

SANTA CRUZ CITY SCHOOLS

MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, January 10, 2017
Regular Meeting – 4:00 p.m.
Room 312
Soquel High School
405 Old San Jose Road
Soquel, CA

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 & PLEDGE OF ALLEGIANCE

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

Members present:

- ☐ Mr. Brian Murtha, Vice Chairperson
- ☐ Mr. Jim Spano
- ☐ Mr. Mark Violante, Chairperson

- 1.1 Pledge of Allegiance**
- 1.2 Welcome and Explanation of Format**
- 1.3 Establishment of Quorum**
- 1.4 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

**SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION
Report of the Director of Classified Personnel**

The major categories of responsibility of the Personnel Commission are:

Recruit in a manner which will obtain the best possible applicants.

2016-2017 data as of January 6, 2017:

Completed/Filled Assignments: 60

46	New Hires
6	Promotions
4	Transfer Requests Approved
4	Reinstatements
10	Added FTE
16	Temporary
5	Open Active Recruitments
0	Appointments pending (undecided or awaiting paperwork/final clearance)

■ **Update:**

- Jory Berdan, Personnel Assistant, started 12/19/2016.
- Classification Study: Board meeting is Jan. 18th. Ewing would like to schedule the orientation for Jan. 20th.
- Personnel Commission acknowledging Carol Rhodes

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

p. 5-7

Recommendation: It is recommended that the minutes for the meeting of December 3, 2016 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of December 3, 2016.

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

4.2 Consent Agenda

p. 8-10

(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: It is recommended that the Consent Agenda items be approved as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

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

4.3 2016-17 Budget Expenditures for this Period

p. 11-12

Recommendation: It is recommended that the Budget Expenditures for this period be approved as submitted.

Sample Motion: I move to approve the Budget Expenditures for this period as submitted.

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

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 Action: Abolish Unused Classifications

p. 13-14

3

Background: While determining the number of classifications to include in the classification study, it was noticed that many positions that exist on the salary schedule don't have employees in them. After reviewing the list with the District and the Union, it was agreed that the list of classifications are no longer needed.

Sample Motion: I move that we abolish classifications indicated.

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

6.2 Action: Approve Changes to Director's Calendar

Background: The Director added Feb. 8 to her calendar and removed Mar. 10. The total number of days worked remains unchanged.

Recommendation: It is recommended to approve the changes made to the Director's work calendar for 2016-17.

Sample Motion: I move that we approve the changes made to the Director's work calendar for 2016-17.

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

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

7.2 Commission Members' Reports or Comments

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, February 7, 2017 in Room 312.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Adjournment at (time) _____.

Minutes of Tuesday, Dec. 6, 2016
Santa Cruz City Schools Personnel Commission Meeting

1.0 CONVENE OPEN SESSION

Chair Mark Violante called the meeting to order at 4:01 p.m. Also present were Commissioner Brian Murtha, Commissioner Jim Spano, Classified Personnel Director Kenée Houser, Personnel Assistant Carol Rhodes, Robert Chacanaca SCCCE President, Patricia Threet Board Member, and Paula Tonini SCCCE member.

1.4 ADDITIONS, DELETIONS, AND CORRECTIONS-None

2.0 PUBLIC COMMUNICATIONS

Robert Chacanaca stated that he would be discussing past practice regarding internal recruitments with Director Houser. He reported that his members whose hours were reduced would like to be offered additional hours or get their hours back permanently.

3.0 DIRECTOR'S REPORT

Ms. Houser gave an update on completed/filled assignments as of December 5, 2016. She noted there should be a correction to the number of assignments filled from 45 to 53. She reported there were 32 applicants for the Personnel Assistant position, 23 were screened in, and 21 came to test today, Tuesday 12/6. Technical Panel interviews will be Friday 12/9, and will include Monika Adam SCCCE 2nd President and Instructional Technician at Westlake, Desiree Dominguez, Human Resources Manager, Dahria Kianpour, Administrative Assistant, Marylou Masters, Pajaro Human Resources Analyst, and the incumbent Carol Rhodes. Hiring interviews will be Tuesday, 12/13 and will include the Director, Molly Parks, Assistant Superintendent of Human Resources, and Chair Mark Violante. Mr. Spano wanted to know if the position would be filled prior to the holiday break. Ms. Houser stated that it would depend on when the fingerprints cleared, whether the new employee would have to give notice, and she is hoping that it will be before Carol Rhodes last day at work 12/22/16. Chair Violante wanted to know how many would be selected from the Technical Panel to go on to the hiring, and Ms. Houser stated the top three ranks will go forward. In a separate discussion Mr. Violante asked for clarification about the notation "added FTE" on the Director's report. Ms. Houser stated it meant that regular permanent employee's hours had increased.

4.0 PUBLIC BUSINESS

4.1 CONSIDER APPROVAL OF MINUTES

Commissioner Murtha moved to approve the minutes. The motion was seconded by Commissioner Spano.
Y-3, N-0, A-0.

4.2 CONSIDER APPROVAL OF CONSENT AGENDA

Mr. Violante pointed out that the budget expenditures were no longer included with the consent agenda and is now a separate item following the consent agenda. He asked what the notation "opted out of Reclassification- Effective 7/1/16" meant on the consent agenda. It is a category he hadn't noticed before. Ms. Houser explained that some Learning Assistants at the

elementary level in the Walk to Read program were being reclassified to Instructional Technicians-Elementary Intervention. The two employees on the consent agenda opted to stay Learning Assistants and not take the position. Mr. Chacanaca asked why two line items were on the Classified consent agenda. He stated that both are certificated teachers (Raine and Singson) doing certificated work (General Music and MESA). Some discussion followed and the Commission requested the Director look into why these appear here.

A motion was made by Commissioner Spano to approve the consent agenda omitting the two enrichment items. Commissioner Murtha seconded the motion.

Y-3, N- 0, A- 0.

4.25 CONSIDER APPROVAL OF BUDGET EXPENDITURES

Commissioner Spano made the motion to approve the budget. Commissioner Murtha seconded the motion.

Y-3, N- 0, A- 0

5.0 OLD BUSINESS

5.1 SELECT FIRM FOR CLASSIFICATION AND COMPENSATION STUDY

Based on the committee's recommendation for Ewing to do the Classification and Compensation study, the RFP will be forwarded to the Board for approval. Mr. Murtha asked the Director if the District had a contract from Ewing. She stated they didn't have one yet. Mr. Violante asked Trustee Patricia Threet how the Board goes about approving a vendor. She stated the Board doesn't always have a contract, but they may have a proposal and are able to ask questions regarding the work to be done and the timeframe. The dollar amount will be on the consent agenda, so the Board will know the commitment for the price of the services. Paula Tonini, the District Buyer, added that after the Board hears the proposal they have 60 days in which to ratify the cost.

A motion was made by Mr. Murtha that the Personnel Commission forward the Ewing Consulting October 12, 2016 proposal to perform the SCCS Classified Classification and Compensation study to the Board for approval. Mr. Spano seconded the motion.

Y-3, N- 0, A- 0.

6.0 NEW BUSINESS

6.1 UNION APPOINTED PERSONNEL COMMISSIONER

Mr. Violante's term will end effective December 31, 2016. The union has invited him to serve another term and he has accepted. His next term will end December 31, 2019.

6.2 ELECTION OF CHAIR/VICE CHAIR BY COMMISSION

Per SCCS Merit Rules 200.2: At its first meeting following December 1 of each year, the Commission shall elect one of its members as Chairperson and another as Vice Chairperson, to serve a term of one year or until successors are duly elected.

Mr. Murtha moved to approve Mark Violante as Chairperson and Brian Murtha as Vice Chairperson for the year 2017. Commissioner Spano seconded the motion.
Y- 3, N- 0, A- 0.

6.3 CONSIDER APPROVAL OF PERSONNEL ASSISTANT JOB DESCRIPTION

The job description was last updated in 2000. The new updates are minor and better reflect the actual duties of the job. There was discussion to delete the CPR/1st Aid "may be required" statement. It was noted by Mr. Chacanaca that all classified job descriptions say this unless the position requires it, as in the School Health Clerk, Campus Supervisor, etc.

Mr. Murtha moved to approve the new job description for Personnel Assistant. Mr. Spano seconded the motion.

Y- 3, N- 0, A- 0.

6.4 CONSIDER APPROVAL CHANGES TO DIRECTOR'S CALENDAR

The Director added Nov. 22, Dec. 22, June 12, 15, 16 to her work calendar so that she could schedule May 1-5 off.

Mr. Spano moved to approve the changes to the Director's calendar for 2016-17. Mr. Murtha seconded the motion.

Y- 3, N- 0, A- 0.

7.0 REPORT AND COMMENTS

7.1 NONE

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held on Tuesday, January 10, 2016 in Room 312.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Mr. Violante adjourned the meeting at 5:07 p.m.

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: *Keneé Houser 12/6/2016*

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

Alfaro, Cassandra, Instructional Technician/ASES - BV, 3.95hrs/9mo, effective 10/31/16

Dewitt, Dawn, Clerical Assistant -DL, 3hrs/9mo, effective 11/7/16

Grothe, Jeanette, Campus Supervisor - 8hrs/9mo, effective 11/16/16

Sedano, Dessire, Instructional Tech/ASES - BV, 3.95hrs/9mo, effective 11/4/16

Valencia-Maldonado, Martha, Primary Intervention Student Assistant - BV, 3hrs/9mo, effective 12/1/16

Promotion:

None

Voluntary Demotion:

None

Increase/Reduction in FTE - Months/Hours of Service:

Naranjo Huerta, Estephany, Instructional Technician/ASES - MH, from 1hr/9mo to 2hrs/9mo, effective 11/7/16

Additional FTE/Position:

None

39-Mo Reinstatement:

None

Reclassification:

None

63-Mo Reinstatement:

None

Transfer:

None

Transfer:

None

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

Separation from Service: None

Retirement:

Keck, Patricia, Program Assistant, SE, 8hrs/12mo, effective 12/30/16

Marcotte, Damien, School Bus Driver - TR, 8hrs/9mo, effective 10/31/16

Reeser, Bill, Senior Custodian - MH, 8hrs/12mo, effective 12/30/16

Swain, Carol, Principal's Secretary - SMSC, 8hrs/12mo, effective 12/30/16

•Limited Term Project (not to exceed 126 days)/Substitutes: •

New EWA/Hourly Employees:

Valencia, Julio, Sub-Custodian, Hours and Site/Dept. will vary, effective, 11/11/16

Existing EWA/Hourly Employees:

Barrientos, Vickie, School Community Coordinator - GA, not to exceed 5hrs, 10/24/16 to 10/28/16

Barrientos, Vickie, School Community Coordinator - GA, not to exceed 30hrs, 10/24/16 to 11/30/16

Bien, Lorraine, Instructional Technician - SPED, not to exceed 48hrs, 10/26/16 to 6/8/17

Blyston, Jason, Grounds I - MO, not to exceed 120hrs, 10/17/16

Casey, Patrick, School Bus Driver Sub - TR, not to exceed 24hrs, 11/11/16 to 11/25/16

Centeno Recinos, Marvin, Instructional Technician - HH, not to exceed 564hrs, 11/16/16 to 6/8/17

Gaona, Jesus Barreto, Custodian - MO, not to exceed 16hrs, 11/6/16

Jorgensen, Kimberly, Food Service Worker - FS, not to exceed 3.5hrs, 10/20/16

Kianpour, Jacqueline, Benefits Coordinator - BS, not to exceed 150hrs, 10/17/16 to 12/15/16

Kianpour, Jacqueline, Instructional Tech ASES - GA, not to exceed 15hrs, 10/17/16 to 12/22/16

Marquez, Belinda, Instructional Tech/ASES - BV, not to exceed 125hrs, 10/26/16 to 6/9/17

Martinez Garzia, Perla, Instructional Tech/PBS - GA, not to exceed 28hrs, 10/26/16 to 12/21/16

May, Angela, Library/Media Services Assistant - CAI, not to exceed 4hrs, 10/1/16 to 10/31/16

Medlen, Kristi, Instructional Technician/ASES - CAI, not to exceed 252hrs, 10/31/16 to 6/9/17

Miller, Lisa, Instructional Technician-Elementary Intervention - WL, not to exceed 26.25hrs, 9/19/16 to 11/4/16

Moreno, Eduardo, Instructional Technician/ASES - GA, not to exceed 15hrs, 10/17/16 to 12/22/16

Nganga-Edelson, Davin, Substitute - Custodian - HR, not to exceed 350hrs, 11/1/16 to 12/15/16

Perez, Ricardo, Head Custodian - SC, not to exceed 6hrs, 10/29/16 to 11/5/16

Quevedo, Vivian, Instructional Technician/ASES - BV, not to exceed 120hrs, 10/17/16 to 6/8/17

Randazzo, Timothy, Substitute - Custodian - HR, note to exceed 350hrs, 11/1/16 to 12/15/16

Santacruz, Analilia, Instructional Technician/ASES - MH, not to exceed 200hrs, 8/24/16 to 12/23/16

Santacruz, Analilia, Instructional Technician/ASES - MH, not to exceed 300hrs, 9/1/16 to 3/1/17

Santacruz, Analilia, Instructional Technician -MH, not to exceed 300hrs, 9/1/16 to 2/28/17
Saarni, Richard, School Bus Driver - TR, not to exceed 20hrs, 8/24/16 to 6/30/17
Segura-Munoz, Andrew, Senior Custodian - MO, not to exceed 80hrs, 8/24/16 to 6/30/17
Silva-Robles, Fe, School Community Coordinator - BM, not to exceed 30hrs, 8/1/16 to 6/15/17
Stocker, Christina, Instructional Technician/ASES - BV, not to exceed 100hrs, 10/26/16 to 6/9/17
Stocker, Christina, Instructional Technician/ASES - BV, not to exceed 48.25hrs, 9/5/16 to 11/15/16
Taylor, Kiefer, Accompanist - HH, not to exceed 9hrs, 10/20/16 to 12/22/16
Wolcott, Lauren, Inst. Tech./ASES - MH, not to exceed 150hrs, 8/24/16 to 12/23/16 - Core
Wolcott, Lauren, Inst. Tech./ASES - MH, not to exceed 150hrs, 8/24/16 to 12/23/16 - Donations
Zamora III, Manuel, Substitute - Maintenance Specialist - HR, not to exceed 350hrs, 10/17/16 to 12/15/16

Limited Term Retiree (not to exceed 960 hours per Government Code 21153):

None

Out of Class:

Perez, Ricardo, Head Custodian - MO, not to exceed 664hrs, 11/1/16 to 12/23/16

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Enrichment Program Provider Services:

Cleveland, Ann, ASES Instructional Tech - GA, not to exceed 20hrs, 10/31/16 to 11/18/16
Ortiz Rodriguez, Camilo, Music for students in ASES - GA, not to exceed 115hrs, 10/17/16 to 12/22/16

Professional Expert:

Barker, Margaret, Professional Expert - SPED, not to exceed 50hrs, 10/14/16 to 6/30/17

Stipend:

None

Playground Recess Coach, Yard Duty, Child Care:

Carranza Rodriguez, Leslie, Yard Duty - DL, not to exceed 23.97hrs, 10/17/16 to 10/28/16
Diaz, Blanca, Playground Recess Coach - GA, not to exceed 420hrs, 11/1/16 to 6/8/17
Gil-Billoups, Sergio, Yard Duty - DL, not to exceed 325hrs, 8/24/16 to 6/8/17
Gilbert, Geoffrey, Yard Duty - GA, not to exceed 245hrs, 11/15/16 to 6/8/17

•Eligibility Lists Established•

School Bus Driver

Lead Account Technician

Personnel Assistant

Senior Custodian

SANTA CRUZ CITY SCHOOLS
2016-17 PERSONNEL COMMISSION BUDGET

Date	Accounts and Details	Working Budget	Expended	Balance
	01-0000-0-0000-7400-2360-047-0000			
	Commissioner Stipends			
7/1/2016	Budgeted	\$1,800.00		\$1,800.00
10/5	Pers Comm Stipends		\$315.00	\$1,485.00
	Commissioner Stipends	\$1,800.00	\$315.00	\$1,485.00
	01-0000-0-0000-7400-4200-047-0000			
	Books other than Textbooks			
7/1/2016	Budgeted	\$50.00		\$50.00
	Books other than Textbooks	\$50.00	\$0.00	\$50.00
	01-0000-0-0000-7400-4300-047-0000			
	Materials & Supplies			
7/1/2016	Budgeted	\$1,234.00		\$1,234.00
8/18/2016	Palace		\$108.24	\$1,125.76
12/13/16	EWA M.Adam interview panel		\$89.00	\$1,036.76
	Materials & Supplies	\$1,234.00	\$197.24	\$1,036.76
	01-0000-0-0000-7400-4395-047-0000			
	Food for Workshops			
7/1/2016	Budgeted	\$275.00		\$275.00
8/18/16	Reimb. KH for meeting food		\$23.65	\$251.35
12/20/17	Reimb. KH for meeting food		\$45.41	\$205.94
	Food for Workshops	\$275.00	\$69.06	\$205.94
	01-0000-0-0000-7400-5200-047-0000			
	Mileage, Travel & Conferences			
7/1/2016	Budgeted	\$1,900.00		\$1,900.00
12/1/2016	CSPCA Conference: B. Murtha and K. Houser		\$950.00	\$950.00
	Mileage, Travel & Conferences	\$1,900.00	\$950.00	\$950.00
	01-9010-0-0000-7400-5200-047-0006			
	Contractual Benefit			
7/1/2016	Budgeted	\$800.00		\$800.00
9/3/2016	Carryover	\$435.00		\$1,235.00
	Contractual Benefit	\$1,235.00	\$0.00	\$1,235.00
	01-0000-0-0000-7400-5300-047-0000			
	Dues & Membership			
7/1/2016	Budgeted	\$3,000.00		\$3,000.00

