



*APPROVED MINUTES*

Personnel Commission Meeting  
November 9, 2010

**1.0 CALL TO ORDER**

1.1 Chairperson Rapoza called the regular meeting to order at 1:30 p.m. followed by the pledge of allegiance.

1.2 Establishment of Quorum.

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

Guests: Bryan Wall, Deputy Superintendent and Heather Hutchison, C.S.E.A. Co-President.

**2.0 APPROVAL OF MINUTES/AGENDA**

2.1 The minutes of the Personnel Commission meeting of October 19, 2010 were approved (Lane/Rapoza).

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

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 stated that she had a delightful lunch with the Commission today.

**4.0 REPORTS**

4.1 Chairperson or Member's Report

4.1.1 The Commission stated that they also enjoyed the Personnel Commission luncheon.

4.2 Human Resources Director's Report

4.2.1 Safety Training: "The Great California Shake Out" Earthquake Drill was held on October 21, 2010 at 10:21 a.m. It was a state-wide event.

4.2.2 The Santa Cruz County Office of Education hosted a Sexual Harassment Prevention Training on October 27-28, 2010. The trainings were well attended by district administrators.

4.2.3 Director Megan Booth informed the Commission that she would be on vacation from November 15-23, 2010.

- 4.2 Human Resources Director's Report, continued
  - 4.2.4 Keenan and Associates will be offering a Special Education Safety Training Workshop on November 15, 2010.
  - 4.2.5 EPICS Fall Users Meeting will be held on November 19, 2010 at the Santa Cruz County Office of Education.
  - 4.2.6 Yvette Rivera and Scott Hill will be attending the CalSTRS 2010 Secretarial Summit on November 16, 2010 in Sacramento.
- 4.3 Deputy Superintendent's Report
  - 4.3.1 Deputy Superintendent Wall shared that the districts appreciate all the trainings and workshops offered by the Santa Cruz County Office of Education. The districts feel supported.

**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 Notice of 2011 Reclassification Study.

**7.0 OLD BUSINESS**

- 7.1 Reclassification Study  
Director Booth read the reclassification report which included the Reclassification Committee's recommendations on the three reclassification requests that were received. Each recommendation was reviewed and discussed with the Commission. The following recommendations were made: 1) The Reclassification Committee felt that Sue Corso, Credential Analyst, was classified properly, but the job classification needed to be moved forward to the Point Factoring Committee for salary placement review; 2) Nohemi Macias, Project Specialist, submitted a request which was supported by her supervisor. The Reclassification Committee made the recommendation that the incumbent be reclassified to the more appropriate classification of Project Coordinator, which is an existing classification; and 3) Martine Watkins, Project Coordinator submitted a reclassification request which was supported by her supervisor. After reviewing the data and speaking with Ms. Watkins and her supervisor, it was clear that Martine was working outside her current job classification and was performing duties of the Community Organizer job classification. The Reclassification Committee recommended that the incumbent be reclassified as a Community Organizer. Discussion followed.

**7.0 OLD BUSINESS, CONTINUED**

7.1 Reclassification Study, continued

Motion: Move to approve the recommendations as follows: 1.) Move forward the Credential Analyst job classification to the Point Factoring Committee for salary placement review and bring back to the Commission with final recommendation in December 2010; 2) Nohemi Macias, reclassification from Project Specialist to Project Coordinator; and 3) Martine Watkins, reclassification from Project Coordinator to Community Organizer. Following further discussion, the Commission motioned to approve Ms. Macias' and Ms. Wakin's reclassification requests retroactive to July 1, 2010 (Parkhurst/Lane).

Ayes: Unanimous                      Noes: None

Abstain: None                              Absent: None

7.2 2009-2010 Personnel Commission's Annual Report

The final copy of the Personnel Commission's Annual Report for 2009/2010 was presented and approved (Lane/Parkhurst).

Ayes: Unanimous                      Noes: None

Abstain: None                              Absent: None

**8.0 NEW BUSINESS**

8.1 None.

**9.0 SCHEDULE OF UPCOMING EVENTS**

9.1 The regular Personnel Commission meeting is scheduled for December 14, 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**

10.1 The meeting of the Personnel Commission was adjourned at 2:09 p.m.

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*Megan Booth*

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Attest: Megan Booth, Director, Human Resources