

**Personnel Commission
Annual Report**
to
SCOE Board of Education



2010 - 2011

The Personnel Commission completed the following actions toward their annual goals during 2010-11:

- 1. The Personnel Commission will do outreach to classified employees through more site visits.**

The Commission conducted another active outreach in 2010-11 for nominations for the Commission's annual Team Player Award. There were many outstanding nominations and an employee from our Special Education Department was selected and she was honored at SCOE and presented the award in May.

The Commissioners visited Alternative Education Program's new school site Amarosa Academy and were given a comprehensive tour of the campus by Director Georgia Ioakimedes. After the tour the Commission held its monthly meeting in the school's multi-use room.

- 2. The Personnel Commission will distribute its annual board report through a post on the SCOE website and an email to employees by January 31, 2011.**

The 2009-10 Personnel Commission Annual Report was posted on the SCOE Website.

- 3. The Personnel Commission will initiate a comprehensive review of the Merit Rules to make sure the rules are relevant, consistent and up-to-date with current law and practices.**

The Personnel Commission initiated a comprehensive review of the Merit Rules to ensure that the rules are relevant, consistent and up-to-date with current law and practices. The revised rules will be posted on the SCOE website as of December 15, 2011.

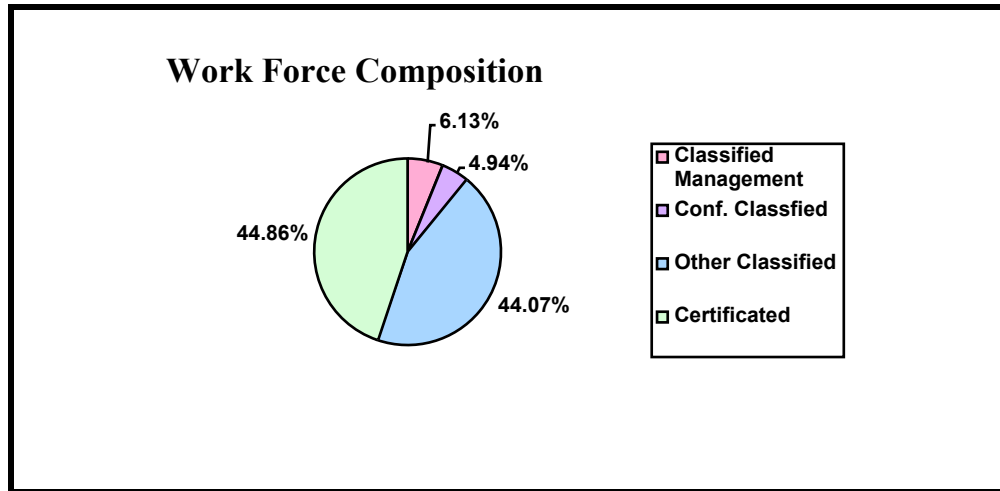
Personnel Commission Goals for 2011-12

1. The Personnel Commission will continue to do outreach to classified employees through the scheduling of at least one Personnel Commission meeting per year on a SCOE satellite campus.
2. The Personnel Commission will initiate a new process for the recruitment of individual commissioner openings as terms of office expire.
3. The Personnel Commission will monitor and review any proposed changes to the recently revised Merit Rules in order to remain relevant, consistent, and up-to-date with current laws and practices.
4. The Personnel Commission will distribute its annual board report through a post on the SCOE website and an email to employees by January 31, 2012.

Personnel Commission Activities 2010-2011:

Work Force Composition & Changes:

During 2010-2011 there were **31** Classified Management, **25** Confidential Classified, and **223** Classified Employees, which all together comprise approximately **55%** percent of SCOE's total work force.



During 2009-2010:

22 Classified employees were hired and participated in SCOE's new employee orientation.

29 Classified employees separated from SCOE employment.

Classified Recruitments: 28 + Summer School Recruitment

Employee Recognition

Service Award Pins Awarded:

5 year pins 40
10 year pins 27
15 year pins 12
20 year pins 18
25 year pins 3
30 year pins 3
35 year pins 1

Actions Taken By the Personnel Commission July 1, 2010 through June 30, 2011

Advanced Step Placements:	0
New & Revised Job Descriptions Approved	
New:	3
Revised:	3
Working Out of Classifications Approved:	1
Reclassification Group Studies Implemented:	0
Reclassifications of Individual Positions:	1
Extension of Probation Period:	0
Merit Rule Changes:	All were reviewed, several were revised
New Merit Rules:	24
Appeal Hearing:	0
Special Merit Pay:	0
Range Changes:	3

Human Resources Department Goals for 2010-11

1. Develop a comprehensive system of tracking employee evaluations for classified and certificated employees using our HR/Payroll software system ESCAPE.
2. Continue to improve on the integration between ESCAPE and our employee leave and substitute assignment program AESOP to achieve our goal of providing real time leave balances for all SCOE employees.
3. Human Resources will update all current SCOE job descriptions for both classified and certificated employees and post these descriptions on the SCOE website.
4. Update all current credentials held by certificated employees in the county through the monitoring of weekly downloads from the California Commission on Teacher Credentialing.
5. Improve administrative recruitment services for local school districts that contract with SCOE for Superintendent and Principal searches.