8/18/2016	San Joaquin COE (Edjoin)		\$225.00	\$2,775.00
10/6/2016	SPCA-NC		\$95.00	\$2,680.00
10/20/2016	CODESP		\$1,950.00	\$730.00
Dues & Membership		\$3,000.00	\$2,270.00	\$730.00
	01-0000-0-0000-7400-5800-047-0000			
	Other Services/Operating Expenditures			
7/1/2016	Budgeted	\$1,700.00		\$1,700.00
Other Services/Operating Expenditures		\$1,700.00	\$0.00	\$1,700.00
	01-0000-0-0000-7400-4300-047-0050			
	Mandated Costs			
9/3/2016	Carryover	\$413.00		\$413.00
Mandated Costs		\$413.00	\$0.00	\$413.00
TOTAL		\$11,607.00	\$3,801.30	\$7,805.70

Classifications to Remove from Salary Schedule 1/10/2017

<u>Classification</u>	<u>Range</u>	<u>History/Rationale</u>
Account Clerk	26	Hasn't existed in 10 years. Was held by Jeanie Brown, Jerene Lacey, Kristi Gilmore, Brenda Tanner, and Patti Keck. Duties likely handled by Accounts Payable Technician and Program Account Specialist.
Accounting Technician	28	Hasn't existed in 15 years. Duties folded into Accounts Payable Technician and Program Account Specialist. (Electra had this job 7/1/2015 – 11/30/2015)
Attendance Clerk	24	Junuue Partida last had this position 5/14/2007 – 8/27/2008. Classification is now Attendance Technician (secondary) and Clerical Asst (elementary)
Audio Visual Technician	34	Not on Seniority List. Folded into Textbook Clerk duties.
Data Entry Clerk	21	Not on Seniority List. Hasn't existed in 15 years.
District Media Cataloguer	36	Was Carol Locke in 2001. She resigned in 2003 and it was never refilled. Position was in Palm Street facility which was closed.
District Receptionist	23	Not on seniority list. Carol thought last person resigned around 2010. The office moved to its current location and it wasn't refilled. Automated phone system took the position's place.
Equipment Repair Technician	37	Not on Seniority List. Folded into Ed Tech Specialists.
Facilities Services Foreman	16	Not on Seniority List. Facilities was reorganized years ago, when Ron Brady worked here. Paul Lipscomb held this position. It was reclassified as Maintenance and Operations Supervisor.
Grounds Specialist – Welder	34	Not on Seniority List. Gary Robb held this position. He retired and it was refilled due to budget.
Healthy Start Family Advocate	32	Not on Seniority List. This folded into the School Community Coordinator positions.
Instructional Associate	36	Not on Seniority List. Robert recalls this was created as a stepping stone to becoming a teacher. It was never filled.
Lead Data Entry Clerk	24	Not on Seniority List. Folded into System Support Specialist duties.
Lead Facilities Specialist	37	Brian Bettar was in this position from 7/1/2010 – 10/26/2012. Position went away with Facilities Reorg.
Offset Duplicator	23	Not on Seniority List. This folded into Audio-Visual and disappeared as copy machines evolved.

Planning Coordinator	37	Not on Seniority List. It was part of facilities and maintenance and worked Tues – Sat. When incumbent left, it wasn't filled due to budget.
Programmer	37	Not on Seniority List. Carol didn't recall this position. Curtis doesn't anticipate ever needing this position.
Programmer Analyst	40	Not on Seniority List. Carol didn't recall this position. Curtis doesn't anticipate ever needing this position.
Project Coordinator	39	Not on Seniority List. Carol didn't recall, but thought it was part of facilities reorg. Thought it had to do with blueprints.
Purchasing Clerk	25	Not on Seniority List. Was changed to Purchasing Technician.
Secretary I	26	Hasn't existed since Viyada Weng's position was reclassified 7/1/2000.
Special Ed Specialist	27	Not on Seniority List. Carol didn't recall this position.
Store Keeper/Expediter	28	Not on Seniority List. Folded into Warehouse Person duties

Santa Cruz City Schools 2016-17 Management Work Calendar

Name: Kenée Houser Supervisor: Personnel Commission
 Position: Classified Director Contract Days: 191 Days

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Work Days
July	1			H	X	X	X	X			1	1	1	1	1			1	1	1	1	X	X		X	X	X	X				9
August	1	1	1	1	1			1	1	1	1	1			1	1	1	1	1				X	1	X	1		1	1	1	1	21
September	1	1			H	1	1	1	1			1	1	X	X	X			X	X	1	1	1			1	1	1	1	1		16
October			1	1	1	1	1			1	1	1	1	X			1	1	1	1	1			1	1	1	1	1		1		20
November	1	1	1	1				1	1	1	H			1	1	1	1	1			1	1	H	H	H			1	1	1		18
December	1	1			1	1	1	1	1		1	1	1	1	1	1			1	1	1	1	H	H	H	H	H	H	H			16
January	H	H	H	H	H	H			1	1	1	1	1			H	1	1	1	X			X	1	1	1	1		1	1	1	14
February	1	1	1			X	X	1	1	1			H	1	1	1	1			H		1	1				1	1				16
March	1	1	1			1	1	1	1	1			1	1	1	1	X			X	1	1	1	1			1	1	1	1	1	21
April			H	H	H	H	H			X	1	1	1	1			1	1	1	1	1			1	1	1	1					14
May	X	X	X	X	X			1	1	1	1	1			1	1	1	1	1			1	1	1	X	X			1	1	1	15
June	1	1			1	1	1	1	X			1	1	1	1	1			X	X	X	X	X			X	X	X	X	X		11
																																191

☐ Week Days ☐ Saturdays ☐ Sundays
☐ Local Holiday ☐ Legal Holiday ☐ Non-Work Day

Supervisor: Wanda D. [Signature] Date: 1-10-17
 Employee: _____ Date: _____

SANTA CRUZ CITY SCHOOLS

MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, February 7, 2017

Regular Meeting – 4:00 p.m.

Room 313

Soquel High School

405 Old San Jose Road

Soquel, CA

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 & PLEDGE OF ALLEGIANCE

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

Members present:

- ☐ Mr. Brian Murtha, Vice Chairperson
- ☐ Mr. Jim Spano
- ☐ Mr. Mark Violante, Chairperson

1.1 Pledge of Allegiance

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 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.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

p. 6-9

Recommendation: It is recommended that the minutes for the meeting of January 10, 2017 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of January 10, 2017.

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

4.2 Consent Agenda

p. 10-14

(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: It is recommended that the Consent Agenda items be approved as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

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

4.3 2016-17 Budget Expenditures for this Period

There were no budget expenditures for this period.

5.0 OLD BUSINESS:

5.1 Information: Classification Study Update

- Copy of signed contract provided p. 15-16
- Email regarding abolishing positions p. 17
- Glen Siegel met with all supervisors on 2/3/17. Principals and Classified Management were present. p. 18-25
- Letter to employees will be sent to employees 2/8. (email and delivered) p. 26-29
- Orientation Sessions are scheduled for 2/14/17. All employees are encouraged to attend one of the meetings during their work hours.
- The Advisory Committee will meet over lunch on 2/14/17 as well.
 - Robert Chacanaca: Union President

11.0 ADJOURNMENT

Adjournment at (time) _____.

times during that time. Mr. Berdan had time to get familiar with systems and tools, and complete training modules.

- b. Classification Study contract will be on the consent agenda for the Board meeting on January 18, 2017. Ewing provided several documents for review and would like to have the first of four orientations on January 20, 2017. Mr. Houser is working with Ewing to determine the scheduling of the orientations. Ewing is motivated and would like four information sessions. Ms. Houser is working on having the Classification Orientation/Introduction on January 20, 2017. Ms. Houser to provide the Commission with the Orientation dates so they may attend one of the orientations. District has signed the contract with Ewing. Ms. Houser sent the signed contract with Ms. Parks (Superintendent HR SCCS) signature to Ewing. Personnel Commissioners would like a copy of the fully executed contract. Ms. Houser will provide the Personnel Commissioners with a copy of the contract at the next Personnel Commission meeting. The contract process has been smooth so far. Contract cost was \$45k.

- As part of the proposal with Ewing, they would like to perform an orientation for all Classified Personnel. The purpose of the orientation is to inform all classified staff- 1) this is what we are doing, 2) this is what it entails, and 3) this is what a classification study is. The Personnel Commission will manage the process to ensure all classified staff members are informed and attend 1 of the 4 orientation sessions. Personnel Commission Team (Ms. Houser and Mr. Berdan) will reach out all the employees about attending the meetings for the best results.
- Tracking attendees to the orientations. Ewing offered questionnaires, which was lengthy. Ms. Houser would like to track the attendance with a labeling system on the questionnaires for those that attend so we can follow up with those that do not attend. The Personnel Commissioners liked that method so each employee is aware we expected them to attend and can contact those that do not attend. Suggestions to offer a Certification of Attendance.
- Monika asked if there would be meetings at multiple sites. Ms. Houser stated she is working with Ewing to determine the logistics. Ideally, since there are 4 orientations by Ewing, it would be ideal to have them at different sites. Outstanding questions- 1) what would be the easiest for the employees to attend; 2) what would be the best times covering the variety of schedules, part time employees. Ideal during the work day, but need to figure out how to include employees that would only 3 or so hours or after schools out.
- Suggestion was to serve lunch or snacks during the day or food to encourage attendance. Determine a method of budgeting the food. Currently, would come out of the Personnel Commissioner food budget.
- Ask Ewing what they recommend to attract employees to attend the Classification Study orientation. Make the employees apart of the process by providing information about the study.
- Ms. Houser will introduce the Classification Study during the Union Meeting introduction.

- c. Acknowledgement of Carol Rhodes. Over the break, it was suggested to invite Carol Rhodes to the Personnel Commission meeting and present her with a plaque or something. Commissioner Murtha mentioned having something to provide during this meeting. The acknowledgement is called a "Resolution". Give Carol a "Resolution" which takes about 3 weeks. A resolution is being written up about Carol and will be presented at a PC meeting or mailed to Carol.

4 Public Business

4.1 Consider Approval of Minutes December 3 meeting.

what job specs have been done in these jobs that have new position. Ewing would want to see the all positions and specs and they would know these positions do not belong there anymore because they are empty. But those jobs and classification are now being doing by somebody else in a different position. This is how you would come out with a true comp and classification study. Some people's jobs change over time. If a position has not been used in several years, EWING will identify those job functions and performance of the duties before deleting the positions.

- e Commissioner Spano and Murtha collectively created a statement for a motion allowing Ewing to review the positions before they are abolished. The positions up for deletions have historical information, on the books, and EWING should review these positions before deleting.

- f MOTION by Commissioner Violante. Second by Commissioner Spano. Y-3, N-0, A-0.
- **The Personnel Commission tentatively approves the deletions of all these positions, (excluding Project Coordinator) pending review by Ewing and receiving an email from Ewing stating they do not need those positions.**

6.2 Action: Approve the changes to the Director's Calendar

- Commissioner Murtha moved to approve the minutes. The motion was seconded by Commissioner Spano Y-3, N-0, A-0 **(All Approve)**
- o The Director is moving changing one day for another.

7 Reports and Comments

7.1 Chairperson's Report- NONE

7.2 Commissioners Reports or Comments-

Commissioner Murtha is excited about the conference in San Francisco and Break-out Sessions.

8 Information and Future Meetings

9 Public Communications

10 Closed Session

11 Adjournment

Mr. Violante adjourned the meeting at 4:46 p.m.

Separation from Service:

Foss, Scott, Senior Custodian - BV , 8hrs/12mo, Resignation, effective 12/5/16

Hernandez Prado, Victor, Custodian - HH, 8hrs/12mo, Resignation, effective 12/30/16

Retirement:

Flores, Silvano, Custodian - HH, 8hrs/12mo, effective 12/31/16

Pacheco, Irene, Clerical Assistant - AE, 3.6hrs/12mo, effective 12/29/16

•Limited Term Project (not to exceed 126 days)/Substitutes: •

New EWA/Hourly Employees:

Pettit, Ginny, Substitute Instructional Technician - Site and Dept. to Vary, effective 12/19/16

Existing EWA/Hourly Employees:

Adam, Monika, Instructional Technician - PC, not to exceed 3.25hrs, 12/9/16

Bien, Lorraine, Clerical Assistant - SQ, not to exceed 3hrs, 10/18/16

Bjornlie, Dena, Instructional Technician - BM, not to exceed 30hrs, 9/1/16 to 6/9/17

Espinoza-Saldana, Efrain, Translator for Conferences - GA, not to exceed 4.5hrs, 11/21/16 to 11/22/16

Geffken, Donna, Program Coordinator - BV - not to exceed 20hrs, 9/26/16 to 10/7/16

Herrera, Edgar, Custodian - HR, not to exceed 450hrs, 12/1/16 to 6/8/17

Kianpour, Jacqueline, Instructional Technician-ASES - GA, not to exceed 3.7hrs, 12/2/16 to 12/15/16

Ledesma, Shane, Custodian - HR, not to exceed 450hrs, 11/22/16 to 6/30/17

Ledesma, Shane, Custodian - MO, not to exceed 40hrs, 9/22/16 to 6/30/17

Malaluan, Estrella, Substitute - School Health Clerk - HR, not to exceed 400hrs, 11/16/16 to 2/15/17

Martinez Garzi, Perla, Translator - GA, not to exceed 7hrs, 1/21/16 to 6/30/17

Mayo, Darrell, Substitute - Custodian - HR for various sites, not to exceed 450hrs, 11/15/16 to 6/30/17

McKinney, Declan, Substitute - Custodian - HR for various sites, not to exceed 450hrs, 11/15/16 to 6/30/17

Mojica, Anarbol, Substitute Custodian - MO, not to exceed 40hrs, 11/29/16 to 6/30/17

Moreno, Eduardo, Instructional Technician-ASES - GA, not to exceed 2hrs, 12/1/16

Nganga-Edelson, Davin, Substitute - Custodian - HR for various sites, not to exceed 450hrs, 11/15/16 to 6/30/17

Nganga-Edelson, Davin, Substitute - Custodian - MO for various sites, not to exceed 60hrs, 12/12/16 to 6/30/17

Ortiz Flores, Jose, Substitute - Custodian - HR for various sites, not to exceed 450hrs, 11/16/16 to 6/30/17

Perez, Ricardo, Head Custodian - MO, not to exceed 100hrs, 9/25/16 to 6/30/17

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: *Keneé Houser 1/24/2017*

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

McKinney, Declan, Custodian - HH, 8hrs/12mo, effective 1/23/17

Ortiz Flores, Jose, Custodian - SHS, 8hrs/12mo, effective 1/23/17

Promotion:

None

Voluntary Demotion:

None

Increase/Reduction in FTE - Months/Hours of Service:

None

Additional FTE/Position:

None

39-Mo Reinstatement:

None

Reclassification:

None

63-Mo Reinstatement:

None

Transfer:

None

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

Separation from Service:

Geffken, Donna, Program Coordinator/ASES - BM, 3.6hrs/10mo, Resignation, effective 1/20/17

Retirement:

Null, Janice, Substitute - School Community Coordinator - BM, not to exceed 6hrs, 10/27/16 to 10/31/2016

CONTRACT

THIS CONTRACT made this 4th day of January, 2017, by and between Santa Cruz City Schools, hereinafter called the "Client" and Ewing Consulting, Inc., hereinafter called the "Contractor",

WITNESSETH:

WHEREAS, the Client called for proposals for a classification and compensation study covering 77 classifications; encompassing classification and management positions.

WHEREAS, the Client did on 9 day of Jan., 2017, approve Contractor's proposal.

NOW, THEREFORE, the parties agree as follows:

FIRST: Contractor shall, within the time and in the manner set forth in the Client's specifications and Contractor's proposal (dated October 12, 2016), furnish all materials, labor, and services required for the classification and compensation study, all as set forth in the specifications of the Client and Contractor's proposal, which specifications and proposals are by reference incorporated in and made a part of this Agreement as though fully set forth herein, for a total contract price of \$48,000.00 (Forty Eight Thousand Dollars).

Payment of the contract price shall be in accordance with the specifications contained in the Contractor's proposal. Payments shall be divided into six equal installments. The first payment is due and payable at the time of the initiation of study at the conduct of the orientation sessions. All subsequent monthly progress payments are due on the same day each month following the orientation date. (Example: if orientation is September 20th, the subsequent monthly progress payments are due 20th of each month) The final payment is due upon delivery of final report.

**SANTA CRUZ**
CITY SCHOOLS

Kenée Houser <khouser@sccs.santacruz.k12.ca.us>

Abolishing Unused position ok?

