

## SANTA CRUZ CITY SCHOOLS

Santa Cruz City Schools is comprised of an elementary and a secondary district. The district serves 7,000 students. Supporting our students are approximately 280 classified and 400 certificated employees.

### COMMISSION GOALS

The primary obligation of the Personnel Commission is to the public. To implement this obligation, the Personnel Commission should do all within its power to recruit and test applicants for positions within the Santa Cruz City Schools District in such a manner as to obtain the best possible employees for the District.

The major categories of responsibility are:

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

Enhance the district Personnel Commission website as a gateway for communicating classified personnel information and employment opportunities.

**2. Qualify applicants for examination.**

Develop screening tools early in the selection process to identify applicants who meet the minimum proficiency levels for job-related factors.

**3. Conduct an examination program which is fair and equitable.**

Developing test materials to determine the Skills, Knowledge, and Abilities and competency levels of applicants required for success on the job prior to hiring them.

**4. Classify all members of the classified service.**

By classifying all positions in the classified service according to their respective duties and responsibilities.

**5. Prescribe rules and regulations pertaining to the administration of the classified personnel merit system.**

With a blind eye to any particular group, reinforcing the principle that favoritism shall not enter into any decisions made by staff or the Personnel Commission.

## THE COMMISSION

The Classified Employees of our School District are represented by the following Commissioners:

### **Bradford Elliot, Chairperson**

Appointment made by the Board Of Education. Mr. Elliott was appointed in October 2009. His term of office will expire on October 2012.

### **Vacant, Union Appointee**

Appointment made by the Santa Cruz Council of Classified Employees, Local 6084.

### **Dr. Jim Logsdon, Vice-Chair**

The third Commissioner is appointed by the District's appointee and the Union's appointee. Dr. Logsdon was appointed in December 2011. His term of office will expire on December 2014.

### STAFF

Mariana Ochoa, Classified Personnel Director  
[mochoa@sccs.santacruz.k12.ca.us](mailto:mochoa@sccs.santacruz.k12.ca.us)

Carol Rhodes, Personnel Assistant  
[crhodes@sccs.santacruz.k12.ca.us](mailto:crhodes@sccs.santacruz.k12.ca.us)

## SUPERINTENDENT OF SCHOOLS

Gary Bloom

## BOARD OF TRUSTEES

John T. Collins II  
Rachel Dewey Thorsett  
Cynthia Hawthorne  
Deborah Tracy-Proulx  
Steve Trujillo  
Claudia Vestal  
Ken Wagman

*The Merit System assures fair treatment of applicants and employees in all aspects of personnel administration, without regard to political affiliation, gender, ethnicity, or religious creed, and with proper regard for their privacy and constitutional rights as citizens.*

# SANTA CRUZ CITY SCHOOLS



## PERSONNEL COMMISSION

# 2011 ANNUAL REPORT

405 Old San Jose Road  
Soquel, California 95073  
(831) 429-3410

## THE MERIT SYSTEM

The classified employees of the Santa Cruz City Schools District operate under the Merit System. The Merit System is a system of rules and procedures similar to civil service. Its fundamental purpose is to ensure that highly qualified applicants and employees are recruited, selected, promoted and retained without favoritism and prejudice on the basis of merit and fitness.

Merit System school districts are administered by the Personnel Commission, an independent body composed of three persons appointed for three-year terms.

The Personnel Commission has the responsibility and right to establish rules and regulations that govern the District's classified employees.

The Personnel Commission generally meets once per month to consider examinations, eligibility lists, reclassifications, salary studies, rule changes, disciplinary appeals, and other areas of importance to all classified employees.

## MERIT SYSTEM LAW

The Merit System at Santa Cruz City Schools District is designed to ensure a system that provides fair and equitable personnel practices based upon the Personnel Commission Rules and Regulations. Per California Education Code Sections 45240-45320, Merit System Law requires Personnel Commissions do the following:

- Ensure employees are hired in accordance with Commission Rules and Merit System Law on merit and fitness, without favoritism, interference, or influence.
- Protect applicants and employees from discriminatory treatment.
- Determine job related educational and work experience requirements.

- Ensure objective, job related tests and provide for establishment of eligibility rules.
- Provide for announcement of job vacancies to employees and the public.
- Classify or reclassify positions.
- Recommend salary schedules consistent with the principle of like pay for like service.
- Establish reasonable causes for demotion, suspension, and dismissal.
- Investigate and hear appeals of permanent employees who have been suspended, demoted or dismissed.

## COMMISSION ACTIVITIES

The following is a recap of the Classified Personnel Actions for calendar year 2011 and a comparison to previous years:

	2007	2008	2009	2010	2011
<b>Promotions</b>	8	8	2	6	7
<b>Leaves of Absence</b>	24	21	37	31	25
<b>Separations</b>	31	51	25	29	38
<b>Reclassification</b>	3	6	0	0	0
<b>Recruitments</b>	33	41	20	24	49
<b>Appointments</b>	64	59	30	29	56
<b>Exempt</b>	65	41	54	80	122

\*Exempt figures include Enrichment, Professional Experts, Child Care, and Yard Duty.

## WELCOME

The Personnel Commission would like to take this opportunity to welcome the following new classified employees for 2011.

Matthew Airey	Nikki Maas
Amanda Alarcon	Tim Macias
Judy Bartle	Alejandra Maciel
Hari Bartlett	Marian Ochoa
Katie Bates	Jerry Oiler
Enrique Coura	Fernando Otero
Michael Duckett	"Junior" Rayas
Ari Feld	Elizabeth Ricks
Scott Foss	Marialouise Soto
Rebecca Garcia	Edward Swan
Donna Geffken	Michael Torralba
Carey Harris	Ed Victorine
Laura Lange	Jon Wells

## CONGRATULATIONS

The Personnel Commission extends our congratulations to the following employees who were promoted in 2011:

<b>Jonathan Byram</b>	<b>Janet Manousos</b>
<b>Alejandra Hernandez</b>	<b>Kathy Marchisio</b>
<b>Flora Lopez</b>	<b>Angelica Tolentino</b>
<b>Paula McCombie-Murray</b>	

## WITH SINCERE THANKS

As we look forward to the rest of the school year, we wish to thank all those who provide their unwavering support ensuring that the Commissioners and staff are well-prepared to accomplish the Commission's activities throughout the year. We are proud of our staff members who ensure a quality education for the young people of our District.