

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, January 12, 2021

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:06PM.

Members Present:

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

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

Public Attendees Present:

- Jeanie Brown - Classified Union President
- Jim Monreal - Asst. Superintendent of Business
- Trevor Miller - Director of Maintenance
- Jessica Serna Castaneda - Parent / Community Support Coordinator

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- Quorum established

1.4 Agenda Deletions or Changes of Sequence

- None

2.0 PUBLIC COMMUNICATIONS

- None

3.0 DIRECTOR'S REPORT

- **Update:**
 - Personnel Actions
 - Recruitment Update - Breakdown of recruitment activities
 - Director's Calendar

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of October 6, 2020 as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

4.2 Consent Agenda

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

Motion: Approve the Consent Agenda Items as submitted.

Motion: Mark Second: Brian Yes: 3

4.3 2020-21 Budget Expenditures for this Period

Information: Funds were transferred from "materials & supplies" to "dues & membership" to cover the dues for membership to SPCA-NC (School Personnel Commission Association-Northern California).

Motion: Approve the Budget as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS:

6.1 Action: Approve Job Title Change from Public Information Officer to Chief of Communications and Community Engagement

Background: At the Board meeting on December 2, the Board approved the job description for Public Information Officer (the broader job description). After much discussion, they requested to change the job title to Chief of Communications and Community Engagement. This title matches that of a neighboring district and better defines the role of this position.

Motion: I move that we approve change in job title from Public Information Officer to Chief of Communications and Community Engagement.

Motion: Mark Second: Brian Yes: 3 Absent: 0

6.2 Action: Approve Job Description for Assistant Director-Maintenance and Operations

Background: At the December 2, 2020 Board Meeting, the Board discussed reorganizing the Maintenance, Operations and Transportation department for a more efficient use of human and fiscal resources to meet district needs. Per direction given by the Board, staff have revised the attached job description for Assistant Director of Maintenance and Operations. The Assistant Director will support bond projects, oversee day-to-day maintenance projects, and oversee custodial, grounds, and maintenance.

This position is in compliance with Education Code 45276:

The governing board shall fix the duties of all positions a part of the classified service as required by Section 45109. The board may recommend the minimum educational and work experience requirements for classified positions to the personnel commission. Minimum qualification requirements shall be subject to approval of the commission. In approving minimum educational and work experience requirements for classified positions, the commission shall ensure that such requirements reasonably relate to the duties of the position, as established by the governing board, and that they will admit an adequate field of competition. No requirements may be approved which unduly or unreasonably restrict the field of competition.

Motion: I move that we approve the job description for Assistant Director - Maintenance and Operations as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

6.3 Action: Approve Job Description for Lead Custodian

Background: Background: At the December 2, 2020 Board Meeting, the Board discussed reorganizing the Maintenance, Operations and Transportation department for a more efficient use of human and fiscal resources to meet district needs. Per direction given by the Board, staff have revised the attached job description for Lead Custodian. The Lead Custodian will support both the Director and Assistant Director of Maintenance, Operations & Transportation, and will help ensure daily needs are met at each site. In addition to other duties, this position will oversee the scheduling, training, and follow up regarding substitute Custodians.

This position is in compliance with Education Code 45276:

The governing board shall fix the duties of all positions a part of the classified service as required by Section 45109. The board may recommend the minimum educational and work experience requirements for classified positions to the personnel commission. Minimum qualification requirements shall be subject to approval of the commission. In approving minimum educational and work experience requirements for classified positions, the commission shall ensure that such requirements reasonably relate to the duties of the position, as established by the governing board, and that they will admit an adequate field of competition. No requirements may be approved which unduly or unreasonably restrict the field of competition.

Motion: I move that we approve the job description for Lead Custodian as submitted.

Addendum to Motion: The Personnel Commission would like to recommend a change from Range 35 to Range 36.

Motion: Brian Second: Mark Yes: 3 Absent: 0

6.4 Action: Approve Revised Timeline for Reclassification Window 2021

Background: In our Merit Rules, 600.2 A., it states that applications for reclassification will be accepted between November 1 and January 1. This did not happen in 2018 or 2019 as we had just completed the classification study. This year, in October 2020, it was not announced to the employees. The Director recommends opening the window from January 15 – Feb. 16. That will give us time to notify all employees and proceed with any classification studies as needed.

One Commissioner needs to be on the Reclassification committee. It is anticipated that the commitment will be one additional meeting.

Motion: I move that we move the reclassification window from November 1, 2020 - January 1, 2021 to January 15, 2021 – Feb. 16, 2021 and Personnel Commission would like to nominate Mark Violate to serve on the Reclassification Panel.

Motion: Mark Second: Brian Yes: 3 Absent: 0

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- Pamela Hernandez wanted to thank Keneé for forwarding the Superintendents Letters to the Commissioners.

7.2 Commission Members' Reports or Comments

- Mark Violate thanked the attendees for attending the Personnel Commission Meeting.

8.0 PUBLIC COMMUNICATIONS

- Jim Monreal thanked the Personnel Commission for all of the work that the team has done.

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, February 2, 2021 Via Zoom Virtual Online Meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 5:16pm