2 messages

Kenée Houser <khouser@sccs.santacruz.k12.ca.us>

Thu, Feb 2, 2017 at 12:42 PM

To: Glenn Siegel <siegel.glenn@gmail.com>, Bill Ewing <bill@ewingconsulting.org>, Suzanne Ansari <suzanne@ewingconsulting.org>

Cc: Jory Berdan <jberdan@sccs.net>

In an effort to clean up shop before starting the classification study process, I proposed to abolish a number of positions - many haven't had people in them for 10-15 years.

The Commission asked that I first consult with you, making sure that it isn't premature to abolish positions before you've had a chance to look at them. They approved abolishing the positions, pending your input.

Please advise.

Thanks much,
Kenée

--
Kenée Houser
Director Classified Personnel
Santa Cruz City Schools
831-429-3410 ext. 239

Glenn Siegel <siegel.glenn@gmail.com>

Thu, Feb 2, 2017 at 1:08 PM

To: Kenée Houser <khouser@sccs.santacruz.k12.ca.us>

Cc: Bill Ewing <bill@ewingconsulting.org>, Suzanne Ansari <suzanne@ewingconsulting.org>, Jory Berdan <jberdan@sccs.net>

Hello Kenée,

What the Commission would be abolishing are classifications (and their corresponding job descriptions) that have fallen into disuse, meaning no employees currently fill positions allocated to these classifications, and it is not anticipated that any future positions will be allocated to these classes. For example, suppose you had an IT department that had used classifications such as Data Key punch Operator, or Computer Operator — jobs that are obsolete, and have no position incumbents. It would be ok to abolish these classifications to clean up your class plan. Our work will involve classifying positions currently in use by district, so I don't see a problem eliminating unused classifications.

See you tomorrow morning. How many manager will be at the orientation meeting?

Glenn
[Quoted text hidden]

17

> Review the form for overall accuracy to ensure that duties reported by the employee are currently being performed on a consistent and sustained basis.

> Review the Knowledge and Education sections of the questionnaire (questions #8 #9) to ensure that the employee has accurately stated the minimum qualifications for the job.

> If you have any items for review, please do not alter the form the employee has Prepared. Simply reference the item in the questionnaire, and indicate the concern in the space provided for your review.

> Any comments or suggested amendments you may have should be discussed with your employee prior to forwarding the form the the HR office.

We will provide draft job descriptions for employees and managers to review. A review form will be attached to allow employees and managers to comment and make suggestions for revision of the proposed job descriptions and classification allocation.

3			
4			
5			
6			
7			
8			
9			

B. What equipment do you use in performing these tasks?

--

4. CONTACT WITH OTHERS

With what organizations, agencies or authorities outside the organization do you come in contact (if any) during the normal course of your duties? What is the reason for this contact? How frequently ("continuous", "frequent", "moderate" or "infrequent")?

Outside Organization	Reason for Contact	How Often

5. RECORDS AND REPORTS

What records and/or reports do you regularly maintain or prepare?

Title of Record/Report	Reason for Record/Report	Sent to	How Often

3	
4	
5	
6	
7	
8	

9. EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

Indicate the qualifications and requirements for successful performance which should be required in filling a future vacancy in your classification. Describe what you believe is necessary for proper performance, not necessarily your own qualifications. Indicate your reasons for selecting these requirements.

Education: Please mark an "X" for the level of education required for this classification.

Less Than High School Graduation		Graduation from High School/ GED		Some College-Level Coursework	
Two Years College-Level Coursework /Associate's Degree		Bachelor's Degree		Master's Degree	

Experience: Please mark an "X" for the level of experience required for this classification.

Less Than 1 Yr		1-2 Yrs		3-4 Yrs		5 Yrs		6+/Other (please indicate # of years)	
----------------	--	---------	--	---------	--	-------	--	---------------------------------------	--

Licenses, Certifications, Permits, Credentials or Specialized Training (list whether it is required by the organization, State or professional standard)

--

10. WORKING CONDITIONS

In order to comply with American's with Disabilities (ADA) regulations related to working conditions and physical requirements, please complete the following sections.

Work Environment: What is the work environment or location in which you perform your duties? Please mark an "X" for the working conditions associated with this classification.

Primarily Office		Primarily Indoor		Primarily Outdoor	
Indoor/Outdoor Split		Constant Interruptions		Adverse or Seasonal Weather	
Constant Interruptions		Noise (Equipment Operation)		Fumes/Dust/Odors	
Evening/Variable Hours		Remain On-Call		Driving a Vehicle For Work	
Other/Comments:					

Physical Requirements: If a physical ability applies, please list a specific task which requires this ability. Please leave blank if the physical ability does not apply.

In the Frequency box, please use: A = Rarely (once or twice a year), B = Occasionally (monthly), C = Frequently (weekly), D = Daily (1 to 4 hours), E = Daily (5+ hours)

Physical Ability	Specific task(s) that require this ability	Frequency
Example: Climbing	Ladders and scaffold to paint buildings and other facilities	C
Climbing		

23

SUPERVISOR'S REVIEW

Does this questionnaire accurately reflect the duties of the employee?	Yes		No	
--	-----	--	----	--

If no, please explain your concerns, making reference to the numbered item in the questionnaire. (Please do not change information in the questionnaire).

Comment on your support or disagreement with any suggested classification or title change that this employee provided on Page 1.

Please provide minimum qualifications of education and experience necessary to perform the responsibilities of this classification.

Please indicate the degree of independence/autonomy necessary to perform the responsibilities of this classification (i.e. works under close supervision, works independently with little direction, is not assigned decision-making responsibilities, etc.)

Other Supervisor comments. We strongly encourage and appreciate any further information and input you would provide.

Have you discussed your concerns with the employee?	Yes		No	
---	-----	--	----	--

Signature of Supervisor		Date	
Title			
Work Telephone Number (including extension)			
Work E-Mail			

SANTA CRUZ CITY SCHOOL DISTRICT

Classification / Compensation Study - 2017

FAQ'S-Frequently Asked Questions

The Santa Cruz City School District has initiated a Classification and Compensation Study to cover all classified positions.

What is a Classification and Compensation Study?

The current Classification and Compensation Study (the Study) is a multi-phase process that is beginning in February 2017 and is scheduled to be completed in approximately 6 months. The goal is to align job descriptions with the current roles and responsibilities of classified employees and conduct a market analysis of compensation in similar or like jobs in other districts.

Why conduct a District-wide Classification and Compensation Study?

Our ability to recruit and retain a high quality workforce starts with clear and carefully developed job descriptions that reflect the scope of work for every classification. An efficient and effective organization needs logically constructed job families that link and build positions upon each other, and in some cases, demonstrate career ladders within particular types of work.

How will the Study be conducted?

Ewing Consulting Services has been hired to conduct the Study. Mr. Ewing and his firm have provided consulting services to over 250 school districts, 45 community college districts, 30 county offices of education and several other educational organizations during the firm's 30+ years of providing human resource consulting services.

Whom will the Study impact?

All classified employees are expected to take part in the study by completing the Position Information Questionnaire (PIQ). Although not every job description will require significant changes, every classification will be reviewed and modified as needed. At the completion of the Study, all classified positions will have job descriptions that accurately reflect the roles and responsibilities of the position.

What is the Position Information Questionnaire (PIQ)?

The purpose of the Position Information Questionnaire (PIQ) is to identify what your job entails and to provide a basis for updating the existing job description including duties, responsibilities and minimum requirements. The responses contained in the PIQ will be used to ensure that this position's job description is both current and accurate. Every employee in the classified service is being asked to fill out a Position Information Questionnaire (PIQ). **The five-page questionnaire form is available in digital fill-in downloadable word document and in a hard copy format.** Each employee will receive a copy of the Position Information Questionnaire at the informational orientation meeting. A copy of the PIQ will also be posted on the District website.

What are the steps involved in the Classification Study?

The Classification/Compensation Study being conducted by Ewing Consulting is divided into (8) phases:

Phase #1-3

- The three main sources for collecting the data and information needed to develop current job descriptions for our classified service are:
 - The Position Information Questionnaires (PIQs) that each classified employee is asked to complete. Once we have analyzed the questionnaires, we will provide a suggested interview schedule.
 - We will conduct interviews of at least one employee in each position classification that has participated in the study date TBA (Early/Late March?). We will conduct 30 minute interviews with individuals or groups of employees within the same classification. If no one from a specific classification requests an interview, we may select one person to interview from a specific classification.
 - Review and analysis of the current job descriptions and salary schedules.

Phase #4

- Resulting job description drafts will be vetted by our staff and administration to verify that the descriptions accurately capture the work being performed.
- Next, the firm determines an appropriate classification for the type of work being performed, provides a preliminary title, and then prepares a job description (classification description) for each employee who submitted a questionnaire to identify duties and requirements for each classification.
- We will prepare the preliminary class descriptions and allocate each employee who submitted a questionnaire to a specific class. This will generate a preliminary allocation listing.

Phase #5

- An appeal or feedback process will be in place to address issues raised by employees, supervisors or administrators. Ewing Consulting will individually review employee feedback form and make appropriate revisions to the preliminary job descriptions. Each employee who has submitted a feedback form will receive a letter from Ewing Consulting describing what changes were made or not made to the preliminary job description and/or proposed allocated title.

Phase #6

- Once the job descriptions are finalized, Ewing will conduct a market analysis to determine how the District compares about pay for like services in other comparable and neighboring districts.

Phase #7

- The Ewing Consulting team will allocate all employees to a class and recommend a pay for that class.

Phase #8

- The findings will be presented in a final report to the Commission, Cabinet and to appropriate administrators. We estimate that Ewing will conclude the study by June/July 2017. More information on the phases is listed below in the general timeline.

Santa Cruz City Schools 2016-17 Management Work Calendar

Name: Kenee Houser Supervisor: Personnel Commission
 Position: Classified Director Contract Days: 191 Days

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Work Days
July	1			H	X	X	X	X			1	1	1	1	1			1	1	1	X	X		X	X	X	X	X			9	
August	1	1	1	1	1			1	1	1	1	1			1	1	1	1				1	X	1	X	1		1	1	1	21	
September	1	1			H	1	1	1	1			1	1	X	X	X			X	X	1	1	1	1		1	1	1	1		16	
October			1	1	1	1	1			1	1	1	1	X			1	1	1	1	1			1	1	1	1			1	20	
November	1	1	1	1			1	1	1	1	H			1	1	1	1	1			1	1	H	H	H			1	1		18	
December	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	H	H	H	H	H	H	H		16	
January	H	H	H	H	H	H			1	1	1	1	1			H	1	1	1	X			X	1	1	1	1		1	1	14	
February	1	1	1			X	1	1	1	1			H	1	1	1	1	1		H	1	1	1	1		1	1				17	
March	1	1	1			1	1	1	1	1			1	1	1	1	X			X	1	1	1	1		1	1	1	1	1	21	
April			H	H	H	H	H		X	1	1	1	1	1			1	1	1	1	1			1	1	1	1				14	
May	X	X	X	X	X			1	1	1	1	1			1	1	1	1				1	1	1	X	X		H	X	1	14	
June	1	1			1	1	1	1	X			1	1	1	1	1			X	X	X	X			X	X	X	X	X		11	
																Work Days														191		

☐ Week Days ☐ Saturdays ☐ Sundays

☐ Local Holiday ☐ Legal Holiday ☐ 1

☒ Work Day ☐ Non-Work Day

Supervisor M. Ants Date 2-7-17

Employee _____ Date _____

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, August 2, 2016
Regular Meeting – 3:00 p.m.
Room 313
Soquel High School
405 Old San Jose Road
Soquel, CA

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 CONVENE CLOSED SESSION

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

Members present:

- ☐ Mr. Brian Murtha, Vice Chairperson
- ☐ Mr. Jim Spano
- ☐ Mr. Mark Violante, Chairperson

1.1 Public Comments Prior to Closed Session

2.0 CLOSED SESSION

2.1 Director's Evaluation

The Commissioners have separately written an evaluation for Director, Ms. Houser. They will convene together to compile a joint evaluation and then will present and discuss this evaluation with Ms. Houser.

3.0 CONVENE OPEN SESSION

- 3.1 Pledge of Allegiance**
- 3.2 Welcome and Explanation of Format**
- 3.3 Establishment of Quorum**
- 3.4 Agenda-Deletions or Change of Sequence**

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

6.2.1 Concerning Regular Assignments

6.2.2 Concerning Provisional and Limited Term Assignments

6.2.3 Concerning Exempt Assignments

6.2.4 Eligibility Lists Established

Note: The budget expenditures for July were not available by the meeting date. At the next PC meeting on September 6, expenditures for July and August will be approved.

Recommendation: It is recommended that the Consent Agenda items be approved as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

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

7.0 OLD BUSINESS:

7.1 Information:

8.0 NEW BUSINESS:

8.1 Action:

Recommendation: It is recommended

Sample Motion: I move to

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

8.2 Discussion:

8.3 Discussion:

9.0 REPORTS AND COMMENTS

9.1 Chairperson's Report

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

9.2 Commission Members' Reports or Comments

Minutes of Tuesday, June 28, 2016
Santa Cruz City Schools Personnel Commission Meeting

1.0 CONVENE CLOSED SESSION

Closed session did not take place as Chair Mark Violante was not present. Commissioner Murtha moved to table the closed session, which was to compile a joint evaluation of the Classified Personnel Director, Keneé Houser. Commissioner Spano seconded the motion to table the closed session.

Y- 2, N- 0, A- 0.

1.1 Public Comments Prior to Closed Session-None

2.0 CLOSED SESSION

2.1 It was determined the Director's evaluation will take place in closed session at the regular August 2nd Personnel Commission meeting.

3.0 CONVENE OPEN SESSION Due to Chair Mark Violante's absence Mr. Murtha called the meeting to order at 4:05 p.m. Also present: Keneé Houser, Classified Personnel Director, Jim Spano, Personnel Commissioner, Carol Rhodes, Personnel Assistant, Molly Parks, Asst. Superintendent of Human Resources, Patricia Threet, Trustee, Robert Chacanaca, SCCCE President, Monika Adams, SCCCE 2nd President, and Karan Twohey-Violante, SCCCE representative.

3.4 ADDITIONS, DELETIONS, AND CORRECTIONS-None

4.0 PUBLIC COMMUNICATIONS

Robert Chacanaca, SCCCE President brought a copy of a Classified employees evaluation and shared it with the Commissioners. He commented that this was an example of evaluations that the classified staff receive. He pointed out that the name was misspelled, the font was "microscopic", and the employee had no notice of the evaluation meeting.

On a different matter, he commented that there has been a temporary employee who has worked the entire school year, and is now working during the summer. He stated he has bargaining unit employees asking for additional hours who were not hired for summer work. He told the Commissioners he would like to see PC Rules and Regs 1600.1B (Limited-Term Positions) upheld.

Director Houser clarified that she had been closely monitoring the hours of the employee. Some of his time was spent as a substitute, which did not count towards the 126 days, and his current summer assignment is on a separate EWA, in the Information Technology department doing inventory at school sites.

5.0 DIRECTOR'S REPORT

Ms. Houser gave an update on completed/filled assignments. Currently planning for fall recruitments when administrators return in August. She reported that Human Resources will be helping the Personnel Commission with summer projects and next year's interviews so that the schools will be fully staffed by the time school starts.

6.0 PUBLIC BUSINESS

6.1 CONSIDER APPROVAL OF THE MINUTES

Jim Spano moved to approve the minutes of the June 7, 2016 meeting. Mr. Murtha seconded the motion to approve the minutes.

Y-3, N-0, A-0.

6.2 CONSENT AGENDA

Mr. Murtha moved to approve the consent agenda. Mr. Spano seconded the motion to approve the consent agenda.

Y-3, N-0, A-0.

7.0 OLD BUSINESS

7.1 INFORMATION: COPY OF 2016-2017 PC BUDGET

The Commissioners had some questions regarding the budget amounts. Director Houser clarified that the amount of \$9759.00 reflected on this document as "Total Other Budget Categories" is the total dollar amount from "Commissioner Stipends" down to the "Other Services" budget line. This is the working budget for the PC. The wages and Health and Welfare costs are fixed for herself and the Personnel Assistant for 2016-17.

Chair Mark Violante stated for the record that he wants to be sure the District has fifty thousand dollars (\$50,000) earmarked for the upcoming Classification study. Asst. Superintendent Parks assured him it was. Mr. Violante remarked he was looking forward to working with the District.

8.0 NEW BUSINESS

8.1. ACTION ITEM: APPROVE SALARY FOR DIRECTOR OF FINANCE RECRUITMENT

There was discussion about approving the starting salary of the Director of Finance position at step 6 due to the fact that the position has been open for a year. There may be a viable candidate at this time but accepting the position at step 3 would pose a significant pay cut for the candidate. Mr. Murtha asked why couldn't the PC hire a half time Director of Finance if the District has been getting along without one. Ms. Parks clarified that the former Director of Finance was hired last year as a consultant to work on projects, and the Lead Accountant has been serving as the Interim Director to get the work done. Mr. Spano asked how much difference in salary there would be if they were to approve the hire at step 6, Instead of step 3. Ms. Houser stated it was about eleven thousand dollars (\$11,000).

Chair Mark Violante commented that when one looks for a job you look at the salary schedule and it states the steps. The Commission has determined that step 3 would be the maximum step so that the person moves through these steps as they receive satisfactory annual performance evaluations. He felt that when an employee comes in at step 6 they have no incentive to stay. Ms. Parks stated that classified management have a year to year contract, and that there is

longevity built into the salary schedule. She further stated it is a critical position for the District and that not a lot of people are qualified.

