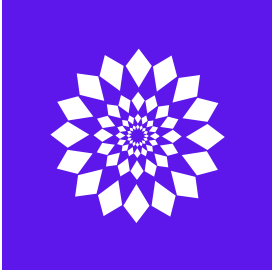


2019-2020

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 6190 K-12 students, 450 certificated teachers, librarians, and administrators, and 320 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.

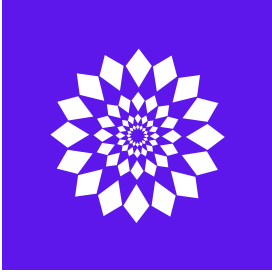
The Merit System was created to ensure that school districts hire and promote qualified classified employees through consistent and lawful testing and hiring practices. This is accomplished through a set of rules adopted by the Personnel Commission and is subject to the provisions of the California Education 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



Personnel Commission Activities continued:

- 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
- Hear appeals of suspension, demotion, dismissal, or layoff

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

Mark Violante: Mr. Violante served as the Chair of the Personnel Commission. He has been on the Commission since December 1, 2013 and is the union's appointee to the Commission. His term expires on December 1, 2022.

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, 2023.

Pamela Hernandez: Ms. Hernandez served as the Vice Chair of the Personnel Commission. She 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.

Personnel Commission Staff:

Keneé Houser: Director, Classified Personnel

Denice Grogan: Human Resource Specialist: Personnel Commission

Highlights of 2019-2020

- Revised Job Descriptions:
 - Administrative Assistant
 - Interpreter / Translator
 - Parent / Community Support Coordinator
- New Job Description:
 - International Baccalaureate (IB) Creativity, Activity, Service (CAS) Coordinator
 - Locker Room Monitor
- Revised Job Title:
 - From Manager - Human resources to Director - Human Resources



- Merit Rule 1600.2:
 - Added Merit Rule 1600.2 regarding limited term positions on August 6, 2019. This rule requires that the Personnel Commission post all limited-term employment opportunities internally for at least 3 days. If there are no eligible applicants, it can be posted externally.
- Recruitment:
 - We often hear from potential applicants who want to be notified if a position becomes available. In July 2019, we created a Job Interest Form. When potential applicants go to "Employment Opportunities" on our website, a pop-up window appears with the following message: *"Attention!! If you would like more information regarding a position that is NOT listed on this page, please click on the link below and enter your contact information."* This link takes them to a Job Interest Form and the information is automatically forwarded to the Personnel Commission. Every time a recruitment is opened, this list is checked and potential applicants are notified.

Personnel Actions

Appointments:

	2019-2020	2018-2019	2017-2018
New Hire	60	92	67
Promotions	6	18	14
Transfers	5	11	8
Reinstated	1	0	4
New Subs or Temp Hires	28	46	52
Add FTE	21	18	11
Decrease FTE	6	3	2
Reclass	0	1	0

Separations:

	2019-2020	2018-2019	2017-2018
Resignations	34	58	46
Dismissed	0	0	1
Retired	9	9	14
Released During Probation	2	5	4
Layoff	0	4	0
Placed on 39-Month Rehire List	2	1	3



Applicants Tested/Interviewed

	2019-2020	2018-2019
Recruitments	104	136
Applicants	446	645
Written Exams	292	299
Technical Interviews	54	140
Hiring Interviews	270	248

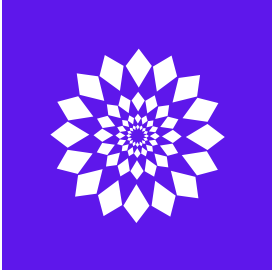
In the year 2019-2020, the decrease in recruitments was partially due to the fact that we halted all recruitment in mid-March. Before that, however, we already were experiencing a decrease in applicants. It was more difficult to find applicants for common vacancies like Night Custodian and Paraeducators. With smaller applicant pools technical interviews occurred less frequently.

Service Awards

The Personnel Commission and Human Resources collaborate on many aspects of serving and supporting classified employees. In the Summer of 2018, we worked together to provide Service Awards to honor and thank employees (Classified and Certificated) who had worked for the District for a number of years. That first year, at the annual Welcome Back Breakfast, many Service Awards were awarded. In an effort to "catch up", we gave 5 year awards to those who had worked 5-9 years. Similarly, we gave 10 year awards to those who had worked 10-14 years.

In August 2019, we continued the new "tradition" of honoring employees and presenting service awards at the Welcome Back Breakfast.

	Aug 2019
5 years	32
10 years	13
15 years	9
20 years	22
25 years	8
30 years	2
35 years	2
40 years	



Welcome!

The Personnel Commission would like to take this opportunity to welcome the following new classified employees in 2019-2020.

- Mace Anderson
- Elizabeth Becerra
- Fiona Campbell
- Christina Candelaria
- David Carrillo
- Manuel Castaneda II
- Wanda Castellanos
- Natalie Draga
- Elena Emelianova
- Maia Fernandez
- Elliot Flores
- Janet Herman
- Lauren Hotsclaw-Johnson
- Thomas Langedyk
- Heather Lewis
- Jennifer Long
- Oscar Lopez-Figueroa
- Kathryn Lusardi
- Adam MacEwen
- Olivia Mongiello
- Ana Perez
- Karina Salenger
- Erika Sanchez
- James Saunders
- Ulrich Scholten
- Simone Selder
- Melissa Stayerman
- Rishelle Sturgeon
- Amanda Timar
- Stephanie Tucker
- Shelby White
- Klorissa Wofford

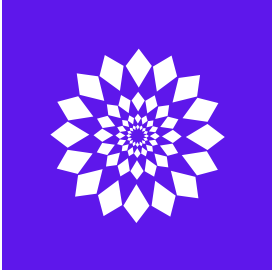
Congratulations!

The Personnel Commission extends out congratulations to the following employees who were promoted in 2019-2020.

- Areli Lopez
- Kristine North
- Jocelyn Orellana
- Vanessa Raynal
- Nga Trinh-Halperin
- Lori Vienna

Professional Development

All Classified employees were invited to attend a professional development training series on Microsoft Excel and Google Sheets. There were classes on “getting started” as well as “intermediate skills.” In total, 11 workshops were offered. Employees were either trained during their work hours or were paid extra hourly to attend the trainings. The employees offered positive feedback and expressed gratitude for having the time to work on and improve their computer skills.



Impact of COVID-19 Pandemic

In March, 2020, Santa Cruz City Schools closed schools due to the COVID-19 Pandemic. The schools were closed for 2 weeks and then re-opened in a remote, distance-learning fashion. The union and the district worked collaboratively to ensure that all employees were able to work and remain in paid-status. All employees aged 65 and older were exempt from working in person and worked remotely. Employees working with students remotely were trained in Google Classroom. Many employees assisted with distributing meals and technology devices (Chromebooks and hot spots).

Special Thanks

The Personnel Commission and staff would like to thank the Classified Employees for the work they do to serve the students and staff of Santa Cruz City Schools. We also express our gratitude to the numerous employees who served as panel members on our interview teams. Their assistance is invaluable to the recruitment process and is greatly appreciated.