

APPROVED MINUTES

Personnel Commission Meeting  
October 15, 2013

**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; Member, Keith Parkhurst; Human Resources Director, Megan Corey; and Human Resources Analyst, Toni Alldredge.

Absent: Lawrence Lane; Member.

Guests: None.

**2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of September 17, 2013 were approved.

Ayes: Parkhurst/Rapoza Noes: None

Abstain: None Absent: Lane

2.2 To accept the agenda.

Ayes: Parkhurst/Rapoza Noes: None

Abstain: None Absent: Lane

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

3.1 None.

**4.0 REPORTS**

4.1 Chairperson or Member's Report

Commissioner Parkhurst stated that he will not be able to attend November's Personnel Commission meeting.

4.2 Human Resources Director's Report

4.2.1 Director Corey reported that she attended the SPCA/NC Conference in Castro Valley, October 12, 2013.

4.2.2 Director Corey attended the Digital Schools Department Director's planning meeting and the Digital Schools users' training in Monterey, October 13-14, 2013.

4.3 Deputy Superintendent's Report

4.3.1 None.

**5.0 CONSENT AGENDA**

5.1 The consent agenda was approved as submitted.

Ayes: Parkhurst/Rapoza Noes: None

Abstain: None Absent: Lane

**6.0 CORRESPONDENCE**

6.1 None.

**7.0 OLD BUSINESS**

7.1 None.

**8.0 NEW BUSINESS**

8.1 2014 Classification/Reclassification Report and Timeline

Director Corey informed the Commission that for the 2014 Classification Study, the Maintenance job family will be studied. The Maintenance job family consists of eight Maintenance Custodians and one Maintenance Specialist. Also, a notice will be sent out at the beginning of November informing classified employees of their right to request that their position be studied. The Personnel Commission staff will collect the data and job descriptions from comparable agencies. Director Corey will conduct interviews with staff and managers, analyze data, update job descriptions and will submit a final report with recommendations to the Commission.

Motion: To accept the recommendation as presented to study the maintenance job family for the 2014 classification study.

Ayes: Parkhurst/Rapoza Noes: None

Abstain: None Absent: Lane

8.2 2012/2013 Annual Report

The Personnel Commission's Annual Report for 2012/2013 will be presented at the Commission meeting in December.

**9.0 SCHEDULE OF UPCOMING EVENTS**

9.0 November 19, 2013 Regular Meeting of the Personnel Commission, Bay Conference Room 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 2:07 p.m.

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**Megan Corey**

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Attest: Megan Corey, Human Resources Director