Before calling for a vote Chair Mark Violante stated all the Commission is being asked to decide is to approve a hire at step 6 regardless of the candidate. Mr. Spano said when he was polled he was supportive, however, he didn't realize this was the top step of the schedule. Mr. Murtha agreed that he was not aware of this at the time.

Mr. Spano asked If the Commission were to vote in opposition to the hire at step 6 what would happen if the District doesn't find someone. He stated that if this candidate is uniquely qualified, has been successful in another district for 15 years, and the job has been open for a year he would be supportive of hiring at step 6.

Mr. Murtha moved to approve up to step 6 for the recruitment of the Director of Finance if necessary.

Mr. Spano seconded the motion to approve up to step 6 for the recruitment of the Director of Finance, if necessary. Chair Violante voted no.

Y- 2, N- 1, A- 0.

8.2 DISCUSSION: BID PROPOSAL FOR CLASSIFICATION & COMPENSATION STUDY

Director Houser gave those present some background regarding the purposes for a Classification Study. She stated most districts do them every 5-8 years. SCCS hasn't had one since 1995, and the District has budgeted fifty thousand dollars (\$50,000) in 2016-17 to pay for the study.

She has shared a Request for Proposal (RFP) template and some examples with the Commissioners. The Commissioners discussed the elements and objectives they would want to include in the study, i.e. job specs, geographic location, wages, the comparison group(s) location, comparison between benefitted and non-benefitted employees, taking into account the California Fair Compensation law, gender discrimination, and that the agency would provide information on how other school districts continue to update their data.

Commissioner Spano complimented Director Houser and Nick Morris for the work they did on the bid proposal, stating it was comprehensive and well done.

There was discussion regarding a timeline for the request for proposal to be sent out. The consensus was it would be sent out by August 1st with an expected return date of Sept. 16th.

8.3 DISCUSSION: BID SELECTION PROCESS

The discussion was to decide who to include on the committee and the criteria for selecting the bid. Commissioner Spano said he would like to see the Classified employees involved in the process in order to receive their "buy-in". Chair Violante agreed and stressed the need to have this information communicated to employees through flyers, emails, etc. as they will have people interviewing them regarding their jobs.

It was decided that the five member committee should be composed of one (1) Personnel Commissioner, one (1) Assistant Superintendent, one (1) Classified Management, and two (2) employees- one of whom is an officer representing the union. Director Houser will be facilitating the group.

9.0 REPORTS AND COMMENTS

None

9.1 CHAIRPERSON'S REPORT

No Report

9.2 COMMISSIONERS' REPORT

No Report

10.0 FUTURE MEETINGS

The Personnel Commission meeting on Tuesday, August 2, 2016, will begin with closed session at 3:00 p.m. and conduct the public meeting beginning at 4:00 PM. It will be held in Room 312 of the Santa Cruz City Schools District Office, 405 Old San Jose Road, Soquel, CA.

11.0 PUBLIC COMMUNICATIONS

Ms. Threet stated that she was happy that the classification study is going to be done.

12.0 ADJOURNMENT

Mr. Violante adjourned the meeting at 5:45 p.m.

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: CR for Keneé Houser

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

Bennett, Sarah, Career Development Specialist - SE, 8hrs/9mo, effective 8/24/16

McCall, Bonny, Groundskeeper I - MO, 8hrs/12mo, effective 7/18/16

Marquart, Michelle, Payroll Technician - BS, 8hrs/12mo, effective 6/17/16

Singh, Rajwinder, Groundskeeper I - MO, 8hrs/12mo, effective 7/1/16

Promotion:

None

Voluntary Demotion:

None

Increase/Reduction in FTE - Months/Hours of Service:

None

Additional FTE/Position:

None

39-Mo Reinstatement:

Voenell, Brian, Instructional Technician - SMSC, 5hrs/9mo, effective 7/1/16

63-Mo Reinstatement:

None

Transfer:

Fennell-Tortoledo, Alex, Custodian, 8hrs/12mo, transfer from HH to BV, effective 6/20/16

Hernandez-Prado, Victor, Custodian, 8hrs/12mo, transfer from SQ to HH, effective 6/20/16

Ruvalcaba, Jr., Braulio, Custodian, 8hrs/12mo, transfer from BV to SQ, effective 6/20/16

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

Separation from Service:

Monreal, Jimmy, Asst. Superintendent Business Dept. - BS, 8hrs/224days, effective 6/30/16

Montana, Andrew, Custodian - SMSC, 3.5hrs/9mo, Release, effective 6/22/16

Torralba, Michael, Food Service Worker - FS, 3.5hrs/9mo, Resignation, effective 6/9/16

Weinstock, Jesse, Instructional Tech./ASES - WL, 3.95hrs/9mo, Resignation, effective 7/1/16

Retirement:

None

•Limited Term Project (not to exceed 126 days)/Substitutes: •

New EWA/Hourly Employees:

Hernandez, Victor, Substitute Custodian - MO, Site & Dept. will Vary, effective 6/30/16

Existing EWA/Hourly Employees:

Bernal, Guadalupe, Senior Food Service - FS, not to exceed 21.83hrs, 6/24/16

Casey, Patrick, School Bus Driver - TR, not to exceed 16hrs, 6/1/16 to 6/9/16

Casey, Patrick, School Bus Driver - TR, ot to exceed 20hrs, 6/20/16 to 6/30/16

Castaneda, Francis, School Bus Driver - TR, not to exceed 45hrs, 6/20/16 to 6/30/16

Day-Smith, Jan, School Bus Driver - TR, not to exceed 20hrs, 6/20/16 to 6/30/16

Gaona, Barreto Jesus, Custodian - HR, not to exceed 18hrs, 5/31/16

Gaona, Barreto Jesus, Custodian - MO, not to exceed 36hrs, 6/14/16 to 8/15/16

Jones, Jack, Grounds III - MO, not to exceed 3hrs, 6/9/16 to 6/18/16

Locke, Carol, Secretary III - SC, not to exceed 8hrs, 6/17/16

Maynard, Glenn, Senior Custodian - MO, not to exceed 4hrs, 6/15/16

Moker, Kelly, Attendance Technician - SQ, not to exceed 13.5hrs, 4/16/16 to 6/1/16

Morris, Donald, Computer Operator - IT, not to exceed 200hrs, 6/16/16 to 7/30/16

Pacheco, Irene, Clerical Specialist - AE, not to exceed 10.5hrs, 5/16/16 to 5/18/16

Perez, Ricardo, Custodian - MO, not to exceed 15hrs, 6/16/16 to 6/26/16

Poynter, Barbara, Senior Custodian - MO, not to exceed 20hrs, 4/16/16 to 6/30/16

Ramirez, Denise, Yard Duty - WL, not to exceed 6hrs, 5/23/16 to 6/15/16

Rix, Matthew, Substitute Custodian - HR, not to exceed 40hrs, 5/26/16 to 6/3/16

Rix, Matthew, Substitute Custodian - MO, not to exceed 88hrs, 6/16/16 to 6/30/16

Ruiz, Reyna, School Community Coordinator - SMSC, not to exceed 15hrs, 6/21/16 to 6/30/16

Ruiz, Reyna, School Community Coordinator - SMSC, not to exceed 13.5hrs, 6/10/16 to 6/14/16

Ruiz, Reyna, School Community Coordinator - SMSC, not to exceed 6.5hrs, 6/8/16 to 6/9/16

Saarni, Richard, School Bus Driver - TR, not to exceed 2hrs, 5/27/16

Sepulveda, Irma, School Bus Driver - TR, not to exceed 2hrs, 5/27/16

Singh, Rajwinder, Groundskeeper I - MO, not to exceed 104hrs, 6/14/16 to 6/30/16

Singh, Rajwinder, Groundskeeper I - MO, not to exceed 48hrs, 6/23/16 to 6/30/16

Sihler, Kris, School Bus Driver - TR, not to exceed 6.5hrs, 5/24/16 to 5/26/16

Silva Robles, Fe, Translator/Interpreter - SU, not to exceed 34.5hrs, 10/15/16 to 6/28/16

Szeremet, Julie, Lead School Bus Driver - TR, not to exceed 9.75hrs, 4/21/16 to 5/27/16

Tolentino, Angelica, School Community Coordinator - SC, not to exceed 2hrs, 6/3/16

Limited Term Retiree (not to exceed 960 hours per Government Code 21153):

Bispo, Lorraine, Account Tech -BM, not to exceed 10hrs, 6/16/16 to 6/30/16

Routh, Patricia, Campus Supervisor Substitute - BM, not to exceed 120hrs, 5/16/16 to 6/9/16

Out of Class:

Trinchero, Suzanne, Senior Accountant - BS, not to exceed 224hrs, 5/16/16 to 6/30/16

Summer School:

Robles Vazquez, Nereyda, Program Assistant - 5/1/16 to 6/30/16

Ruiz, Alejandra, Instructional Technician - ECAI, not to exceed 54hrs, 6/20/16 to 6/30/16

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Enrichment Services:

None

Professional Expert:

None

Playground Recess Coach, Yard Duty, Child Care:

Ciraulo, Sharon, Yard Duty - GA, not to exceed 21.5hrs, 6/9/16

•Eligibility Lists Established•

Career Development Specialist

Groundskeeper I

Instructional Technician - ASES

Instructional Technician - Life Lab

Mental Health Specialist

Program Account Specialist

School Registrar

SANTA CRUZ CITY SCHOOLS

MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, September 6, 2016

Regular Meeting – 4:00 p.m.

Room 313

Soquel High School

405 Old San Jose Road

Soquel, CA

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 & PLEDGE OF ALLEGIANCE

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

Members present:

- ☐ Mr. Brian Murtha, Vice Chairperson
- ☐ Mr. Jim Spano
- ☐ Mr. Mark Violante, Chairperson

1.1 Pledge of Allegiance

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 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.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: It is recommended that the minutes for the meeting of August 2, 2016 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of August 2, 2016.

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
- 4.2.5 2015-16 Budget Expenditures for this Period

Recommendation: It is recommended that the Consent Agenda items be approved as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

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

5.0 OLD BUSINESS:

5.1 Information: Update of Classification & Compensation Study RFP

RFP's were sent to 6 firms on September 1, 2016. They are due to the Director by October 16, 2016. The RFP will be posted on the SCCS web site. It specifies that firms should check the web site for updates to the RFP. The first update will be that the RFP's will be due on October 17, 2016 since the 16th is a Sunday.

The updated timeline was submitted as follows:

- Screen proposals by 11/28/16
- Interview firms by week of 12/12/16
- Committee makes recommendation to Superintendent by week of 1/9/17
- Superintendent submits contract for Board approval by week of 1/16/17

Minutes of Tuesday, August 2, 2016
Santa Cruz City Schools Personnel Commission Meeting

1.0 CONVENE CLOSED SESSION

Chair Mark Violante called the meeting to order at 3:09 p.m. Also present were Commissioner Murtha , Commissioner Spano , Classified Personnel Director, Keneé Houser, and Carol Rhodes, Personnel Assistant.

1.1 Public Comments Prior to Closed Session-None

2.0 CLOSED SESSION

2.1 The Commissioners compiled a joint evaluation to later be discussed with the Director in closed session.

3.0 CONVENE OPEN SESSION

Chair Mark Violante's called the meeting to order at 4:04 p.m. Also present: Keneé Houser, Classified Personnel Director, Jim Spano, Personnel Commissioner, Brian Murtha, Personnel Commissioner, Carol Rhodes, Personnel Assistant, Molly Parks, Assistant Superintendant of HR, Robert Chacanaca, SCCCE President, Monika Adams, SCCCE 2nd President, Karan Twohey-Violante, SCCCE 1st Vice President, and Barbara Poynter, SCCCE Treasurer.

3.4 ADDITIONS, DELETIONS, AND CORRECTIONS-None

4.0 PUBLIC COMMUNICATIONS

Barbara Poynter, Senior Custodian and SCCCS Treasurer discussed an informal meeting she had on Nov 23, 2015 with Robert Chacanaca, Trevor Miller, Facility Services Director, Paul Lipscomb, Maintenance and Operations Supervisor. The purpose of the meeting was to make an overtime roster for custodial staff.

At issue was that during that time there was one individual who was getting all the overtime, and it was not being offered to anyone else. Past practice has been that overtime was offered to the Senior Custodian, and if he/she didn't want it then it was offered to the night Custodian at the same site. If they didn't want the overtime, it was offered to all the other Custodians. Robert Chacanaca stated that at their meeting he, Trevor and Paul had a "gentlemen's agreement" as to how overtime would be handled but that the roster hasn't panned out . This is the reason the union is bringing it to the Commission. The union is hoping based on past practice and equity the Commission would put in place a rule so that the way overtime is offered is adhered to. He said that Food Service and Maintenance would probably be affected by this as well.

Director Houser said she would reach out to other PC's to see whether they have rules that speak to this. Chair Violante stated that the PC cannot respond to public comment but recommended that the topic be under new business at the next meeting.

5.0 DIRECTOR'S REPORT

Ms. Houser gave an update on completed/filled assignments as of August 2, 2016. There was discussion

Commissioner Spano asked Director Houser if the RFP proposal went out on August 1st as discussed. She confirmed that it had not. She has met with Patrick Gaffney, Assistant Superintendent of Business and Molly Parks, Assistant Superintendent of HR twice to fine-tune the proposal. It was determined that the group who does the RFP will be given a timeline by the District, and the changes will be minimal. She stated that she will come back with due dates by the next meeting. Chair Violante stated for the record that Commissioner Spano wanted to be PC Commissioner representative on the RFP committee.

8.0 NEW BUSINESS

8.1. NONE

9.0 REPORTS AND COMMENTS

None

9.1 CHAIRPERSON'S REPORT

No Report

9.2 COMMISSIONERS' REPORT

No Report

10.0 FUTURE MEETINGS

The Personnel Commission on Sept. 6, 2016, will begin at 4:00 PM. It will be held in Room 313 of the Santa Cruz City Schools District Office, 405 Old San Jose Road, Soquel, CA.

11.0 ADJOURNMENT OF REGULAR MEETING

Mr. Violante adjourned the meeting at 4:47 p.m.

12.0 CLOSED SESSION CONTINUED

12.1 The Commissioners met with the Director to discuss her annual evaluation.

Separation from Service:

Balkwell, Georgina, Library/Media Services Asst. - HH, 3.5hrs/9mo, Resignation, effective 6/15/16

Ponce, Vanessa, Instructional Technician/ASES - MH, 2hrs/9mo, Resignation, effective 6/30/16

Retirement:

None

•Limited Term Project (not to exceed 126 days)/Substitutes: •

New EWA/Hourly Employees:

Beatton, Sheri, Health Clerk - SS, not to exceed 15hrs, 8/1/16 to 10/30/16

Blyston, Jason, Substitute Custodian - MO, Site & Dept. will Vary, effective 7/26/16

Gould, Erin, Health Clerk - SS, not to exceed 15hrs, 8/1/16 to 10/30/16

Hernandez Luna, Maribel, Health Clerk - SS, not to exceed 15hrs, 8/1/16 to 10/30/16

Juhl, Frances, Health Clerk - SS, not to exceed 15hrs, 8/1/16 to 10/30/16

Ledesma, Shane, Substitute Custodian - MO, Site & Dept. will Vary, effective 7/18/16

Lopez, Teodoro, Senior Custodian - BM, not to exceed 100hrs, 7/10/16 to 6/30/17

Montano, Andrew, Custodian - MO, not to exceed 110hrs, 7/1/16 to 8/25/16

Nganga-Edelson, Davin, Substitute Custodian - MO, Site & Dept. will Vary, effective 7/15/16

Zamora III, Manuel, Substitute Custodian - MO, Site & Dept. will Vary, effective 7/22/2016

Existing EWA/Hourly Employees:

Alley, Mary, Food Service Worker - FS, not to exceed 42hrs, 6/17/16 to 7/15/16

Baldwin, Christian, Maintenance Specialist - MO, not to exceed 50hrs, 7/1/16 to 6/30/17

Bettar, Brian, Maintenance Specialist - MO, not to exceed 50hrs, 7/1/16 to 6/30/17

Burley, Carianna, Program Acct Specialist - FS, not to exceed 147hrs, 7/1/16 to 7/31/16

Carreno Contreras, Food Service Worker - FS - not to exceed 90hrs, 7/18/16 to 8/19/16

Casey, Patrick, School Bus Driver - TR, not to exceed 47hrs, 7/5/16 to 7/15/16

Casey, Patrick, School Bus Driver - TR, not to exceed 20hrs, 7/24/16

Castaneda, Frances, School Bus Driver - TR, not to exceed 25hrs, 7/4/16 to 8/19/16

Davis, Steve, Maintenance Person - MO, not to exceed 50hrs, 7/1/16 to 6/30/17

Day-Smith, Jan, School Bus Driver - TR, not to exceed 5hrs, 7/4/16

Diaz Uribe, Italia, Translator - HH, not to exceed 6hrs, 5/16/16 to 6/15/16

Gaona, Barreto Jesus, Sub Custodian - CP, not to exceed 120hrs, 7/1/16 to 8/22/16

Gaona, Barreto Jesus, Custodian - HR, not to exceed 80hrs, 7/1/16 to 7/15/16

Gaona, Mireya, Instructional Technician - CP, not to exceed 60hrs, 7/1/16 to 8/22/16

