

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA
Tuesday, October 6, 2020
Regular Meeting – 4:00 p.m.

Copies of all support materials, reports, etc., are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.

1.0 CALL TO ORDER

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

- Mr. Mark Violante, Chairperson
- Ms. Pamela Hernandez, Vice Chairperson
- Mr. Brian Murtha, Commissioner

- 1.1 Welcome and Explanation of Format
- 1.2 Establishment of Quorum
- 1.3 Agenda-Deletions or Change of Sequence

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

- Personnel Actions
- Recruitment Update

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: Approve the minutes for the meetings of September 1, 2020 as submitted. The Commission may approve the minutes for each meeting separately if preferred.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2020-2021 Budget Expenditures for this Period

There were no expenditures in September, however carryover was added in two categories.

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 Information: Brian Murtha As Personnel Commissioner 12/31/20 – 12/31/23

Brian Murtha is the jointly appointed commissioner. He was invited to serve an additional term and accepted. His term will end December 31, 2023.

6.2 Action: Approve revisions to Office Assistant-District Office Job Description

Information: This position was created in March, 2019 to assist in Human Resources and provide customer service to those who enter the District Office. The job description has been updated to more accurately reflect work done by the previous employee and what the district needs. The District provides the essential duties and responsibilities. The Commission approves the required qualifications and appropriate salary placement.

Recommendation: Approve the revised job description as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

7.2 Commission Members' Reports or Comments

8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, November 3rd via ZOOM.

10.0 ADJOURNMENT

Adjournment at (time) _____.