



**APPROVED MINUTES**

**Personnel Commission Meeting  
June 18, 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; Human Resources Director, Megan Corey Booth; and Human Resources Analyst, Toni Alldredge.

Absent: Member, Keith Parkhurst.

Guests: Pat Einfalt, Mary Anne James, Rose Moonwater, Pam Crowell, and Michele Cuartilon.

**2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of June 18, 2013 were approved.

Ayes: Lane/Rapoza                      Noes: None

Abstain: None                              Absent: Parkhurst

2.2 To accept the agenda.

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.

4.2 Human Resources Director's Report

4.2.1 Director Corey Booth informed the Commission that the Human Resources Department sponsored a workshop on legal updates on employment law on May 28, 2013. The workshop was well attended.

4.2.2 On June 14, 2013, Director Corey Booth attended the Santa Cruz County Office of Education's graduation ceremony.

4.2.3 Director Corey Booth reported that the Human Resources staff has begun the implementation process with Digital Schools, the new HR/Financial system. During the next year, it will require a huge time commitment from staff.

**4.0 REPORTS, continued**

- 4.2 Human Resources Director's Report, continued
  - 4.2.4 Director Corey Booth notified the Commission that the newly hired Human Resources Assistant II, Martha Garcia, submitted her resignation over the weekend. Human Resources will reopen the recruitment.
- 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.  
Ayes: Lane/Rapoza Noes: None  
Abstain: None Absent: Parkhurst

**6.0 CORRESPONDENCE**

- 6.1 None.

**7.0 OLD BUSINESS**

- 7.1 2012/2013 Reclassification/Classification Study  
Pat Einfalt of Professional Assistance Team, Inc. presented her preliminary 2013 Classification and Compensation Comparability study report to the Personnel Commission on May 21, 2013. At the meeting, managers and employees were allowed to submit written input and were given an opportunity to address the Commission. Rose Moonwater and her supervisor, Mary Anne James addressed the Commission and presented their letters supporting reclassification of Rose's current position of Web Master Supervisor to the position at the Manager level. Commissioner Rapoza asked Ms. Einfalt to review the information they submitted in preparation of her final recommendation.

Ms. Einfalt informed the Commission that she evaluated the two letters that were received from Ms. Moonwater and from Ms. James and that she stood by her original recommendation. The duties and responsibilities have increased beyond the Supervisor level, but do not rise to the level of Manager. Ms. Einfalt stated that it is especially apparent when considering the internal alignment of current management positions in the SCCOE, the levels of responsibility assigned to positions carrying the "manager" title and the number of positions supervised.

**7.0 OLD BUSINESS, continued**

7.1 2012/2013 Reclassification/Classification Study, continued

Rose Moonwater's supervisor, Mary Anne James addressed the Commission again to advocate for the reclassification of the Web Communications Coordinator to the rank of Manager. Discussion followed. The Commission felt that the basis of Ms. Einfalt's recommendation were strong and just. The Commission agreed to accept Ms. Einfalt's recommendation to reclassify the position of Web Master Supervisor to Coordinator, Web Communications.

The 2012/2013 Reclassification/Classification Study as a whole was presented to the Commission.

Motion: Move to approve the entire 2012/2013 Reclassification/Classification Study as presented including position allocations, reclassification of positions and job descriptions.

Ayes: Lane/Rapoza      Noes: None  
Abstain: None              Absent: Parkhurst

**8.0 NEW BUSINESS**

8.1 Reclassification of Incumbents

Under Merit Rules and Regulations, 3.308 Upward Reclassification, it is necessary to take action to reclassify the incumbents working the classification.

The new classification are as follows:

Employee	Current Classification	Recommended Classification
Sharon Clapman, Michele Cuartilon and Rosa Rosas.	Department Coordinator	Department Office Coordinator
Margarita Mendoza and Anne Weaver-McManus	Secretary	Administrative Secretary
Rose Moonwater	Web Master Supervisor	Coordinator, Web Communications

Motion: Move to approve the reclassification of the above incumbents.

Ayes: Lane/Rapoza      Noes: None  
Abstain: None              Absent: Parkhurst

**9.0 SCHEDULE OF UPCOMING EVENTS**

- 9.1 July 16, 2013 Regular Meeting of the Personnel Commission, Bay Conference 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 2:35 p.m.

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***Megan Corey Booth***

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Attest: Megan Corey Booth, Human Resources Director