



## APPROVED MINUTES

### Personnel Commission Meeting June 21, 2016

#### **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 and Vice Chairperson, Lawrence Lane.  
  
Guests: C.S.E.A. President, Heather Hutchison and Consultant, Ken Thomas.

#### **2.0 APPROVAL OF MINUTES/AGENDA**

- 2.1 The minutes of the Personnel Commission meeting of May 17, 2016 were approved as amended. Heather Hutchison pointed out that under comments, it should state that C.S.E.A. will be celebrating classified employees on May 26, 2016 (Lanel/Rapoza).  
Ayes: Unanimous      Noes: None  
Abstain: None      Absent: None
- 2.2 To accept the agenda (Lane/Rapoza).  
Ayes: Unanimous      Noes: None  
Abstain: None      Absent: None

#### **3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS**

- 3.1 Heather Hutchison reported that classified employees were pleasantly surprised when Superintendent Michael Watkins offered classified employees a 2% salary increase for 2016/2017 and an additional 3% for 2017/2018. Administration and the classified bargaining unit agreed to work on cleaning up contract language.

#### **4.0 REPORTS**

- 4.1 Chairperson or Member's Report
  - 4.1.1 Commissioner Lane thanked classified staff for all their comments and for all the information provided during the classification/reclassification process. He also thanked Consultant Ken Thomas for his diligence and hard work.
- 4.2 Human Resources Director's Report
  - 4.2.1 The Santa Cruz COE Special Education Department held their graduation on June 9, 2016.
  - 4.2.2 Director Cope said that he attended one of the Santa Cruz COE Alternative Education's graduation. A previous student of his graduated.
  - 4.2.3 Director Cope informed the Commission that Faris Sabbah was selected as the new Deputy Superintendent for the Santa Cruz County Office of Education. Mr. Sabbah will oversee the Student Support Services Programs and the Human Resources Department.
  - 4.2.4 Deven Wood was promoted to replace Dorothy Raab, who retired, as the new Director of Special Education.

**5.0 CONSENT AGENDA**

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

Ayes: Unanimous Noes: None

Abstain: None Absent: None

**6.0 CORRESPONDENCE**

6.1 None.

**7.0 OLD BUSINESS**

7.1 New Classification/Second Reading: Management-Director, Student Support Services and Foster Youth

Due to a recent retirement and in light of budget considerations, a newly proposed management classification of Director, Student Support Services and Foster Youth was created. Because this is a management level position, the recommendation for salary allocation comes from the Santa Cruz County Superintendent of Schools and Cabinet. This constitutes a “second reading.”

Motion: To approve the newly created job description of Director, Student Support Services and Foster Youth, which will be placed on the Classified Management Salary Schedule, Level 7 (\$84,546 to \$107,905).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

7.2 2016 Classification/Reclassification Study

Consultant Ken Thomas informed the Commission that he reevaluated Nohemi Macias’ concerns that her job responsibilities and her role have grown outside her current classification of Project Coordinator. Mr. Thomas stated that he reexamined the position based on the analysis of the position description, job requirements, reclassification questionnaire and spoke with her immediate supervisor. Mr. Thomas stated that he did not find that Nohemi was performing any duties that warranted her position in being reclassified. Discussion followed. Commissioner Rapoza requested that Nohemi’s position be revisited next year, especially with her working under a new administrator.

The 2016 Classification/Reclassification Study, as a whole, was presented to the Commission. It was noted that the revised job description for Department Office Coordinator and the job description for System Support Liaison will be presented for approval at next month’s Personnel Commission meeting.

Motion: Move to approve the entire Classification/Reclassification recommendations including job descriptions and position allocations, and with the provision that Nohemi Macias’ request be brought back next year for review in light of a new administrator.

Ayes: Unanimous Noes: None

Abstain: None Absent: None

**8.0 NEW BUSINESS**

8.1 None.

**9.0 SCHEDULE OF UPCOMING EVENTS**

9.1 The next regular meeting of the Personnel Commission is scheduled on July 19, 2016 at 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 2:22 p.m.

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Michael C. Watkins, Superintendent  
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**Troy Cope**

Attest: Troy Cope, Human Resources Director