



2017-2018

Personnel Commission Annual Report

Santa Cruz City Schools





About Santa Cruz City Schools

Santa Cruz City Schools (SCCS) is comprised of an elementary and a secondary district, governed by one Board of Education. The district serves students residing in the City of Santa Cruz and in county locations from Davenport to Soquel. Santa Cruz City Schools is comprised of approximately 6,500 K-12 students, 466 certificated teachers, librarians, and administrators, and 388 classified employees. SCCS offers preschool and pre-kindergarten programs, comprehensive K-12 programs, a home-school program, a continuation high school, and independent studies.

Introduction

Merit System

The merit system is a method of personnel management which is designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of employees, promotional opportunities, in-service training, and other related matters on the basis of merit, fitness, and the principle of “like pay for like work.”

The first merit system law for school districts was established in 1936. California led the national movement to implement the merit system in school districts when, as a result of a disgraceful patronage system in the Los Angeles Unified School District, more than 700 non-teaching employees were fired on the day after a school board election in order to make room for hiring political “spoilsmen” for their positions.



The Merit System was created to ensure that school districts hire and promote qualified classified employees through consistent and lawful testing and hiring practices. This is accomplished through a set of rules adopted by the Personnel Commission and is subject to the provisions of the California Education Code. Santa Cruz City Schools adopted the Merit System in 1967. The Merit System operates in approximately 96 California school districts. Almost 60% of all classified school personnel in the state work under the Merit System.

Personnel Commission

The Personnel Commission establishes and enforces rules to ensure equitable selection, promotion and retention of employees based on merit and fitness, without favoritism or prejudice. It recruits and tests applicants for all classified positions within the District in such a manner as to obtain the best employees possible.

Responsibilities for the Personnel Commission are provided by Sections 45240-45320 of the Education Code. The following activities fall under the purview of the Personnel Commission:

- Recruit and advertise to fill vacant classified positions
- Accept and screen applications
- Set procedures for determining applicant eligibility
- Determine type of qualifying examination to be given
- Construct and administer examinations
- Set up interview panels and score examinations



- Establish eligibility lists for appointment and promotion
- Certify top three ranks to site administrator for employment
- Establish and maintain personnel records for all classified employees
- Classify new positions
- Allocate classes to appropriate ranges on the salary schedule
- Maintain a classification plan and conduct classification studies
- Reclassify positions within occupational groups
- Set procedures to follow for layoff
- Maintain seniority lists
- Notify employees of disciplinary action
- Hear appeals of suspension, demotion, dismissal, or layoff

The Personnel Commission is an independent body composed of three Personnel Commissioners.

Commissioners:

Mark Violante: Mr. Violante has served on the Commission since December 1, 2013 and is the union's appointee to the Commission. His term expires on December 1, 2019.

Brian Murtha: Mr. Murtha has served on the Commission since August 4, 2015 and is the joint appointee to the Commission. His term expires on December 1, 2020.

Pamela Hernandez: Ms. Hernandez has served on the Commission since October 3, 2017 and is the Board's appointee to the Commission. Her term expires on December 1, 2021.

Staff:

Keneé Houser: Director, Classified Personnel

Denice Grogan: Human Resource Specialist: Personnel Commission



Highlights of 2017-2018

- **New Personnel Commission Staff:** In September, 2017, Jory Berdan promoted from Personnel Assistant (now Human Resource Specialist: Personnel Commission) to Administrative Assistant (now Executive Assistant I). In October, 2017, Denice Grogan was hired as our new Personnel Assistant (now Human Resource Specialist: Personnel Commission).
- **Classification and Compensation Study:** The classification and compensation study was completed in January, 2018. All job descriptions were reformatted and rewritten. In an effort to bring all salaries to at least the median level, ranges for following positions were increased:
 - Behavior Technician-PBIS (formerly Instructional Technician PBS): from range 26 to range 28
 - Behavior Technician-SPED (formerly Instructional Technician PBS): from range 26 to range 28
 - Central Kitchen Coordinator: from range 27 to range 29
 - Delivery Driver-Food Service & Nutrition (formerly Delivery Person/Utility Worker): from range 23.

