

APPROVED MINUTES

**Personnel Commission Meeting
June 20, 2017**

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 and Member, James Rapoza.			
	Absent: Vice Chairperson, Lynn Miller.			
	Guests: C.S.E.A. Representative, Tiffanie Meschi; C.S.E.A. President, Scott Mean-Hill and Julie High, Consultant.			
2.0	APPROVAL OF MINUTES/AGENDA			
2.1	The minutes of the Personnel Commission meeting of May 16, 2017 were approved.			
	Ayes:	Rapoza/Lane	Noes:	None
	Abstain:	None	Absent:	Miller
2.2	To accept the agenda.			
	Ayes:	Rapoza/Lane	Noes:	None
	Abstain:	None	Absent:	Miller
3.0	COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS			
3.1	C.S.E.A. President, Scott Mean-Hill informed the Commission that the bargaining unit and administration were in the middle of negotiations. Updates/revisions for evaluations, professional growth and catastrophic leave are being discussed.			
3.2	C.S.E.A. President, Scott Mean-Hill will attend C.S.E.A.'s 91 st Annual Conference from July 31 to August 4, 2017 in Las Vegas.			
4.0	REPORTS			
4.1	Chairperson or Member's Report			
	4.1.1	None.		
4.2	Human Resources Director's Report			
	4.2.1	The Santa Cruz County Office of Education celebrated classified and certificated employees on May 17, 2017.		
	4.2.2	Director Cope announced that the Classified School Employees Teacher Credentialing Program awarded the Santa Cruz County Office of Education 50 slots and 39 applicants qualified for the program, which left 11 slots unfilled. Director Cope informed the Commission that the Classified School Employees Teacher Credential Program recently informed him that the Santa Cruz County Office of Education could continue to look for participants for the 11unfilled slots.		
	4.2.3	Beginning in January 2018, the Santa Cruz County Office of Education in partnership with Sonoma County Office of Education will establish a satellite intern induction program. Special Education departments across the state are seeing the need for new teachers. The Santa Cruz County Office of Education will begin by focusing on Educational Specialist, Mild to Moderate.		

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4.0 REPORTS				
4.2		Human Resources Director's Report (continued)		
4.2.4		Santa Cruz County Superintendent Michael Watkins announced at the Santa Cruz County Office of Education's Board meeting on May 15, 2017 that he will not seek reelection.		
5.0 CONSENT AGENDA				
5.1		The consent agenda was approved as submitted.		
Ayes:		Rapoza/Lane	Noes:	None
Abstain:		None	Absent:	Miller
6.0 CORRESPONDENCE				
6.1		None.		
7.0 OLD BUSINESS				
7.1		New Classification—Second Reading: Classified Senior Instructional Aide, Autism Support (Special Education)		
		<p>Administration reviewed the current needs of the Special Education's Chrysalis Program and determined that a higher-level classified support position needed to be created. A Senior Instructional Aide, Autism Support (Special Education) classification would create community based instruction and a built-in professional growth, career ladder opportunity. The new classification would incorporate duties of the Instructional Aide, Autism Support classification along with higher level scope of duties, responsibilities, knowledge and experience. The Employee Point Factoring Committee met on May 18, 2017 to point factor the proposed job description. The Employee Classification Committee recommended that the position be placed on Range 23 (\$19.40 to \$24.46/hourly) on the classified salary schedule. This constituted a second reading.</p> <p>Motion: To approve the Employee Classification Committee's recommendation to place the new classification of Senior Instructional Aide, Autism Support (Special Education) on Range 23 (\$19.40 to \$24.46/hourly) on the classified salary schedule.</p>		
Ayes:		Rapoza/Lane	Noes:	None
Abstain:		None	Absent:	Miller

