



APPROVED MINUTES

Personnel Commission Meeting
June 19, 2012

1.0 CALL TO ORDER

1.1 Chairperson Parkhurst called the regular meeting to order at 2:03 p.m. followed by the pledge of allegiance.

1.2 Establishment of Quorum.

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

Guests: Deputy Superintendent, Bryan Wall; C.S.E.A. Representative, Heather Hutchison; Pat Einfalt; Lily Aguado; Dave Barnett; Robin Beall; Cindy Borge; Cathy Carr; Pam Crowell; Sherrie Elrod; Elizabeth Heimsoth; Melanie Martin; Keith Meader; Carole Mulford; Lucinda Pappani; Clint Rucker; Kyle Rucker; Debbie Stanbra; and Jan Stanger.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of May 15, 2012 were approved.

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

2.2 To accept the agenda (Rapoza/Lane).

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 Commissioner Lane thanked all the classified employees for their professionalism during the reclassification process.

4.2 Human Resources Director's Report

4.2.1 Director Booth informed the Commission that the Santa Cruz County Office of Education's Human Resources department sponsored a "Criminal History/Fingerprint" workshop on May 22, 2012.

4.2.2 A webinar on "The New Proposed Form I-9 and What it Means to Employers" was held on June 6, 2012. Commissioner Parkhurst stated that he was impressed with the professional development opportunities the Santa Cruz County Office of Education offers to their employees and to surrounding districts within Santa Cruz County.

4.0 REPORTS (continued)

4.3 Deputy Superintendent's Report

4.3.1 Deputy Superintendent Wall informed the Commission that the Santa Cruz County Office of Education is updating the County Office's strategic plan.

5.0 CONSENT AGENDA

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

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

6.0 CORRESPONDENCE

6.1 ACSA's Educational Institution Service for Personnel Commission, May 2012.

7.0 OLD BUSINESS

7.1 2011/2012 Reclassification Study

Pat Einfalt of Professional Assistance Team, Inc., who was unable to attend last month's Personnel Commission meeting, reviewed the following information:

- 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.

Ms. Einfalt thanked Megan Booth, Lily Aguardo and Toni Alldredge for their invaluable assistance throughout the process. Ms. Einfalt also thanked the employees and their supervisors for their willingness and support in providing important information during the process.

Deputy Superintendent Wall said that the Santa Cruz County Office of Education is investigating options of developing a consistent system to study classification to ensure proper internal alignment.

The 2011-2012 Reclassification Study as a whole was presented to the Commission.

Motion: Move to approve the entire 2011-2012 Reclassification Study as presented including position allocations, reclassification of positions, and job descriptions (Lane/Rapoza).

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
Jody Akimoto	Account Specialist III	Account Specialist IV
Melanie Martin	Executive Assistant	Executive Assistant, Confidential
Yvette Rivera	Executive Assistant	Executive Assistant, SELPA/MIS Technician
Keith Meader	Network Support Specialist	Technology Infrastructure Analyst
Clinton Rucker	Systems Support Liaison	Senior Systems Support Liaison
Kyle Rucker	Coordinator, Internal Finance	Manager, Internal Finance
Lucinda Pappani	Coordinator, Payroll	Manager, Payroll
Carole Mulford	Program Coordinator, Child Development	Manager, Child Development Programs
Debbie Stanbra	Manager, Data Processing	Director, Technology – Business Information Systems
David Barnett	Network Manager	Director, Technology – Infrastructure

The Commission asked the audience if they had any comments. Debbie Stanbra wanted the Commission to know how great the Human Resources staff was in working with them during the reclassification process. Ms. Stanbra especially wanted to thank Toni Alldredge for her work in developing new job descriptions within a short time frame.

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

Ayes: Unanimous Noes: None

Abstain: None Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 July 17, 2012, Regular Meeting of the Personnel Commission, Bay 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 2:26 p.m.

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Megan Booth

Attest: Megan Booth, Human Resources Director