

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
5340 Skylane Boulevard, Santa Rosa, CA 95403-8246

**Regular Meeting Minutes – Unadopted
December 19, 2011 – 3:00 p.m.
Human Resources Conference Room**

Present: Commissioners: Sue Jackson (Vice Chair), Gail Whooley; Staff: Jeffrey L. Heller, Ed.D., and Terri Walker, Guests: Angela Aubry, and Nancy Brownell

Regular Meeting

- 1. Call to Order** – Ms. Jackson called the meeting to order at 3:05 p.m.
- 2. Approval of the December 19, 2011 Regular Meeting Agenda** – In order to accommodate the schedule of Nancy Brownell, Dr. Heller made a request to adjust the order of the agenda and move Action Item 6b to the first item for the meeting. On a motion by Ms. Whooley, seconded by Ms. Jackson, the motion was carried to approve the agenda as adjusted.
- 3. Approval of the November 28, 2011 Meeting Minutes** – On motion by Ms. Whooley, seconded by Ms. Jackson the motion was carried to approve the minutes.
- 4. Public Comment** – None

**Agenda adjusted to take action on Action Item 6b Educational Support Services
Reclassification Request of Program Specialist Technician to Data Control Technician III:**

Dr. Heller reviewed this position with the Commission noting that the Program Specialist Technician position has increased in duties and responsibilities; that it is a highly technical position and when recruiting for a replacement HR needed to run the position 3 times before they found a qualified candidate. Ms. Brownell explained that that this position's supporting manager reports directly to the State Department of Education (State) and must take direction from the State. They must take this direction and relay it to the 26 districts that belong to the COOP. Ms. Brownell also noted that this is a high stakes position because if the information is not relayed accurately to the State the districts may not get the monies that are owed to them. She also noted that there are new databases with the State that need to be maintained and then loaded into a technical database. In response to a question Dr. Heller noted that there will be a bump in the salary for this position, that it will move from approximately \$17.54/hour to \$21./hour. The employee who currently is in this position is aware that she must apply for this new position and if not selected will no longer be employed by SCOE.

On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to reclassify the position of Program Specialist Technician to Data Control Technician III.

5. Information Discussion Items

- a. Advertising of Personnel Commission Position.** Dr. Heller stated that there was a discussion by the SCOE Board on how an opening on the Personnel Commission is advertised and the Board would like to get this information out into the community for any interested applicant. Dr. Heller researched the issue of how to get this information out to the community and the best solution would be to put a public announcement in the Press Democrat. Sue Jackson voiced her support for this solution. Dr. Heller noted that he would have the announcement run in the Press Democrat in January of 2012.
- b. Team Player Award Process –** Dr. Heller noted that there was a very successful recruitment last year for nominations for this award. He would like to start the recruitment process for this award in February of 2012 to avoid running this recruitment at the same time the Classified School Employee of the Year Program will be running.
- c. Classified School Employees of the Year (CSEY) Program for 2011 –** Dr. Heller noted that applications for the program are due to SCOE and the end of January and the Committee will meet in February to make a selection and then forward the nomination to the State. SCOE gives local recognition to all candidates who are forwarded to the State

6. Action Items

- a. Adoption of the 2010-11 Personnel Commission Report to the Board.** On motion by Ms. Whooley, seconded by Ms. Jackson, the motion carried to accept the 2010-11 Personnel Commission Report to the Board as published.
- 7. Announcements –** Dr. Heller announce the retirement of Jeannie Knighton effective June 30, 2012, and there will be a recruitment to replace her. Angela Aubry announced that she has been made a delegate the SEIU union and that she and Dustin St. John will be attending a conference in Oakland regarding same.
- 8. Next Meeting –** The next meeting is scheduled for Monday January 23, 2012.