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7.0	OLD BUSINESS (continued)			
7.2	New Classification—Second Reading: Classified Foster Youth Educational Liaison			
	<p>When analyzing the Guidance Counselor Technician II classification, it became evident that a new classification needed to be created for employees working in the Foster Youth Program. The supervisor in the Foster Youth Program shared the history of how the program evolved from a pilot project funded by the Foster Education organization to a SCCOE program. A newly created classification will accurately describe the essential duties and responsibilities being performed. On May 18, 2017, the Employee Factoring Committee met to point factor the proposed job description. The Employee Classification Committee recommended that the position be placed on Range 30 (\$22.81 to \$28.81/hourly) on the classified salary schedule. This constituted a second reading.</p> <p>Motion: To approve the Employee Classification Committee’s recommended to place the Foster Youth Educational Liaison position on Range 30 (\$22.81 to \$28.81/hourly) on the classified salary schedule.</p>			
	Ayes:	Rapoza/Lane	Noes:	None
	Abstain:	None	Absent:	Miller
7.3	New Classification—Second Reading: Management Senior Director, Human Resources Classified			
	<p>The findings indicated that the position’s duties and responsibilities have expanded. The salary ranks ninth out of ten similar positions; however, the scope of responsibility far exceeds six other positions that have singular responsibility for classified or certificated personnel, but not both employee groups. It was evident that a change needed to be made to the salary range for this position. The recommendation is to develop a new classified management job classification. Because this is a management level position, the recommendation for salary allocation comes from the Santa Cruz County Superintendent of Schools and Cabinet, rather than the bargaining unit’s Point Factoring Committee. The recommended title will be Senior Director, Human Resources Classified. The constituted a second reading.</p> <p>Motion: To approve the newly created job description for Senior Director, Human Resources Classified and allocate the classification to Level 5 (\$45,744 to \$58,386/annually at 50%) on the classified management salary schedule.</p>			
	Ayes:	Rapoza/Lane	Noes:	None
	Abstain:	None	Absent:	Miller

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7.0 OLD BUSINESS (continued)

7.4 2017 Classification/Reclassification Study

Consultant Julie High took the opportunity to thank Toni Alldredge and Karina Mendez for their assistance and support during the process. The 2017 Classification/Reclassification Study, as a whole, was presented to the Commission for approval.

Motion: Move to approve the entire Classification/Reclassification recommendations including job descriptions and position allocations.

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Miller

8.0 NEW BUSINESS

8.1 2017 Reclassification of Incumbents

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

Employee	Current Classification	Recommended Classification
Megan Grewohl, Erika Hernandez Maldonado and Norman Sanchez.	Guidance Counselor Tech. II	Foster Youth Educational Liaison
Troy Cope	Director, Human Resources	Senior Director, Human Resources Classified

Motion: To approve the reclassification of the above incumbents.

Ayes: Rapoza/Lane Noes: None

Abstain: None Absent: Miller

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8.0 NEW BUSINESS (continued)

8.2 **New Classification—First Reading: Classified Foster Youth Educational Liaison**

When analyzing the Guidance Counselor Technician II classification, it became evident that a new classification needed to be created for employees working in the Foster Youth Program. The supervisor in the Foster Youth Program shared the history of how the program evolved from a pilot project funded by the FosterEd organization to a SCCOE program. A newly created classification will accurately describe the essential duties and responsibilities being performed. This will constitute a first reading.

Motion: To approve the proposed Foster Youth Educational Liaison job description as

a first reading.

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

8.3 **New Classification—First Reading: Management Senior Director, Human Resources Classified**

The findings indicated that the position’s duties and responsibilities have expanded. The salary ranks ninth out of ten similar positions; however, the scope of responsibility far exceeds six other positions that have singular responsibility for classified or certificated personnel, but not both employee groups. It was evident that a change needed to be made to the salary range for this position. The recommendation is to develop a new classified management job classification. Because this is a management level position, the recommendation for salary allocation comes from the Santa Cruz County Superintendent of Schools and Cabinet, rather than the bargaining unit’s Point Factoring Committee. The recommended title will be Senior Director, Human Resources Classified. This constitutes a first reading.

Motion: To approve the proposed Senior Director, Human Resources job description as a first reading.

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

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 June 20, 2017 Regular Meeting of the Personnel Commission, at 2 p.m., in the Board Room at the 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 2:24 p.m.

Distribution: Personnel Commission
Michael C. Watkins, Superintendent
SCCOE Board of Education
SCCOE Office Managers
C.S.E.A. President
SCCOE Main Office Bulletin Board

Attest: **Troy Cope**
Director, Human Resources