



APPROVED MINUTES

Personnel Commission Meeting
December 14, 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; Human Resources Director, Megan Booth; and Human Resources Analyst, Toni Alldredge.

Guests: Bryan Wall, Deputy Superintendent; Mary Hart, Associate Superintendent of Business (CBO); 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 November 9, 2010 were approved (Parkhurst/Lane).

Ayes: Unanimous Noes: None

Abstain: None Absent: None

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

Ayes: Unanimous Noes: None

Abstain: None Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

3.1 Heather Hutchison, C.S.E.A. Co-President reported that C.S.E.A. Chapter 484 elected their Executive Board members as follows: Co-Presidents, Heather Hutchison and Cathy Potts Sales; Vice President, Maren Hurn; Secretary, Desma Beltran; Treasurer, Pam Crowell; Sergeant-at-Arms, Michelle Coffman; and Recorder, Lori Davenport.

4.0 REPORTS

4.1 Chairperson or Members' Report

4.1.1 None.

4.2 Human Resources Director's Report

4.2.1 Keenan's Special Education Safety Training, November 15, 2010.

4.2.2 CalSTRS 2010 Secretarial Summit, November 16, 2010.

4.2.3 EPICS Fall Users Meeting, November 19, 2010 at the Santa Cruz County Office of Education.

4.0 REPORTS, continued

- 4.2 Human Resources Director's Report, continued
 - 4.2.4 The Santa Cruz County Office of Education Human Resources' Department has been asked to assist with the recruitment for Pacific Elementary's Superintendent/Principal.
 - 4.2.5 Yvette Rivera is temporarily working out-of-classification for another department at the Santa Cruz County Office of Education.
 - 4.2.6 Megan Heller is temporarily working as a Human Resources Assistant II.
- 4.3 Deputy Superintendent's Report
 - 4.3.1 On December 14, 2010, Governor elect, Jerry Brown held a budget meeting on the state of the California budget. Superintendent Watkins attended the meeting held in UCLA. The meeting focused on education.

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 reported that as a result from the Reclassification Committee, the Credential Analyst classification was presented to the Employee Point Factoring Committee for salary placement review. Based on the parameters established by the County Office's point factor program, the Employee Classification Committee recommended that the Credential Analyst be placed at Range 32 (\$3,511 to \$4,443) on the classified salary schedule.

Motion: To approve the Employee Classification Committee's recommendation that the Credential Analyst position be placed at Range 32 (\$3,511 to \$4,443) on the classified salary schedule retroactive to July 1, 2010 (Lane/Parkhurst).

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

8.0 NEW BUSINESS

8.1 Annual Organization of the Personnel Commission

Motion made that Commissioner Lane serve as Chairperson for 2011 and Commissioner Parkhurst serve as Vice Chairperson for 2011 (Rapoza/Parkhurst).

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

8.2 Annual Organization of the Personnel Commission

The Commission moved to continue having the Personnel Commission Meetings on the third Tuesday of each month at 2:30 p.m. The approved dates for 2011 are as follows: January 18, 2011; February 15, 2011; March 15, 2011; April 19, 2011; May 17, 2011; June 21, 2011; July 19, 2011; August 16, 2011; September 20, 2011; October 18, 2011; November 15, 2011(in November, the PC will meet at 1:30 p.m.); and December 13, 2011--in December the PC, will meet on the second Tuesday of the month (Parkhurst/Lane).

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

8.3 Existing Classification Revisions: Systems Support Liaison

Due to a recent retirement, the division reviewed the current needs of the department and recommended minor revisions to the Systems Support Liaison classification. The revisions are minor and will not be taken to the point-factor committee.

Motion: To accept the recommended revisions as presented (Parkhurst/Lane).

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

8.0 NEW BUSINESS, continued

- 8.4 Existing Classification Revisions: Document Production Operator
With the recent retirement of the Central Supply Coordinator and the decreased business in the print shop, the Document Production Operator job description was modified in order to maintain a fulltime benefitted employee position. Both the Central Supply Coordinator and the Document Production Operator positions are on Range 18 on the classified salary schedule and have similar duties. Discussion followed.

Motion: To approve the revised job description for the Document Production Operator classification (Parkhurst/Lane).

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

9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 The regular Personnel Commission meeting is scheduled for January 18, 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 The meeting of the Personnel Commission was adjourned at 2:56 p.m.

Distribution: Personnel Commissioners
Michael C. Watkins, Superintendent
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Megan Booth

Attest: Megan Booth, Human Resources Director