Commission, 2p.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 2:20 p.m.

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Toni Alldredge

Attest: Toni Alldredge, Human Resources Analyst