



APPROVED MINUTES

Personnel Commission Meeting
July 20, 2010

1.0 CALL TO ORDER

1.1 Chairperson Rapoza called the regular meeting to order at 2:31 p.m. followed by the pledge of allegiance.

1.2 Establishment of Quorum.

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

Guests: Bryan Wall, Deputy Superintendent; Mary Hart, Associate Superintendent of Business (CBO); Heather Hutchison, C.S.E.A. Co-President; and Jean Gardner, Director of Fiscal Services.

2.0 APPROVAL OF MINUTES/AGENDA

2.1 The minutes of the Personnel Commission meeting of June 15, 2010 were approved.

Ayes: Unanimous Noes: None

Abstain: None Absent: None

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

Ayes: Unanimous Noes: None

Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 Heather Hutchison announced that the classified bargaining unit has a tentative agreement and the unit will be scheduling a ratification meeting.

4.0 REPORTS

4.1 Chairperson or Member's Report

Commission Rapoza praised the Santa Cruz County Office of Education for offering summer school classes for students in the Santa Cruz, Scotts Valley and San Lorenzo Valley school districts after their summer school programs were cut due to their budgets.

4.2 Human Resources Director's Report

4.2.1 Interim Director Villa announced that the Santa Cruz County Office of Education's Orientation Day is scheduled on August 30, 2010 at the Cocoanut Grove from 8 a.m. to 12 noon.

4.2.2 Interim Director Villa informed the Commission that Assembly Bill 346 was signed by the Governor on July 9, 2010. This legislation changes the provisions of AB 1025, a bill passed in 2009 that established a new certification requirement (Activity Supervisor Clearance Certificate) for walk-on coaches and other involved in the supervision of pupils.

4.0 REPORTS, continued

4.3 Deputy Superintendent's Report

4.3.1 Deputy Superintendent Wall commended the bargaining units for working well with administration.

5.0 CONSENT AGENDA

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

Ayes: Unanimous Noes: None

Abstain: None Absent: None

6.0 CORRESPONDENCE

6.1 None.

7.0 OLD BUSINESS

7.1 Reclassification Study

Interim Director Villa stated that she noticed that at last month's Personnel Commission meeting, Director Outtrim reported on her preliminary findings on the reclassification study. After reviewing all the documentation, Interim Director Villa became aware that a Reclassification Committee needed to be convened to conduct an unbiased review of each request. Discussion followed. Following the discussion, the Commission directed Interim Director Villa to proceed with convening the Reclassification Committee. An updated report will be presented at next month's Personnel Commission meeting.

7.2 Classification Revision—Second Reading: Resource and Referral Technician – Child Development Programs (Level II)

The proposed job description for Resource and Referral Technician – Child Development Programs, Level II was presented for a second reading. The Employee Classification Committee met and reviewed the job description for salary placement on June 28, 2010. Based on the parameters established by the County Office's point factor program, the Employee Classification Committee recommended that Resource and Referral Technician, Level II be placed at range 24 (\$2,916 – \$3,681) on the classified salary schedule.

Motion: To approve the new job description for Resource and Referral Technician – Child Development Programs, Level II, as well as, approve the Employee Classification Committee's recommendation that the position be placed at range 24 on the classified salary schedule (Parkhurst/Lane).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

8.0 NEW BUSINESS

- 8.1 Existing Classification Revision: Director, Human Resources
The job description for Director, Human Resources was created in 1994, and the classification was reviewed for currency and relevancy. The Commission reviewed the recommended revisions.

Motion: Move approval of the recommended revised job description for Director, Human Resources (Parkhurst/Lane).

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

- 8.2 Recruitment of Director, Human Resources
The recruitment process and timelines were discussed and scheduled.

- 8.3 Existing Classification Revision: Fiscal Accountant
As a result of a request from Alternative Education, administration has reviewed the current needs of the department and of the Santa Cruz County Office of Education. The existing classification of Fiscal Accountant was specifically created in 1996 for the Regional Occupation Programs (ROP); therefore, the job description is being revised to accommodate the needs of the organization.

Motion: Move to approve the revised job description (Lane/Parkhurst).

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

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 The regular Personnel Commission meeting is scheduled on August 17, 2010 at 2:30 p.m., Bay Conference Room, Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, California 95060.

10.0 ADJOURNMENT

The meeting of the Personnel Commission was adjourned at 3:20 p.m.

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Susan Villa, Ed.D.

Attest: Susan Villa, Ed.D., Interim Director, Human Resources