Other changes that were made following the study include:

- The Senior Accountant was reclassified to a management position: Supervisor-Finance.
- The Director-Technology salary was increased to the median level.
- The Executive Assistant II-Superintendent (formerly Administrative Assistant-Superintendent) salary was increased to the median level.



- The Licensed Professional Salary Schedule was increased above the median. This affected the salaries for Mental Health Specialists and Occupational Therapists.

- Revised Job Descriptions:
 - October 5, 2017:
 - Project Coordinator

 - December 5, 2017:
 - Lead School Bus Driver
 - Construction/Facility Projects Manager

 - April 10, 2018:
 - Accounting Technician
 - Attendance Technician
 - Campus Security Monitor
 - Career Development Specialist
 - Central Kitchen Coordinator
 - Day Custodian
 - Delivery Driver-Food & Nutrition Services
 - Director-Food & Nutrition Services
 - Director - Finance
 - Director - Information Technology
 - Director - Director - Maintenance, Operations & Transportation
 - Educational Technology Specialist
 - Executive Assistant II-Superintendent
 - Grant Coordinator
 - Grounds/Irrigation Specialist
 - Head Custodian
 - Health Office Assistant
 - Human Resources Specialist-Personnel Commission
 - Human Resources Technician
 - Instructional Specialist - Band
 - Instructional Specialist - Life Lab
 - Lead Technology Specialist
 - Library/Media Assistant
 - Maintenance Specialist



- Revised Job Descriptions Continued:
 - April 10, 2018 Continued:
 - Manager-Human Resources
 - Night Custodian
 - Occupational Therapist
 - Office Assistant
 - Paraeducator
 - Paraeducator-Academic Intervention
 - Paraeducator-After School Programs
 - Paraeducator-Home Based Preschool
 - Paraeducator-Special Education
 - Parent/Community Support Coordinator
 - Primary Intervention Student Assistant
 - Program Account Technician-Food & Nutrition Services
 - Program Coordinator-After School Programs
 - Program Support Assistant
 - Registrar

 - June 5, 2018:
 - Accounts Payable Technician
 - Administrative Assistant
 - Behavior Technician-PBIS
 - Behavior Technician-SPED
 - Executive Assistant I
 - Director-Classified Personnel
 - Food Service Worker I
 - Food Service Worker II
 - Food Service Worker III
 - Groundskeeper I
 - Groundskeeper II
 - Groundskeeper III
 - Instructional Specialist-Life Lab
 - Lead Accounting Technician
 - Lead School Bus Driver
 - Program Assistant
 - School Administrative Assistant II
 - School Administrative Assistant III
 - School Administrative Assistant IV
 - School Bus Driver
 - Site Accounting Technician
 - Site Program Coordinator
 - Student Data Assessment Specialist



- Revised Job Descriptions Continued:
 - June 5, 2018 Continued:
 - Supervisor – Custodial, Grounds, & Maintenance
 - Supervisor – Transportation
 - Systems Support Specialist
 - Textbook/Media Assistant
 - Theater Technician
 - Translator
 - Warehouse Worker
 - Warehouse Worker – Food & Nutrition Services
 - Yard Duty Monitor
 - June 20, 2018:
 - Benefits Specialist
 - Buyer
 - Payroll Technician
 - Supervisor-Finance
 - Trainer-Lead School Bus Driver
- New Job Descriptions:
 - June 20, 2018:
 - Associate Mental Health Specialist-Intern



Personnel Actions

Appointments:

New Hire	67
Promotions	14
Transfers	8
Reinstated	4
New Subs or Temporary Hires	52
Add FTE	11
Decrease FTE	2

Separations:

Resignations	46
Dismissed	1
Deceased	1
Retired	14
Released during Probation	4
Layoff	0
Placed on 39-month Rehire List	3

Special Thanks

The Personnel Commission and staff would like to thank the numerous District employees and community members who assisted by serving as panel members on our interview teams. Their assistance is invaluable to the recruitment process and is greatly appreciated.

In addition, the Commission wishes to express appreciation to District employees who completed surveys and attended meetings this year to provide critical information on job descriptions for the Classification Study.