Gaona, Mireya, Instructional Technician - CP, not to exceed 80hrs, 7/25/16 to 8/19/16

Gonzales, Elisa, School Community Coordinator - CP, not to exceed 40hrs, 7/1/16 to 7/15/16

Herrera, Edgar, Custodian - HR, not to exceed 80hrs, 7/1/16 to 7/15/16

Medlen, Kristi, Instructional Technician - SE, not to exceed 60hrs, 7/25/16 to 8/19/16
Mitchell, Marjorie, Instructional Technician - SE, not to exceed 110hrs, 7/25/16 to 8/16/16
Montano, Andrew, Custodian - CAI, not to exceed 120HRS, 7/1/16 TO 8/22/16
Nisewaner, Amanda, Mental Health Specialist - SE, not to exceed 105hrs, 7/22/16 to 8/19/16
Novak, Theresa, Instructional Technician - SE, not to exceed 110hrs, 7/1/16 to 8/22/16
Randazzo, Timothy, Sub Custodian - MO, not to exceed 120hrs, 7/1/16 to 8/22/16
Robles Vazquez, Nereyda, Program Assistant - C, not to exceed 125hrs, 7/1/16 to 8/22/16
Rodriguez, Michael, Food Service Worker - FS, not to exceed 87.5hrs, 7/18/16 to 8/19/16
Ruiz, Alejandra, Instructional Technician - CAI, not to exceed 45hrs, 7/1/16 to 7/15/16
Ruiz, Reyna, Program Assistant - CAI, not to exceed 140hrs, 7/1/16 to 8/22/16
Smith, Allison, Occupational Therapist - SE, not to exceed 74hrs, 7/22/16 to 8/19/16
Soto, Marialouise, Instructional Technician - SE, not to exceed 110hrs, 7/25/16 to 8/19/16
Stocker, Christina, Instructional Technician - SE, not to exceed 110hrs, 7/25/16 to 8/16/16
Tolentino, Angelica, Instructional Technician - SE, not to exceed 110hrs, 7/25/16 to 8/19/16
Tweddle, Barbara, Instructional Technician - SE, not to exceed 110hrs, 7/25/16 to 8/19/16

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Enrichment Services:

Campos Solorio, Miriam, Debate Team Coach - CP, not to exceed 52hrs, 7/12/16 to 8/15/16

Professional Expert:

None

Playground Recess Coach, Yard Duty, Child Care:

None

•Eligibility Lists Established•

Clerical Assistant

Custodian

School Community Coordinator

School Health Clerk

Secretary III

63-Mo Reinstatement:

None

Transfer-Increase FTE:

Gaona, Mireya, Instructional Technician/PBS from 3hrs/9mo - GA to 5.2hrs/9mo BM, effective 7/1/16

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

Separation from Service:

None

Retirement:

None

•Limited Term Project (not to exceed 126 days)/Substitutes: •

New EWA/Hourly Employees:

Barnes, Hannah, Instructional Technician - Elementary Intervention - CP, not to exceed 80hrs, 7/1/16 to 8/22/16

Existing EWA/Hourly Employees:

Barrientos, Vickie, School Community Coordinator - CP, not to exceed 70hrs, 8/1/16 to 9/1/16

Beatton, Sheri, School Health Clerk - SS, not to exceed 15hrs, 8/1/16 to 10/30/16

Blyston, Jason, Groundskeeper I - MO, not to exceed 80hrs, 8/2/16 to 8/30/16

Fette, Leslie, Instructional Technician - SPED, not to exceed 8hrs, 8/16/16

Farr, Roger, Food Service Worker, Sub - FS, not to exceed 20hrs, 7/15/16 to 8/30/16

Gaona, Mireya, Instructional Technician PBS - SPED, not to exceed 32hrs, 8/8/16 to 8/11/16

Gaona, Mireya, Instructional Technician PBS - SPED, not to exceed 16hrs, 8/16/16 to 8/19/16

Gonzales, Elisa, School Community Coordinator - CP, not to exceed 80hrs, 8/1/16 to 9/1/16

Gould, Erin, School Health Clerk - SS, not to exceed 15hrs, 8/1/16 to 10/30/16

Hernandez Luna, Maribel, Attendance Technician - SPED, not to exceed 32hrs, 8/8/16 to 8/11/16

Hernandez Luna, Maribel, School Health Clerk - SS, not to exceed 15hrs, 8/1/16 to 10/30/16

Hubert, Fabrice, Instructional Technician - Elementary Intervention - CP, not to exceed 80hrs, 7/1/16 to 8/22/16

**SANTA CRUZ CITY SCHOOLS
2016-17 PERSONNEL COMMISSION BUDGET**

Date	Accounts and Details	Working	Expended	Balance
	01-0000-0-0000-7400-2360-047-0000 Commissioner Stipends			
7/1/2016	Budgeted	\$50.00		\$50.00
	Commissioner Stipends	\$50.00	\$0.00	\$50.00
	01-0000-0-0000-7400-4200-047-0000 Books other than Textbooks			
7/1/2016	Budgeted	\$50.00		\$50.00
	Books other than Textbooks	\$50.00	\$0.00	\$50.00
	01-0000-0-0000-7400-4300-047-0000 Materials & Supplies			
7/1/2016	Budgeted	\$1,234.00		\$1,234.00
8/18/2016	Palace		\$108.24	\$1,125.76
	Materials & Supplies	\$1,234.00	\$108.24	\$1,125.76
	01-0000-0-0000-7400-4395-047-0000 Food for Workshops			
7/1/2016	Budgeted	\$275.00		\$275.00
8/18/16	Reimb. KH for meeting food		\$23.65	\$251.35
	Food for Workshops	\$275.00	\$23.65	\$251.35
	01-0000-0-0000-7400-5200-047-0000 Mileage, Travel & Conferences			
7/1/2016	Budgeted	\$1,900.00		1,900.00
	Mileage, Travel & Conferences	\$1,900.00	\$0.00	\$1,900.00
	01-9010-0-0000-7400-5200-047-0006 Contractual Benefit			
7/1/2016	Budgeted	\$800.00		
	Contractual Benefit	\$800.00	\$0.00	\$800.00
	01-0000-0-0000-7400-5300-047-0000 Dues & Membership			
7/1/2016	Budgeted	\$3,000.00		\$3,000.00
8/18/2016	San Joaquin COE (Edjoin)		\$225.00	2,775.00
	Dues & Membership	\$3,000.00	\$225.00	\$2,775.00
	01-0000-0-0000-7400-5800-047-0000 Other Services/Operating Expenditures			
7/1/2016	Budgeted	\$1,500.00		1,500.00
	Other Services/Operating Expenditures	\$1,500.00	\$0.00	\$1,500.00
	TOTAL	\$8,809.00		\$8,452.11

Santa Cruz City Schools 2016-17 Management Work Calendar

Name: Kenée Houser

Position: Classified Director

Supervisor: Personnel Commission

Contract Days: 191 Days

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Work D
July	1				X	X	X	X			1	1	1	1	1			1	1	1	X	X			X	X	X	X				9
August	1	1	1	1	1			1	1	1	1	1			1	1	1	1				1	X	1	X	1		1	1	1	21	
September	1	1				1	1	1	1			1	1	X	X	X			X	X	1	1	1	1			1	1	1	1	16	
October			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1		1	21	
November	1	1	1	1				1	1	1				1	1	1	1	1		X	X	X	H	H	H			1	1	1	16	
December	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	X	H		H	H	H	H	H		15	
January		H	H	H	H	H			1	1	1	1	1				1	1	1	X			X	1	1	1	1		1	1	14	
February	1	1	1			X	X	X	1	1				1	1	1	1				1	1	1	1			1	1	1	1	15	
March	1	1	1			1	1	1	1	1			1	1	1	1	X			X	1	1	1	1			1	1	1	1	21	
April			H	H	H	H	H			1	1	1	1	1			1	1	1	1	1			1	1	1	1				15	
May	1	1	1	1	1			1	1	1	1	1			1	1	1	1				1	1	1	X				1	1	20	
June	1	1			1	1	1	1	X			X	1	1	X	X			X	X	X	X	X			X	X	X	X	X	8	
																															191	
Work Days																																

☐ Week Days ☐ Saturdays ☐ Sundays
☐ Local Holiday ☐ Legal Holiday ☐ Work Day ☒ Non-Work Day

Employee

Date

Supervisor

Date

REQUEST FOR PROPOSALS
FOR
CLASSIFIED SERVICE
CLASSIFICATION AND COMPENSATION STUDY

REQUEST FOR PROPOSALS ISSUED:

SEPTEMBER 1, 2016

DEADLINE FOR SUBMITTAL OF PROPOSALS:

OCTOBER 16, 2016 AT 10:00AM PST

Santa Cruz City Schools

Table of Contents

Request for Proposals for Classification and Compensation Study

Introduction	Page 3
Objectives	Page 3
Instructions to Vendors	Page 5
Scope of Work	Page 6
Contents for Proposal	Page 7
Selection Criteria	Page 9

I. INTRODUCTION

The Personnel Commission of Santa Cruz City Schools District is seeking qualified firms to submit proposals to conduct a district-wide classification and compensation study for positions in the classified service.

Background

The Santa Cruz City Schools District (SCCS) oversees 4 elementary schools, 3 high schools, 2 middle schools, an independent study program and an alternative education site, and serves over 6,000 students within a K-12 school setting. The school district employs about 420 certificated teachers that are represented by The Greater Santa Cruz Federation of Teachers and approximately 325 classified employees that are represented by The Santa Cruz Council of Classified Employees.

SCCS is guided by the Merit System and is under the authority and guidance of the Personnel Commission (PC) for classified employees. There are approximately 325 classified employees in 3 units: confidential, classified management and represented staff. The classified staff members are represented by The Santa Cruz Council of Classified Employees. Confidential and Certificated Management are unrepresented. All compensation and benefits for union employees are negotiated, subject to ratification by union membership and approval by the Santa Cruz City Schools Board.

The last comprehensive classification and compensation study was conducted 21 years ago. Class specifications are outdated and need to be made current with regard to ED Code, CA state law, ADA requirements, working environments, essential functions and corresponding skills and abilities. Many classified positions have been eliminated and divisions have been reorganized creating new and/or additional duties for remaining employees. Compounding this issue are the single reclassification requests which can further disrupt the internal alignment, existing salary relationships and/or existing job hierarchies. The outdated job descriptions make recruitment efforts difficult and make the evaluation process less effective.

II. OBJECTIVES

Overall the objective of the Santa Cruz City Schools District Personnel Commission is to align job descriptions with current responsibilities and conduct a compensation market analysis of similar or like jobs in Districts and COE's.

The overall goal of SCCS is to update our current job descriptions; compete with comparable Districts and/or COE's and other places of employment; offer fair payment for services, recruit, train, retain, and support a motivated, capable and diverse workforce. The following are specific objectives for the study:

- A. Conduct a thorough job analysis of all classified positions (70 SCCOCE classifications and 7 Classified Management classifications)

III. INSTRUCTIONS

Interested firms are invited to submit one (1) signed proposal, four (4) additional hard copies and one (1) electronic copy on a portable thumb drive in write-protected PDF format. The proposal should be submitted using the format provided and the completed proposal, together with any and all additional materials shall be enclosed in a sealed envelope addressed and delivered no later than 10:00 AM PST on **Friday, October 16, 2016** to the following address:

***Santa Cruz City Schools
405 Old San Jose Road
Personnel Commission
Keneé Houser, Director of Classified Personnel
Soquel, CA 95073***

The sealed envelope shall be marked on the outside lower left corner with the words "Classification/Compensation Study Proposal". It is the Proposer's sole responsibility to ensure that their proposal is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline. This Request for Proposal does not commit the Santa Cruz City Schools District or the Santa Cruz City Schools Board of Education to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. SCCS reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposal. SCCS further reserves the right to accept the Proposal that it considers to be in the best interest of the SCCS. All requirements must be addressed in your Proposal. Non-responsive Proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the SCCS. Firms are responsible for checking the website periodically for any updates or revisions to the Request for Proposals.

Requests for information and questions should be submitted in writing to:

**Patrick Gaffney
Assistant Superintendent
Business Services
pgaffney@sccs.net**

Proposals should be received no later than 10:00 A.M. on October 16, 2016. Specify "Classification/Compensation Study Proposal" in the subject line. Responses to all questions received will be posted on the SCCS's website: sccs.net.

7. Present survey results to management, Personnel Commission, and the Santa Cruz City Schools Board of Education for discussions and decisions on overall pay philosophy and the practicality of acceptance.
8. Assist in the development of a strategy for implementing pay and compensation recommendations and define necessary components in the implementation process.
9. Present data-driven rationale for recommendations, and present findings in report form and orally to the Superintendent, Personnel Commission, Executive Cabinet, and Management team.
10. Develop and implement a comprehensive employee communications plan to explain the process and final recommendations.

C. Implementation of the Classification Study shall not be dependent on implementation of the Compensation Plan.

V. CONTENTS FOR PROPOSALS

In order for proposals to be considered, proposals must meet requirements as listed in this solicitation. Said proposal must be clear, concise, complete, well organized and demonstrate both respondents' qualifications, and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important in the proposal.

The SCCS District, as a matter of non-responsiveness, may reject proposals (regardless of price) that indicate an inability to provide all services as specified herein.

The proposal shall be organized in the format listed below. Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with the SCCS District's requirements.

A. Submittal Letter

Include the proposal title and submittal due date, the name, address, and telephone number of the responding firm. Include a contact person and corresponding e-mail address. The letter shall state that the proposal shall be valid for a 60-day period and that the staff proposed is available immediately to work on this project. The person authorized by the firm to negotiate a contract with SCCS shall sign the cover letter.

B. Description of Firm

Please provide an overview and history of your firm, including experience, background, and the number of years of experience providing classification and compensation consulting services including a brief list of regions and industries that your firm has worked in.

C. Qualifications

Please provide the qualifications of personnel who will be assigned to work on this study. Submit résumés of key personnel assigned to this project.

VI. SELECTION CRITERIA

The evaluation of proposals and the basis of award will be based on the review and analysis of numerous factors, which will include, but not be limited to, the following:

- A. Background and experience in providing work as identified in the Scope of Services section.
- B. Qualifications of personnel.
- C. References of work done of a similar nature.
- D. Cost of the study.
- E. Quality of the proposal submitted.
- F. Ability to update job descriptions and job family groupings after the initial implementation.

Only completed proposals will be reviewed. Upon evaluation of all submitted proposals, a limited number of firms, deemed most qualified to provide the requested services, may be invited to present their qualifications and respond to questions from Personnel Commissioners, Cabinet Leadership, Board of Education Trustees, etc.

The Superintendent, will make the final recommendation to the Board for awarding the project.

SANTA CRUZ CITY SCHOOLS

MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, October 4, 2016
Regular Meeting – 4:00 p.m.
Room 312
Soquel High School
405 Old San Jose Road
Soquel, CA

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 & PLEDGE OF ALLEGIANCE

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

Members present:

- ☐ Mr. Brian Murtha, Vice Chairperson
- ☐ Mr. Jim Spano
- ☐ Mr. Mark Violante, Chairperson

- 1.1 Pledge of Allegiance**
- 1.2 Welcome and Explanation of Format**
- 1.3 Establishment of Quorum**
- 1.4 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.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes *p. 6-8*

Recommendation: It is recommended that the minutes for the meeting of September 6, 2016 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of September 6, 2016.

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 *p. 9-15*
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established
- 4.2.5 2016-17 Budget Expenditures for this Period *p. 16-17*

Recommendation: It is recommended that the Consent Agenda items be approved as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

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

5.0 OLD BUSINESS:

5.1 Information: Update of Classification & Compensation Study RFP

Committee includes:

- Jim Spano, Personnel Commissioner
 - Molly Parks, Assistant Superintendent
 - Trevor Miller, Classified Management
 - Robert Chacanaca, Classified Employee: Union Officer
 - _____, Classified Employee
-
- RFPs sent 9/1/16
 - Proposals due by 10/17/16
 - Screen proposals by 11/28/16

7.2 Commission Members' Reports or Comments

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held on Tuesday, November, 2016 in Room 313, Soquel High Campus at 4:00 p.m. Room 312 is unavailable as it is being used for a larger committee meeting regarding math articulation.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Adjournment at (time) _____.

4.0 PUBLIC BUSINESS

4.1 ACTION ITEM: CONSIDER APPROVAL OF THE MINUTES

Jim Spano moved to approve the minutes of the August 2, 2016 meeting. Mr. Murtha seconded the motion to approve the minutes.

Y-3, N- 0, A- 0.

4.2 ACTION ITEM: CONSENT AGENDA

There was discussion about the Director of Finance recruitment. Chair Violante wanted clarification regarding payment to Jerene Lacey, former Director of Finance and Suzanne Trincherro being paid out of class as Director of Finance. Molly stated that Ms. Lacey was being paid as a consultant, and unless a new Director was hired, her hours and payment could be on a continuing basis. She said that Ms. Lacey is doing projects; and Ms. Trincherro doing the day to day work. Violante also asked about specifics on some Extra Work Assignments (EWA) on the consent agenda, and Ms. Houser and Ms. Parks provided clarification that some of these hours were for training outside of the employees' normal working hours.

Mr. Murtha moved to approve the consent agenda. Mr. Spano seconded the motion to approve the consent agenda.

Y- 3, N- 0, A- 0.

