



*APPROVED MINUTES*

Personnel Commission Meeting  
June 28, 2011

**1.0 CALL TO ORDER**

1.1 Chairperson Lane called the regular meeting to order at 2:30 p.m. followed by the pledge of allegiance.

1.2 Establishment of Quorum.

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

Absent: Vice Chairperson, Keith Parkhurst.

Guests: C.S.E.A. Co-President, Heather Hutchison; Mary Hart; Rudolph Ramirez; Brunella Deeds; Sherrill McNulty; and Lily Aguado.

**2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of May 24, 2011 were approved.

Ayes: Rapoza/Lane                      Noes: None

Abstain: None                              Absent: Parkhurst

2.2 To accept the agenda as submitted (Rapoza/Lane).

Ayes: Rapoza/Lane                      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

4.1.1 None.

4.2 Human Resources Director's Report

4.2.1 Director Booth introduced Lily Aguado. She was selected to fill the vacant Human Resources Assistant II position.

4.3 Deputy Superintendent's Report

4.3.1 None.

**5.0 CONSENT AGENDA**

5.1 The consent agenda was approved as submitted.

Ayes: Rapoza/Lane                      Noes: None

Abstain: None                              Absent: Parkhurst

**6.0 CORRESPONDENCE**

6.1 2012 C.S.P.C.A. Conference, January 26-29, 2012 in San Diego, CA

**7.0 OLD BUSINESS**

7.1 None.

**8.0 NEW BUSINESS**

8.1 **Reclassification Study Reevaluation Request**

(Explanation: Reevaluation of reclassification request submitted by Senior Human Resources Specialist)

The 2010/2011 Reclassification Study was received by the Personnel Commission at the May 24, 2011 meeting. At that time, it was noted that an employee was interested in submitting a written request to have their reclassification reevaluated. The Commission asked that the request for reevaluation be submitted in writing to the Personnel Commission and placed on the June agenda.

Sherrill McNulty requested that Commission reevaluate the salary range placement of the Senior Human Resources Specialist. Her written request for reevaluation was included in the Personnel Commission's June packet. Sherrill stated that she felt that her classification was complex due to the added detailed and technical responsibilities; she asked that the position be placed at Range 35. Sherrill thanked the Commission for their consideration.

Director Booth thanked Sherrill for her comments. The Director reviewed the employee's reevaluation request. The Director also reviewed Professional Assistance Team, Inc.'s rationale and recommendations. The analysis of the position was based on the analysis of the position description, job requirements, reclassification questionnaire and oral interview, not on the performance of the employee currently holding the position. The study was focused entirely on the essential duties of the classification, reporting relationships, education/experience requirements, and comparability data in making recommendations. The Director stated that each of the positions reviewed for reclassification received the same thorough review and analysis. Discussion and comments followed. Director Booth recommended that the Commission accept Professional Assistance Team, Inc.'s recommendation to place the classification of Senior Human Resources Specialist at Level 32 on the Confidential Salary Schedule.

Motion: Move to accept Professional Assistance Team, Inc.'s recommendation to allocate the Senior Human Resources Specialist classification at Level 32 on the Confidential Salary Schedule.

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

8.2 2010-2011 Reclassification Study

The 2010-2011 Reclassification Study as a whole was presented to the Commission.

Motion: Move to approve the entire 2010-2011 Reclassification Study as presented including position allocations and job descriptions.

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

8.3 Reclassification

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:

<b>Employee</b>	<b>Recommended Classification</b>
George Lopez	Director of Maintenance, Operations, and Facilities
Maggie O’Grady	Student Data Specialist II, Special Education
Melissa Gomez	Student Data Specialist
Amy Rice	Student Data Specialist
Sharon Wright Miller	Student Data Specialist

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

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

**9.0 SCHEDULE OF UPCOMING EVENTS**

9.1 The next regular Personnel Commission meeting is scheduled for July 19, 2011 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

**10.0**     **ADJOURNMENT**

10.1     Director Booth and the Commission thanked everyone who participated in the reclassification study. The meeting of the Personnel Commission was adjourned at 3:03 p.m.

Distribution: Personnel Commissioners  
Michael C. Watkins, Superintendent  
SCCOE Board of Education  
SCCOE Office Managers  
C.S.E.A. President and Representatives  
SCCOE Schools/Classes  
SCCOE Main Office Bulletin Board

***Megan Booth***

---

Attest: Megan Booth, Human Resources Director