5.0 OLD BUSINESS

5.1 INFORMATION: UPDATE ON CLASSIFICATION & COMPENSATION STUDY

Ms. Houser brought copies for the Commissioners and reviewed the timeline for proposals, interviewing firms, committee recommendations, and Board submission. She stated that the RFP will be posted on the SCCS website and updated regularly. Chair Violante stated that he would like this information to be disseminated to classified employees so that they knew the study was underway. Ms. Parks suggested they wait until the company had been selected so they could provide more information. Mr. Chacanaca stated that it was put out to his members that the study was going to happen this year. Chair Violante also requested that the Board be kept up to date on the progress.

6.0 NEW BUSINESS

6.1. ACTION ITEM: REVISION OF DIRECTOR'S CALENDAR

Chair Violante approved and signed the Director's calendar.

7.0 REPORTS AND COMMENTS

None

7.1 CHAIRPERSON'S REPORT

No Report

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: *Kenee Houser 9/7/2016*

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

Carlassare, Catherine, Library Media Services Assistant - SQ, 3.5hrs/9mo, effective 8/29/16

Chavez, Audrey, Instructional Technician Elementary Intervention - 1.5hrs/9mo and Learning Assistant - 1.5hrs/9mo - WL, Effective 9/1/16

Dimarzio, Ruth, Food Service Worker - FS, 3.5hrs/9mo, effective 8/24/16

Haldi, Jacob, Food Service Worker - FSs, 3.5hrs/9mo, effective 8/24/16

Iniguez, Enrique, Custodian - BSS, 3.5hrs/12mo, effective 9/6/16

Kimble, Taylor, Instructional Technician Elementary Intervention - WL, 3hrs/9mo, effective 9/6/16

May, Angela, Library Media Services Asst. - HH, 3.5hrs/9mo, effective 9/8/16

Perry, Theresa, Instructional Technician Elementary Intervention - WL, 3hrs/9mo, effective 8/24/16

Shaffer-Tropeano, Lidia, Instructional Technician/Life Lab - DL, 5hrs/9mo, effective 8/24/16

Sheinbaum, Grainne, Media Textbook Clerk - HH, 3.5hrs/9mo, effective 9/6/16

Wetzel, Dawn, Instructional Technician/PBS - HH, 5.2hrs/9mo, effective 8/30/16

Promotion:

None

Reclassification:

None

Voluntary Demotion:

None

Increase/Reduction in FTE - Months/Hours of Service - Effective 7/1/16:

None

Additional FTE/Position:

Ramirez, Denise, Yard Duty - WL, .6hrs/9mo, effective 8/24/16

Reinstate from Layoff - Promotion:

DeMarco, Roxana, Instructional Technician - WL, 3hrs/9mo, effective 8/24/16

39-Mo Reinstatement:

None

63-Mo Reinstatement:

None

Nganga-Edelson, Davin - HR, not to exceed 25hrs, 8/4/16
Nisewaner, Amanda, Mental Health Specialist - SE, not to exceed 4hrs, 8/15/16
Noguera, Marion, Instructional Tech - CP, not to exceed 60hrs, 7/25/16 to 8/19/16
Page II, James, Instructional Technician/PBS - SE, not to exceed 16hrs, 8/16/16 to 8/19/19
Perez, Ricardo, Custodian - MO, not to exceed 100hrs, 7/6/16 to 6/30/17
Randazzo, Timothy, Custodian - MO, not to exceed 120hrs, 8/27/16 to 12/31/16
Raynal, Vanessa, Food Service Worker, not to exceed 20hrs, 7/1/16 to 6/30/17
Robles Vazquez, Nereyda, Program Assistant - CP, not to exceed 125hrs, 7/1/16 to 8/22/16
Rodriguez, Joleen, Instructional Technician/PBS - SE, not to exceed 16hrs, 8/16/16 to 8/19/16
Salgado De Santos, Maria, Food Service Worker - FS, not to exceed 20hrs, 7/1/16 to 6/30/17
Spencer, Michelle, School Registrar (training) - HR, not to exceed 5hrs, 8/22/16
Stanley, Carol, Senior Food Service Worker - FS, not to exceed 20hrs, 7/1/16 to 6/30/17
Teachout, Jon, Instructional Technician - SE, not to exceed 16hrs, 8/16/16 to 8/19/16
Tuthill-Lewis, Food Service Worker - FS, not to exceed 20hrs, 7/1/16 to 6/30/17
Waier, Rose, Senior Food Service Worker - FS, not to exceed 20hrs, 7/1/16 to 6/30/17
Weckler, Rosario, School Community Coordinator - CP, not to exceed 80hrs, 8/1/16 to 9/1/16

Limited Term Retiree (not to exceed 960 hours per Government Code 21153):

None

Out of Class:

None

Summer School:

Rodriguez, Michael, Food Service Worker - Summer School - FS, not to exceed 22.5hrs, 7/18/16 to 7/19/16

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Enrichment Services:

None

Professional Expert:

None

Playground Recess Coach, Yard Duty, Child Care:

Toledo de Bardales, Natasha, Yard Duty - DL, not to exceed 360hrs, 8/25/16 to 6/8/17
Vanzant, Julie, Yard Duty - DL, not to exceed 300hrs, 8/24/16 to 6/8/17

•Eligibility Lists Established•

None

Voluntary Demotion:

None

Increase/Reduction in FTE - Months/Hours of Service:

Bautista, Patricia, Career Development Specialist - SE, from 5hrs/9mo to 5.6hrs/9mo, effective 9/19/16

Castaneda, Frances, School Bus Driver - TR, from 7hrs/9mo to 8hrs/9mo, effective 7/1/16

Trebbien, Lori, Clerical Assistant - DL, from 5hrs/9mo to 4hrs/9mo, (voluntary reduction) effective 8/24/16

Additional FTE/Position:

Milazzo, Sheri, Yard Duty - DL, .50hrs/9mo, effective 8/24/16

39-Mo Reinstatement w/Promotion:

Hendrix, Caitlin, Instructional Technician-Elementary Intervention - DL, 3hrs/9mo, effective 8/24/16

McCombie Murray, Paula, Instructional Technician - BV, 3hrs/9mo - then promoted to IT/PBS 5.2hrs/9mo effective 9/20/16

39-Mo Reinstatement:

Gould, Lyndsey, Theatre Technician - HH, 1.2hrs/9mo, effective 7/1/16

Reclassification:

Hendrix, Caitlin, Instructional Technician-Elementary Intervention - DL, 3hrs/9mo, effective 8/24/16

63-Mo Reinstatement:

None

Transfer-Increase FTE:

Ashton, Geri, Instructional Technician - 5.5hrs/9mo - SQ to Instructional Technician (2) 5hrs/9mo - SMSC, 8/24/16

Geffken, Donna, Program Coordinator-ASES from 4hrs/9mo BV & 4hrs/9mo GA to Program Coordinator-ASES - 3.6hrs/10mo - BM effective 8/17/16 and 4.4hrs/9mo GA effective 8/1/16

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

Separation from Service:

Fernandez, Octavio, Maintenance Specialist 8hrs/12mo - MO, Resignation, effective 10/01/16

O'Brien, Hollis, Campus Supervisor, (Partial Resignation) 2hrs/9mo - HH, effective 7/1/16

Taguiran, Chrystal, Career Development Specialist - TPHH, 6hrs/9mo, Resignation, effective 9/7/16

Vargas, Nicolas, Instructional Technician/PBS - 5.2hrs/9mo, Resignation, effective 9/20/16

Retirement:

None

•Limited Term Project (not to exceed 126 days)/Substitutes: •

New EWA/Hourly Employees:

Linsdale, Troy, IT PBS - SP, not to exceed 16hrs, 8/16/16 to 8/19/16

Marquez, Belinda, Instructional Technician/ASES - BV, not to exceed 100hrs, 8/24/16 to 6/8/17

Martinez, Viviana, Instructional Technician - HH, not to exceed 150hrs, 9/1/16 to 6/9/17

Poynter, Barbara, Senior Custodian - MO, not to exceed 100hrs, 8/1/16 to 6/30/17

Saarni, Richard, School Bus Driver - TR, not to exceed 40hrs, 8/24/16 to 6/30/17

Stocker, Christina, Instructional Technician/ASES - BV, not to exceed 100hrs, 8/14/16 to 6/8/17

Szeremet, Julie, Lead School Bus Driver - TR, not to exceed 15hrs, 8/24/16 to 6/30/17

Zamora III, Manuel, Maintenance Specialist - HR, not to exceed 168hrs, 8/16/16 to 9/15/16

Limited Term Retiree (not to exceed 960 hours per Government Code 21153):

Routh, Patricia, Clerical Assistant - SU, not to exceed 65 hrs, 7/1/16 to 6/30/17

Out of Class:

Perez, Ricardo, Head Custodian - MO, not to exceed 1,168hrs, 4/11/16 to 10/31/16

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Enrichment Services:

Lee, Terre, Enrichment Provider Music Instruction Grades K-5 - GA, not to exceed 518 hrs, 8/24/16

Professional Expert:

None

Playground Recess Coach, Yard Duty, Child Care:

Carranza Rodriguez, Leslie, Yard Duty - DL, not to exceed 360 hrs, 9/15/16 to 6/8/17

Ciraulo, Sharon, Yard Duty - GA, not to exceed 365 hrs, 8/24/16 to 6/8/17

Gonzales, Anna, Yard Duty - GA, not to exceed 350 hrs, 8/24/16 to 6/8/17

Jarquin-Robles, Kimberly, DLV Yard Duty - DL, not to exceed 300hrs, 8/24/16 to 9/8/17

Kenagy, Janelle, Playground Recess Coach - DL, not to exceed 500hrs, 8/24/16 to 6/8/17

Lopez, Areli, Yard Duty - DL, not to exceed 500hrs, 8/24/16 to 6/8/17

Paz, Denise, Yard Duty - GA, not to exceed 245 hrs, 8/24/16 to 6/8/16

Rodriguez, Mercedes - Yard Duty - WL, not to exceed 580 hrs, 8/24/16 to 6/30/17

Stephens, Debra, Yard Duty - BV, not to exceed 270 hrs, 8/24/16 to 6/8/16

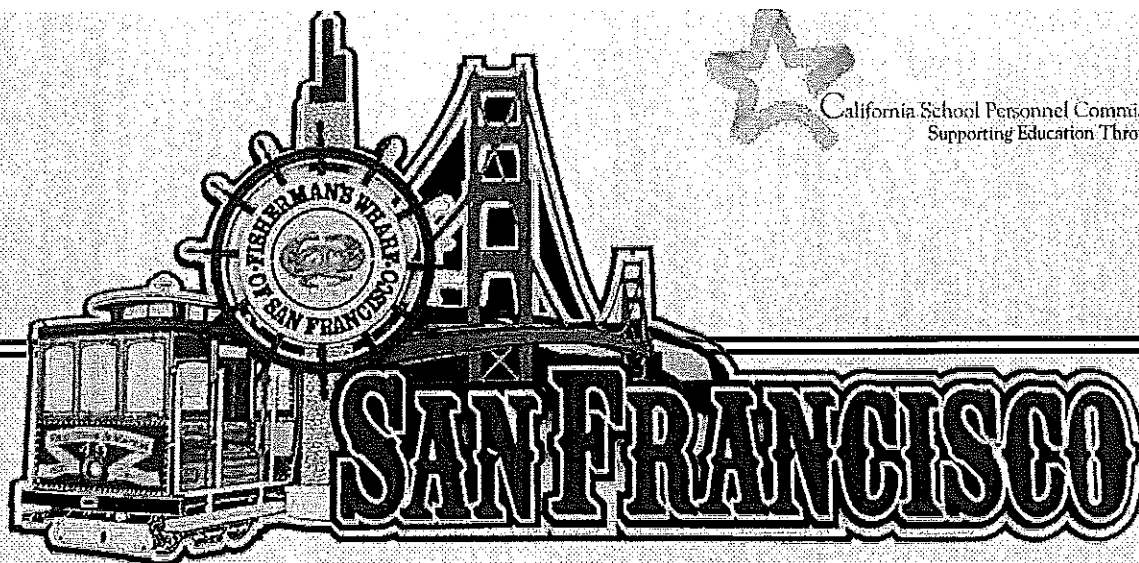
•Eligibility Lists Established•

School Health Clerk

7/1/2016	Budgeted	\$1,700.00		1,700.00
Other Services/Operating Expenditures		\$1,700.00	\$0.00	\$1,700.00

	01-0000-0-0000-7400-4300-047-0050			
	"Mandated Costs" (discretionary)			
9/3/2016	Carryover	\$413.00		\$413.00
"Mandated Costs" (discretionary)		\$413.00	\$0.00	\$413.00

TOTAL \$11,607.00 \$356.89 \$11,250.11



California School Personnel Commissioners Association
Supporting Education Through Merit

Save the Dates

CSPCA is hosting our Annual Conference in the
"♥" of San Francisco at the
Westin St. Francis Hotel in Union Square

January 26-29, 2017

The conference program will be exciting and relevant. More details will follow when the speakers have been confirmed.

When the hotel reservation link is set and online conference registration is up and running, you will be notified immediately via email. At that time, please be sure to make your hotel reservations and complete your conference registration as soon as possible so you don't miss out on this amazing event.

On this visit to San Francisco, while you are at the conference, if your family accompanies you, there is much for them to do, OR you may want to come early and/or stay late and enjoy it all together!

Stay at the historic St. Francis Hotel, one of the famous Landmark hotels, right in the heart of shopping in the city. It is literally on the doorstep of Union Square where the Cable Car Line runs!

San Francisco needs no advertisement to lure you to visit, but here are just a few things that are a "must do" during your visit:

Walk across the Golden Gate Bridge, Ride the Cable Cars, Palace of Fine Arts, Coit Tower, The Presidio, Golden Gate Park, Disney Family Museum, Lombard Street, Ghiradelli Square, San Francisco Zoo, Dine at World Class Restaurants, Fisherman's Wharf, board a boat to tour the SF Bay, visit Alcatraz, Japanese Tea Garden, China Town, San Francisco Theater District, a City Bus Tour, the Painted Ladies, stop in at Haight & Ashbury..... the list is endless.

By the time you leave, you will have "Left your ♥ in San Francisco"!

Save the Dates

19



SANTA CRUZ CITY SCHOOLS

MEETING of the PERSONNEL COMMISSION

AGENDA

Tuesday, November 1, 2016

Regular Meeting – 4:00 p.m.

Room 313

Soquel High School

405 Old San Jose Road

Soquel, CA

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 & PLEDGE OF ALLEGIANCE

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

Members present:

- ☐ Mr. Brian Murtha, Vice Chairperson
- ☐ Mr. Jim Spano
- ☐ Mr. Mark Violante, Chairperson

1.1 Pledge of Allegiance

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 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.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

p. 6-8

Recommendation: It is recommended that the minutes for the meeting of October 4, 2016 be approved as submitted.

Sample Motion: I move to approve the minutes for the meeting of October 4, 2016.

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

4.2 Consent Agenda

p. 9-14

(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

4.2.5 2016-17 Budget Expenditures for this Period

p. 15-16

Recommendation: It is recommended that the Consent Agenda items be approved as submitted.

Sample Motion: I move to approve the Consent Agenda items as submitted.

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

5.0 OLD BUSINESS:

5.1 Information: Update of Classification & Compensation Study RFP

- 2 RFP's received: from Educational Management Solutions and Ewing Consulting
- RFP's sent to all committee members 10/27/16
- 1st committee meeting: 11/10/16
- 2nd committee meeting (if necessary): 11/21/16
- RFP cannot be changed as the deadline has changed. At the last meeting, the Commission asked to have an additional approval required by the PC. This will not be added. The committee (with PC representation) will make its recommendation to the Superintendent. The remaining timeline items per the RFP is:

Sample Motion: I move to approve the new job description for Student Data Technician-Special Education as submitted and abolish the Program Assistant position.

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

6.3 Discussion: Personnel Assistant Job Description

With the upcoming retirement of the incumbent, now is an ideal time to amend the job description.

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

7.2 Commission Members' Reports or Comments

Report on school visits, public communications, scheduled meetings, and conferences or meetings attended.

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held on Tuesday, December 6, 2016 in Room 312.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Adjournment at (time) _____.

the future. These funds can be used at the discretion of the Personnel Commission. Asst. Superintendent Wells explained that these monies are distributed among the depts. for various reports and paperwork required by government agencies. Mr. Spano stated that if the money is discretionary perhaps it could be used to hire Ken Thomas for the reclass study. Ms. Houser said she would ask that question.

Mr. Spano moved to approve the consent agenda. Mr. Murtha seconded the motion to approve the consent agenda.

Y- 3, N- 0, A- 0.

5.0 OLD BUSINESS

5.1 INFORMATION: UPDATE ON CLASSIFICATION & COMPENSATION STUDY

Director Houser sent out the Requests for Proposals and two were returned because the company/address no longer exists. Proposals were sent to 5 companies, and are due back by Monday 10/17/16. It was determined that Avis Durden will be the Classified representative on the Classification committee. Chair Violante asked if there are a required number of proposals needed to move forward, and Asst. Superintendent Wells confirmed there were not. Mr. Violante stated he would like the proposal to tell the District how to go forward and continue the process in coming years after the study has been done. He felt this was an important second step that needed to be included, and a factor in the District's budget process for the future. The timeline for the committee was discussed. Commissioner Murtha suggested that the Personnel Commission should see the recommendations before the Superintendent. Commissioners Violante and Spano concurred. It was determined the committee would make their recommendation to the Personnel Commission at the regular meeting of 1/10/17. It will be discussed at a later PC meeting when the recommendations will go to the Superintendent. The question arose about whether the PC can override the committee's recommendations. Chair Violante stated that since the money wasn't coming out of the PC budget, he wasn't sure. However, he wouldn't want the PC to be a roadblock and delay the process. Commissioner Murtha said that since the committee was a derivative of the commission that the PC had the authority to override the committee's recommendation. All three Commissioners supported this idea.

6.0 NEW BUSINESS

6.1. ACTION ITEM: REVISION OF DIRECTOR'S CALENDAR

Mr. Spano moved to approve the consent agenda. Mr. Murtha seconded the motion to approve the consent agenda.

Y- 3, N- 0, A- 0.

6.2 ACTION ITEM: DETERMINE PARTICIPATION IN CSPCA CONFERENCE

Mr. Spano moved to approve that Brian Murtha attend the CSPCA conference January 27-29, 2017 along with Director Houser, and that he secure early registration in order to save on the cost.

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: *Keneé Houser 10/19/2016*

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

Chen, Christine, School Health Clerk - WL, 3hrs/9mo, effective 9/28/16

Hillard, Fiona, Instructional Technician - WL, 5hrs/9mo, effective 10/3/16

Shanahan, Camille, Instructional Technician - SQ, 5hrs/9mo, effective 10/4/16

Vega, Israel, Program Coordinator/ASES - BV, 5hrs/9mo, effective 10/10/16

Promotion:

None

Reclassification Effective 7/1/2016 :

Mansnerus, Lidia, (correction from 9/28/16 entry) from Learning Assistant - 3hrs/9mo to Instructional Technician/Elementary Intervention 3hrs/9mo - DL

Voluntary Demotion:

None

Increase/Reduction in FTE - Months/Hours of Service:

Robles Vasquez, Nereyda, School Community Coordinator - MH, from 3.5hrs/9mo to 4hrs/9mo, effective 10/1/16

Additional FTE/Position:

Chavez, Audrey, Yard Duty - WL, .6hrs/9mo, effective 9/1/16

Kimble, Taylor, Yard Duty - WL, .3hr/9mo, effective 9/9/16

39-Mo Reinstatement w/Promotion:

None

39-Mo Reinstatement:

None

Reclassification:

None

63-Mo Reinstatement:

None

Transfer:

Fette, Leslie, from Instructional Technician - 5hrs/9mo and Yard Duty - .5hrs/9mo - WL to Instructional Technician - 5hrs/9mo - SQ, effective 10/4/16

Stiga, John, Instructional Technician - 3 hrs/9 mo, from MH to HH effective 7/1/16

Transfer-Increase FTE:

Perez, Ricardo, Custodian - SC, not to exceed 12hrs, 9/17/16 to 10/15/16
Rackley, Theron, Grounds Specialist - MO, not to exceed 80hrs, 9/25/16 to 6/30/17
Rix, Matthew, Sub-Custodian - HR, not to exceed 100hrs, 8/1/16 to 11/1/16
Robles-Colmenares, Eugenia, Administrative Secretary - CU, not to exceed 10hrs, 1/2/17 to 4/1/17
Rodriguez, Michael, Campus Supervisor - MO, not to exceed 15hrs, 9/24/16 to 9/25/16
Sihler, Kris, School Bus Driver - TR, not to exceed 40hrs, 8/17/16 to 6/15/17
Silva-Robles, Fe, Translation - SU, not to exceed 40hrs, 7/1/16 to 6/30/17
Tolentino, Angelica, School Community Coordinator - SC, not to exceed 252hrs, 9/19/16 to 6/9/17
Trebien, Lori, Clerical Assistant - DL, not to exceed 50hrs, 8/1/16 to 10/31/16
Twohey Violante, Karan, Primary Intervention Student Asst. - SS, not to exceed 60hrs, 8/24/16 to 6/11/16
Young, Jacqueline, Food Service Worker (substitute) - FS, not to exceed 30hrs, 7/1/16 to 6/30/17

Limited Term Retiree (not to exceed 960 hours per Government Code 21153):

Simons, Mary, Instructional Technician - HH, not to exceed 26hrs, 9/28/16 to 12/22/16
Whitley, Priscilla, Food Service Worker - FS, not to exceed 20hrs, 7/1/16 to 6/30/17

Out of Class:

Trinchero, Suzanne, Interim Finance Director - BS, not to exceed 520hrs, 9/1/16 to 11/30/16

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Enrichment Program Provider Services:

Cleveland, Ann, K-2 General Music - WL, not to exceed 133hrs, 9/12/16 to 12/22/16
Feinstein, Gjon, WL, Chess Class - WL, not to exceed 43.5hrs, 10/6/16 to 5/25/17
Godinho, Alexandre, 3rd Grade Capoeira - WL, not to exceed 48hrs, 10/3/16 to 5/31/17
Nortey, Shorme, Dance Instruction/Hip Hop - WL, not to exceed 84hrs, 10/12/16 to 5/15/17
Ortiz Rodriguez, Camilo, Music Grades K-5 - GA, not to exceed 140hrs, 8/24/16 to 12/22/16
Real, Jane, Dance Creative Movement - DL, not to exceed 294hrs, 10/4/16 to 6/8/17
Rodney-Sharp, Dustin, Creative Movement-Parkour - SMSC, not to exceed 45hrs, 9/20/16 to 12/14/16

Professional Expert:

None

Stipend:

Tuson, Kim, Occupational Therapist - CAI, \$1,500.00 Stipend, 9/1/16 to 6/30/17

Playground Recess Coach, Yard Duty, Child Care:

Carmichael, Catherine, Yard Duty - Yard Duty - WL, not to exceed 265hrs, 9/12/16 to 6/6/17

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: *Keneé Houser 10/19/2016*

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

Higgins, Tamara, Career Development Specialist - SE, 3.8hrs/9mo, effective 11/1/16

Naranjo Huerta, Estephany, Instructional Technician/ASES - MH, 1hrs/9mo, effective 10/18/16

Robbins, Cheryl, Director of Finance - BS, 8hrs/222days, effective 10/27/16

Scott, Jillian, Education Technology Specialist - BM, 2hrs/9mo, effective 10/17/16

Promotion:

None

Reclassification Effective 7/1/2016 :

None

Voluntary Demotion:

None

Increase/Reduction in FTE - Months/Hours of Service:

None

Additional FTE/Position:

DeMarco, Roxana, Yard Duty - WL, .60hrs/9mo, effective 8/24/16

39-Mo Reinstatement w/Promotion:

None

39-Mo Reinstatement:

None

Reclassification:

None

63-Mo Reinstatement:

None

Transfer:

None

Transfer-Increase FTE:

None

Provisional Assignments (not to exceed 90 working days):

None

Leave of Absence:

None

**SANTA CRUZ CITY SCHOOLS
2016-17 PERSONNEL COMMISSION BUDGET**

Date	Accounts and Details	Working	Expended	Balance
	01-0000-0-0000-7400-2360-047-0000 Commissioner Stipends			
7/1/2016	Budgeted	\$1,800.00		\$1,800.00
10/5	Pers Comm Stipends		\$315.00	\$1,485.00
	Commissioner Stipends	\$1,800.00	\$315.00	\$1,485.00

	01-0000-0-0000-7400-4200-047-0000 Books other than Textbooks			
7/1/2016	Budgeted	\$50.00		\$50.00
	Books other than Textbooks	\$50.00	\$0.00	\$50.00

	01-0000-0-0000-7400-4300-047-0000 Materials & Supplies			
7/1/2016	Budgeted	\$1,234.00		\$1,234.00
8/18/2016	Palace		\$108.24	\$1,125.76
	Materials & Supplies	\$1,234.00	\$108.24	\$1,125.76

	01-0000-0-0000-7400-4395-047-0000 Food for Workshops			
7/1/2016	Budgeted	\$275.00		\$275.00
8/18/16	Reimb. KH for meeting food		\$23.65	\$251.35
	Food for Workshops	\$275.00	\$23.65	\$251.35

	01-0000-0-0000-7400-5200-047-0000 Mileage, Travel & Conferences			
7/1/2016	Budgeted	\$1,900.00		\$1,900.00
	Mileage, Travel & Conferences	\$1,900.00	\$0.00	\$1,900.00

	01-9010-0-0000-7400-5200-047-0006 Contractual Benefit			
7/1/2016	Budgeted	\$800.00		\$800.00
9/3/2016	Carryover	\$435.00		\$1,235.00
	Contractual Benefit	\$1,235.00	\$0.00	\$1,235.00

	01-0000-0-0000-7400-5300-047-0000 Dues & Membership			
7/1/2016	Budgeted	\$3,000.00		\$3,000.00
8/18/2016	San Joaquin COE (Edjoin)		\$225.00	\$2,775.00
10/6/2016	SPCA-NC		\$95.00	\$2,680.00
10/20/2016	CODESP		\$1,950.00	\$730.00
	Dues & Membership	\$3,000.00	\$2,270.00	\$730.00

	01-0000-0-0000-7400-5800-047-0000			
--	-----------------------------------	--	--	--

15



SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

MAINTENANCE SPECIALIST

Job Title: Maintenance Specialist

Job Summary:

Under the general direction of the Director of Maintenance/Operations and Transportation, within a broad framework of standard policies and procedures, perform a variety of skilled and specialized work in the installation, maintenance and repair of District buildings, equipment and related structures involving cabinet/furniture making, electrical, plumbing, heating and air conditioning, and mechanical maintenance work.

Examples of Duties

Repairs, replaces and/or constructs wood structures such as doors and locks, office cabinets, tables, desks, counters, walls and partitions; repairs, replaces or constructs roof, flooring, ceilings and ceiling tiles; applies paint, varnish, shellac, enamel or other protective or decorative finishes to various surfaces; designs, installs, repairs and/or maintains electrical fixtures and systems such as conduit and circuits, interior and exterior wiring, wall, floor and ceiling receptacles, controls and lights, fire and security alarms and a variety of other electrical units; installs electrical panel boards and emergency lighting systems; inspects (troubleshoots) electrical systems, motors and wiring for compliance to building and safety codes; operates, maintains and monitors emergency electrical generating equipment; installs, maintains and repairs plumbing equipment and fixtures to include toilets, sinks, water heaters and boilers; repairs or replaces water, gas and sewer lines, steam and hot water heating systems, broken valves, pipes and faucets; installs, replaces or repairs air conditioning systems; performs general maintenance involving replacing filters, oiling parts and motors, adjusting belts and preventative maintenance; operates boilers and maintains proper steam pressure and water levels, cleans, oils and adjust boiler equipment; maintains swimming pools in accordance with all governing agencies; performs general maintenance of pool areas to include decks and equipment rooms; inspects, tests, records and adjusts daily chemical feed units to maintain health and safety standards; inspects and adjusts (daily) motors, boilers, valves, switches, pumps, regulators and filters to maintain proper operating efficiency; maintains interior of pool walls, floors and gutters by inspecting and sweeping, vacuuming and brushing as needed; stores and uses hazardous materials in a safe manner; coordinates maintenance on solar units; installs, repairs and maintains locking mechanisms including re-keyable padlocks; replaces broken windows to include glazing, applying putty, etc.; replaces thermostats, gas valves and damper motors on boilers; maintains maintenance logs and records for work completed; orders parts, supplies and equipment; provides input for cost for assigned projects to include time, labor, parts, supplies and equipment upon request; directs the work of others assigned to a particular task; participates in available training in order to meet new technology standards; performs other duties as required.

Addendum for Maintenance Specialist – Plumber: Installs, maintains and repairs plumbing fixtures and equipment including toilets, sinks, water heaters and boilers; repairs and/or replaces gas, sewer and water lines or drains; unplugs or clears drains and lines connected with plumbing fixtures; performs specialized plumbing work in conformance to appropriate building, health and safety codes.

Employment Standards

Training and Experience: Any combination equivalent to: graduation from high school and three years' experience operating a comprehensive database system.

Knowledge:

- Student information system, spreadsheet and data processing systems
- Operation of a variety of technology devices including but not limited to a computer and assigned software
- Operation of a variety of standard office equipment
- Interpersonal skills including tact, patience and courtesy
- Oral and written communication skills
- Correct English usage, punctuation, spelling and grammar
- Statistical record-keeping and report-writing techniques

Abilities:

- Perform a variety of technical duties in the management of the student information database for the Special Education Department
- Create and maintain the Special Education database for information and analysis
- Assure accuracy of data input and management
- Comply with project time lines throughout the school year
- Operate a variety of technology devices including but not limited to a computer and assigned software
- Manage the accuracy of the database to compile statistical reports. Maintain confidentiality of student information
- Establish and maintain cooperative and effective working relationships with others. Prepare comprehensive statistical reports
- Prioritize and schedule work
- Meet schedules and time lines
- Verify accuracy of data input and output

Physical Effort/Work Environment:

- Office environment
- Constant interruptions
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Sitting for extended periods of time
- Bending at the waist, kneeling or crouching to file materials

Approved by Personnel Commission _____

Approved by Governing Board _____

Salary Range: 29

Abilities: Ability to exercise independent judgment in the selection of methods and procedures used within specialized areas of general building maintenance work; assist in preparing cost estimates for assigned projects; read and understand sketches, blueprints and diagrams; understand and follow both oral and written form; perform mathematical calculations using addition, subtraction, multiplication and division; meet the physical requirements of the job and establish and maintain cooperative relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community; maintain regular attendance.

edited **Physical Effort/Work Environment:** Ability to read handwritten or typed documents, instructions, the display screen of various equipment and machines and blueprints and schematics; conduct verbal conversation in English, and possibly, a designated second language; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; climb slopes, stairs, steps and ladders; push and/or pull a variety of tools, equipment and objects weighing up to 70 or more pounds; lift and carry up to 50 pounds frequently, and 70 or more pounds occasionally; sustain heavy physical effort for 8 hours; exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, back lateral flexion, hip flexion and extension and knee flexion; use respirators for personal protection up to 4 hours per day for strenuous physical effort, 6 hours per day for moderate physical effort, 8 hours per day for light physical effort. Ability to work in a safe and effective manner in the following: at various elevated heights on ladders, scaffolding, rigging, roofs and in restricted spaces, with a variety of chemical agents without allergic reaction, demonstrate manual dexterity necessary to perform fine motor skills during maintenance procedures and operate both manual and power hand tools, operate a variety of powered industrial vehicles, equipment and tools commonly associated with building maintenance and groundskeeping; operate a variety of maintenance motor vehicles and work in high noise level areas; work in both indoor and outdoor work environments with exposure to weather conditions including, but not limited to, heat, cold, rain, snow and high humidity.

Licenses and Certificates: A valid Class C California Driver's License with evidence of appropriate insurance may be required in addition to a valid First Aid and CPR Certificate.

Approved by Personnel Commission- 09/17/98

Approved by Governing Board- 08/12/98

Salary Range: 34

Employment Standards

Training and Experience: Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein.

Completion of the 12th grade or equivalent; at least two years of responsible typing and clerical or secretarial experience; computer experience in word processing, spreadsheets and data bases is required. Bilingualism may be required.

Knowledge: Knowledge of modern office practices and procedures; proper English usage, spelling, grammar and punctuation; computers and appropriate software; report writing; proper telephone techniques.

Abilities: Ability to perform difficult and responsible clerical work; operate a variety of office machines and equipment; train new personnel in the office; interact positively with administrators, teachers, students and the public; understand and carry out oral and written instructions; effectively and tactfully communicate in both oral and written form; coordinate activities and details and maintain efficient schedules of events; establish and maintain efficient record keeping/filing systems and prepare reports; analyze situations and take appropriate action regarding routine procedural matters without immediate supervision; type at a rate of 45 wpm; perform arithmetical calculations accurately; prioritize and coordinate work flow; ability to take dictation is desirable; establish and maintain co-operative relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community; maintain regular attendance.

Physical Effort/Work Environment: Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines; ability to conduct verbal conversation in English and, possibly, a designated second language; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; climb slopes, stairs, steps, ramps and ladders; lift up to 20 pounds; carry up to 20 pounds; exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension and knee flexion; operate office machines and equipment in a safe and effective manner; demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; conduct frequent repetitive arm, hand and body motion; work in an indoor work environment.

Licenses and Certificates: A valid Class C California Driver's License and evidence of appropriate insurance may be required in addition to a valid First Aid and CPR Certificate.

Approved by Personnel Commission- 09/17/98

Approved by Governing Board- 08/12/98

Salary Range: 24

Employment Standards

Training and Experience: Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein.

Completion of the 12th grade or equivalent; four-year increasingly responsible secretarial experience including two years of direct human Resources experience preferably in a merit system school district. Bilingualism may be required.

Knowledge: Knowledge of personnel hiring policies and procedures as required by state and district laws, rules, and regulations; receptionist and telephone techniques; letter and report writing; modern office methods and equipment including computer software and data base programs, calculators and xerox machines; proper English usage, grammar, spelling and punctuation.

Abilities: Ability to perform responsible clerical work independently and in a team environment; make arithmetical calculations with speed and accuracy; operate standard office machines and equipment; compile and maintain accurate and complete records and reports; type at a rate of 50 words per minute; analyze situations accurately and adopt an effective course of action; communicate with the public and school officials tactfully and courteously; maintain the confidentiality and security of sensitive information; establish and maintain co-operative relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community; maintain regular attendance.

Physical Effort/Work Environment: Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines; ability to conduct verbal conversation in English and, possibly, a designated second language; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; climb slopes, stairs, steps, ramps and ladders; lift up to 20 pounds; carry up to 20 pounds; exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder flexion and extension, back lateral flexion, hip flexion and extension and knee flexion; operate office machines and audio-visual machines and equipment in a safe and effective manner; demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; conduct frequent repetitive arm, hand and body motion; work in an indoor environment.

Licenses and Certificates: A valid Class C California Driver's License and evidence of appropriate insurance may be required in addition to a valid First Aid and CPR Certificate.

Approved by Personnel Commission- 02/02/00

Approved by Governing Board- 03/14/01

Salary Range: 36

P. 25

Santa Cruz City Schools

PERSONNEL COMMISSION

Mr. Brian Murtha
Commissioner: Vice Chair

Mr. Jim Spano
Commissioner

Mr. Mark Violante
Commissioner: Chair



REGULAR MEETING of the Personnel Commission

Tuesday, December 6, 2016 4:00 p.m.

Room 312 – Soquel High School, 405 Old San Jose Road, Soquel, CA

Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection in the Human Resources Office Room 307 located at 405 Old San Jose Road, Soquel, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.

- 1.0 CALL TO ORDER
 - 1.1 Pledge of Allegiance
 - 1.2 Welcome and Explanation of Format
 - 1.3 Establishment of Quorum
 - 1.4 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
 - 4.1 Consider Approval of Minutes
 - 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
 - 4.3 2016-17 Budget Expenditures for this period
- 5.0 OLD BUSINESS
 - 5.1 Action: Approve Selection of Firm to do Class & Comp Study
- 6.0 NEW BUSINESS
 - 6.1 Information: Union-Appointed Personnel Commissioner
 - 6.2 Action: Election of Chair/Vice Chair by Commission
 - 6.3 Action: Approve revised Job Description for Personnel Assistant
 - 6.4 Action: Approve Changes to Director's Calendar
- 7.0 REPORTS and comments
 - 7.1 Chairperson's Report
 - 7.2 Commissioners' Reports or Comments
- 8.0 INFORMATION AND FUTURE MEETINGS
- 9.0 PUBLIC COMMUNICATIONS
- 10.0 CLOSED SESSION
- 11.0 ADJOURNMENT

3.0 DIRECTOR'S REPORT

SANTA CRUZ CITY SCHOOLS PERSONNEL COMMISSION Report of the Director of Classified Personnel

The major categories of responsibility of the Personnel Commission are:

Recruit in a manner which will obtain the best possible applicants.

2016-2017 data as of December 5, 2016:

Completed/Filled Assignments: ~~45~~ 53

40	New Hires
5	Promotions
4	Transfer Requests Approved
4	Reinstatements
10	Added FTE
15	Temporary
6	Open Active Recruitments
5	Appointments pending (undecided or awaiting paperwork/final clearance)

■ Update:

- Personnel Assistant Recruitment:
 - Testing 12/6
 - Technical Interviews 12/9, 12 – 2:00 p.m.
 - Panel Members: Monika Adam, Desiree Dominguez, Dahria Kianpour, and Flora Lopez
 - Hiring Interviews 12/13, 3 – 5:00 p.m.
 - Committee Members: Keneé Houser, Molly Parks, Mark Violante

Background: A committee of 5 members met on and On November 9th to review the proposals submitted from Ewing Consulting and Educational Management Solutions. On November 22nd, they met with both firms, listened to presentations, met representatives who would be working with SCCS, and asked questions. Director Keneé Houser spoke with references for each firm. On December 2nd, they met for a final time and selected Ewing Consulting. The decision was based on the firm's expertise, consultants, and references.

Recommendation: It is recommended that the Personnel Commission forwards Ewing Consulting to the Board for approval to complete the SCCS Classification and Compensation study.

Sample Motion: I move that the Personnel Commission forwards Ewing Consulting to the Board for approval to complete the SCCS Classification and Compensation study.

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

6.0 NEW BUSINESS:

6.1 Information: Union-Appointed Personnel Commissioner

Mark Violante's term was due to end December 31, 2016. The union invited him to serve for another term and he accepted. His next term will end December 31, 2019.

6.2 Action: Election of Chair/Vice Chair by Commission

Background: Per SCCS Merit Rules 200.2: *At its first meeting following December 1 of each year, the Commission shall elect one of its members as Chairperson and another member as Vice Chairperson, to serve a term of one year or until their successors are duly elected.*

Sample Motion: I move that we elect _____ as Chairperson and _____ as Vice Chairperson for the year 2017.

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

6.3 Action: Approve Job Description for Personnel Assistant

p. 15-18

Background: The job description for the Personnel Assistant was last updated in 2000. The new updates, while relatively minor, better reflect the actual duties of the Personnel Assistant.

Minutes of Tuesday, November 1, 2016
Santa Cruz City Schools Personnel Commission Meeting

1.0 CONVENE OPEN SESSION

Chair Mark Violante called the meeting to order at 4:03 p.m. Also present were Commissioner Murtha, Commissioner Spano, Classified Personnel Director, Keneé Houser, Carol Rhodes, Personnel Assistant, Molly Parks, Asst. Superintendent Human Resources, Patrick Gaffney, Asst. Superintendent Business Services, Robert Chacanaca SCCCE President, Monika Adams, SCCCE 2nd President, and Paula Tonini SCCCE member.

1.4 ADDITIONS, DELETIONS, AND CORRECTIONS-The Director requests to add an item to New Business. December is the time of year where the Commission Chair term is up, and a vote for the rotation needs to be added.

2.0 PUBLIC COMMUNICATIONS

Robert Chacanaca requested a moment of silence for the passing of Ken Thomas, a former employee of Santa Cruz City Schools and longtime Santa Cruz resident.

3.0 DIRECTOR'S REPORT

Ms. Houser gave an update on completed/filled assignments as of October 25, 2016. She reported the retirement of Carol Rhodes, Personnel Commission Assistant effective December 30, 2016. She also announced the new Director of Finance hire, Cheryl Robbins. Mark Violante suggested Ms. Robbins be invited to a PC meeting to introduce herself. The Director stated she was going to send out a letter November 2nd to classified employees letting them know reclassification requests would not be taken this year, as a classification study was in process. [It was later decided that the letter not be sent] Commissioner Murtha stated it was possible a year could go by without the classification study completed. Ms. Houser responded that both proposals they were looking at stated that the process would take six months.

4.0 PUBLIC BUSINESS

4.1 CONSIDER APPROVAL OF MINUTES

Commissioner Spano moved to approve the minutes. The motion was seconded by Commissioner Murtha.

Y-3, N- 0, A- 0.

4.2 CONSENT AGENDA

Commissioner Murtha requested that the budget sheets item 4.2.5 be pulled off the consent agenda. He stated he doesn't think they belong there and should be a separate category. A motion was made by Murtha to approve the consent agenda without the budget expenditures. Jim Spano seconded the motion.

Y-3, N- 0, A- 0

6.2 CONSIDER APPROVAL OF NEW STUDENT DATA TECHNICIAN –SPECIAL ED JOB DESCRIPTION

The incumbent is retiring. The new job description more accurately meets the needs of the department. Ms. Houser stated that the current position, Program Assistant, is the only one that exists in the district.

Mr. Spano moved to approve the new job description. Mr. Murtha seconded the motion to approve the consent agenda.

Y- 3, N- 0, A- 0.

6.3 DISCUSSION PERSONNEL ASSISTANT JOB DESCRIPTION

Ms. Houser presented a draft of the proposed changes to the position. In order to expedite the recruitment those changes will be brought to the Commission at a later date. It will be posted pending Personnel Commission approval.

7.0 REPORT AND COMMENTS

7.1 NONE

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held on Tuesday, December 6, 2016 in Room 312.

9.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

10.0 CLOSED SESSION

11.0 ADJOURNMENT

Mr. Violante adjourned the meeting at 5:19 p.m.

None

Separation from Service:

None

Retirement:

Phillips, Randy, Maintenance Specialist - MO, 8hrs/12mo, effective 12/30/16

Rhodes, Carol, Personnel Assistant - PC, 8hrs/12mo, effective 12/30/16

•Limited Term Project (not to exceed 126 days)/Substitutes: •

New EWA/Hourly Employees:

Centeno Recinos, Marvin, Instructional Technician - HH, not to exceed 100hrs, 10/4/16 to 12/22/16

Malaluan, Estrella, School Health Clerk - BV substitute, 3hrs, 9mos - effective 10/11/16

Existing EWA/Hourly Employees:

Casillas, Margarita, Childcare Provider - CP, not to exceed 10.5hrs, 10/20/16 to 5/31/17

Casillas, Margarita, Childcare Provider - CP, not to exceed 12hrs, 10/20/16 to 5/30/17

Day-Smith, Jan, School Bus Driver - TR, not to exceed 15hrs, 9/1/16 to 6/30/17

Delgado, Sandra, Site Program Coordinator /ASES - BV, not to exceed 14.5hrs, 8/25/16 to 10/15/16

Delgado, Sandra, Site Program Coordinator/ASES - BV, not to exceed 31.5hrs, 8/25/18 to 10/15/16

Diaz, Beatriz, Translator/Interpreter - SO, not to exceed 6hrs, 10/24/16

Herrera, Edgar, Custodian - HR, not to exceed 250hrs, 10/3/16 to 12/15/16

Jackson, Dwayne, School Bus Driver - TR, not to exceed 15hrs, 9/1/16 to 6/30/17

Kianpour, Jacqueline, Benefits Coordinator - BS, not to exceed 150hrs, 10/17/16 to 12/15/16

Nganga-Edelson, Davin, Custodian - MO, not to exceed 24hrs, 9/30/16 to 1/30/17

Sepulveda, Irma, School Bus Driver - TR, not to exceed 15hrs, 09/23/16 to 6/30/17

Switzer, Patty, School Community Coordinator - CAI, not to exceed 21hrs, 10/20/16 to 5/31/17

Ungor, John, School Bus Driver - TR, not to exceed 40hrs, 10/1/16 to 6/30/17

Zamora III, Manuel, Maintenance Specialist - HR, not to exceed 200hrs, 9/16/16 to 11/30/16

Limited Term Retiree (not to exceed 960 hours per Government Code 21153):

Routh, Patricia, Clerical Specialist - SU, not to exceed 100hrs, 9/21/16 to 6/30/17

Out of Class:

None

•Employment Actions Concerning Exempt Assignments from the Classified Service•

Enrichment Program Provider Services:

Behn, Mollie, Watershed Ranger - BM, not to exceed 8hrs, 10/19/16 to 12/7/16

**SANTA CRUZ CITY SCHOOLS
2016-17 PERSONNEL COMMISSION BUDGET**

Date	Accounts and Details	Working	Expended	Balance
	01-0000-0-0000-7400-2360-047-0000 Commissioner Stipends			
7/1/2016	Budgeted	\$1,800.00		\$1,800.00
10/5	Pers Comm Stipends		\$315.00	\$1,485.00
	Commissioner Stipends	\$1,800.00	\$315.00	\$1,485.00

	01-0000-0-0000-7400-4200-047-0000 Books other than Textbooks			
7/1/2016	Budgeted	\$50.00		\$50.00
	Books other than Textbooks	\$50.00	\$0.00	\$50.00

	01-0000-0-0000-7400-4300-047-0000 Materials & Supplies			
7/1/2016	Budgeted	\$1,234.00		\$1,234.00
8/18/2016	Palace		\$108.24	\$1,125.76
	Materials & Supplies	\$1,234.00	\$108.24	\$1,125.76

	01-0000-0-0000-7400-4395-047-0000 Food for Workshops			
7/1/2016	Budgeted	\$275.00		\$275.00
8/18/16	Reimb. KH for meeting food		\$23.65	\$251.35
	Food for Workshops	\$275.00	\$23.65	\$251.35

	01-0000-0-0000-7400-5200-047-0000 Mileage, Travel & Conferences			
7/1/2016	Budgeted	\$1,900.00		\$1,900.00
12/1/2016	CSPCA Conference: B. Murtha and K. Houser		\$950.00	\$950.00
	Mileage, Travel & Conferences	\$1,900.00	\$950.00	\$950.00

	01-9010-0-0000-7400-5200-047-0006 Contractual Benefit			
7/1/2016	Budgeted	\$800.00		\$800.00
9/3/2016	Carryover	\$435.00		\$1,235.00
	Contractual Benefit	\$1,235.00	\$0.00	\$1,235.00

	01-0000-0-0000-7400-5300-047-0000 Dues & Membership			
7/1/2016	Budgeted	\$3,000.00		\$3,000.00
8/18/2016	San Joaquin COE (Edjoin)		\$225.00	\$2,775.00
10/6/2016	SPCA-NC		\$95.00	\$2,680.00
10/20/2016	CODESP		\$1,950.00	\$730.00
	Dues & Membership	\$3,000.00	\$2,270.00	\$730.00

13



draft P.1

JOB DESCRIPTION

PERSONNEL ASSISTANT

Job Title: Personnel Assistant

Job Summary:

Under the general supervision of the Director of Classified Personnel, within a broad framework of established policies and procedures, administer a wide variety of classified personnel services regarding the recruitment, selection, and in-processing of all classified personnel; support the Personnel Commission in financial, procedural, and clerical transactions as they relate to the merit system; perform highly specialized, complex duties.

Examples of Duties

- Provides a full range of support to the Personnel Commission such as developing agendas, taking and preparing minutes, and developing reports
- Updates the SCCS Personnel Commission website on an ongoing basis
- Assists in the implementation of all Personnel Commission policies and in the periodic review of Personnel Rules and Regulations
- Processes all Personnel Commission budget expenditures and assures fiscal responsibility
- Seeks out innovative methods to recruit classified personnel: Prepares and places job announcements accordingly
- Screens applications for general qualifications for vacant positions
- Develops and administers selection assessments
- Coordinates interviews with district administration and selected applicants: Prepare related interview materials
- Represents district at recruitment and personnel functions
- Establish, prepare, and maintain human resources files and records for all classified employees
- Update and maintain employee information in a database such as seniority, probation dates, and evaluation data
- Works closely with Human Resources and payroll personnel to ensure accurate and timely information regarding new employees, and status changes (transfers, terminations, FTE changes, etc.) in the shared database
- Reviews and interprets laws (Ed Code), regulations and contract provisions for classified employees
- Collects and prepares data and reports on classified personnel and selection history.
- Prepares and maintains confidential files and information relating to personnel data
- Maintains applicant tracking systems
- Monitors and prioritizes workflow so that timelines are consistently met
- Performs the orientation of new classified employees in regard personnel policies, contract provisions, and entitlements
- Assists in the revision, evaluation and implementation of the department's operating procedures
- Creates a variety of complex documents including minutes, orders, reports, and records
- Performs a full range of administrative duties in support of the Personnel Commission Office; order supplies; process purchase orders; process travel claims; maintain calendars; schedule meetings

15



old p.1

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

PERSONNEL ASSISTANT

Job Title: Personnel Assistant

Job Summary:

Under the general supervision of the Director of Classified Personnel, within a broad framework of established policies and procedures, assist in the administration of a wide variety of classified personnel services in the operation of the school district, including recruiting, interviewing and selecting classified personnel. In the absence of the administrator, directs clerical, paraprofessional and/or professional department staff engaged in a variety of personnel activities as it relates to the merit system.

Examples of Duties:

Handles and processes administrative details not requiring the immediate attention of the Director; maintains an official record of Personnel Commission meetings and assists in carrying out the directions of the Personnel Commission; attends to administrative details on special matters assigned by the Director; composes correspondence on own initiative on matters not requiring personal response by the Director; assists in the program of recruitment, interview and selection of all classified personnel; prepares and places job advertisements; develops and administers assessments including computerized tests using the OPAC system; updates website; screens applications for general qualifications for vacant positions including preliminary screening for technical qualifications for management applicants; schedules and arranges appointments for interviews as needed; assists in the implementation of all personnel policies and in the periodic review of personnel rules and regulations; reviews and interprets laws, regulations and contract provisions for classified employees; collects and prepares data and reports on classified personnel as required; prepares and maintains confidential files and information relating to personnel data for the district's negotiations and employer/employee relations' activities; assists in the implementation and monitoring of the Affirmative Action Program; implements and maintains an Applicant Tracking System; monitors and prioritizes workflow so that timelines are consistently met; serves on oral appraisal interview panels; assists in the supervision and evaluation of Personnel Commission staff and assigns priorities for work assignments as directed; provides support for office staff in the absence of the Director; assists in the orientation of new administrators in regard to Rules and Regulations and interpreting personnel policies or contract provisions; assists in the revision, evaluation and implementation of department operating procedures; works with Director to develop Commission budget and assure fiscal responsibility; orders office supplies; maintains office budget expenditures, as designated; represents district at recruitment and personnel functions; types a variety of complicated material including minutes, orders, reports, memoranda, records, documents, statistical data and travel plans for conferences and workshops; performs other related duties as required.

Employment Standards

Training and Experience: Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. Completion of the 12th grade or equivalent; four-year increasingly responsible secretarial experience including two years of direct human Resources experience preferably in a merit system school district. Bilingualism may be required.

17