

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Adopted
March 21, 2016 - 3:00 p.m.
Business Services Conference Room

Present - Commissioners: Theresa Cunningham, Gerald Klor (Vice-Chair), Gail Whooley (Chair), and Fran Elm (Alternate); Staff: Michael Juric, Ed.D., and Patti Springer; Guests: Yolanda Galvez, Gary Graff, Maria Peluso, Debbie Shepherd, and Judy Thomson.

Regular Meeting

1. **Call to Order** – Ms. Whooley called the meeting to order at 2:58 p.m.; and introductions were made.
2. **Approval of the March 21, 2016 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the February 22, 2016 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the minutes.
4. **Public Comment** – Ms. Galvez stated that Gary Graff wanted to make a comment regarding the job descriptions and salary comparisons that were used in his job classification study as they relate to his salary, which remained at the same level due to the comparisons. Mr. Graff first wanted to clarify that the Marin Tech Center, as mentioned at the February meeting, has not had an employee performing fabrications since 1965; he spoke with an employee there who started in 2001, who stated he has never done fabrications, only repairs. The maintenance staff or volunteers do fabrications for the Marin Tech Center. Mr. Graff also spoke with Western Rehab and as far as they know, no one does any fabrications in the surrounding counties; and he surveyed Los Angeles County and they don't do fabrications either.

Ms. Galvez said that they wanted to bring this up because Mr. Graff's job description includes fabrication but the comparable job descriptions that were used in the study do not. At a previous meet-and-confer, Ms. Galvez recalled that because the comparable job descriptions did not include fabrication, the salaries for those jobs were not exact comparables; and Mr. Graff's salary should be increased because of his fabrication duties; and yet, at the last Personnel Commission meeting the salary comparables were used as the basis for determining that a salary increase for Mr. Graff was not warranted.

Mr. Graff would like to request another review using comparable job descriptions/salary schedules that include fabrication; he stated that he spends 20% - 30% of his time fabricating items. Because the Commission had already rendered its decision on this issue at the February meeting and had not recommended any changes to the salary placement, Ms. Peluso requested another meet-and-confer with Dr. Juric to address Mr. Graff's salary range placement. Dr. Juric stated that they have met and conferred several times already; but if they would like to have another one he suggested that they find comparable job descriptions/salary schedules that include fabricating.

5. Action Items

- a. **Working Out-of-Class Request for Business Services Accounting Specialist II** – Ms. Thomson presented the request in which the Accounting Specialist II has been assisting SELPA with Special Education Fiscal Analyst tasks since January 2016. Ms. Thomson stated that the .20 FTE Special Education Fiscal Analyst work from SELPA remains vacant after two unsuccessful recruitments. Because Ms. Hoge, the Accounting Specialist II in Business, posts the revenue for SELPA and has knowledge of, and is familiar with, the duties of the position, she offered to assist SELPA with the tasks noted on the request.

Ms. Thomson would like to see Ms. Hoge compensated for these extra duties that she took upon herself and is requesting that she be paid at the same hourly rate as the Special Education Fiscal Analyst when performing these tasks. Dr. Juric provided the history of the movement of SELPA work to Business Services, which left a void of a .20 FTE position.

Lengthy discussion ensued, which included the appropriateness of a Working Out-of-Class, versus a Special Assignment and a Temporary Promotion as defined in Article IX – Compensation of the SEIU contract; and how the additional compensation differs for each of these assignments. Dr. Juric said that the body of work Ms. Hoge is performing lends itself to a temporary promotion; and Mr. Klor commented that the additional tasks that she is performing are those of a management position, not those of a higher level SEIU position, which would have fit a working out-of-class assignment. SEIU representatives voiced their concerns about other SEIU employees who have been assigned management duties as part of a working out-of-class but they have only been compensated at 5% over their SEIU salary, not the first step of the management position that those duties are assigned to. In addition they felt that temporary promotions should be offered to all employees to be fair and equitable; and that matters of this concern should be handled in a consistent manner.

The Commissioners recognized that this is a difficult situation and taking action would be a temporary fix for this issue. Ms. Elm suggested that this matter be reviewed in June 2016, when the request expires, with Dr. Juric providing steps on how temporary promotions, and the recruitment for those, will be handle in the future.

On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to retract the Working Out-of-Class request and instead approve this request as a Temporary Promotion, effective January 1, 2016 through June 30, 2016 with compensation being at the first step of the salary range for a Special Education Fiscal Analyst (Range 5); with Dr. Juric providing a permanent solution to this issue in June.

The process of paying the additional compensation for the temporary promotion was discussed. It was agreed between Ms. Thomson and Ms. Shepherd that the employee shall keep track of her hours in which she performs the Special Education Fiscal Analyst tasks on a supplemental time sheet. Ms. Shepherd will dock the employee for these hours at the SEIU rate and then pay the hours at the management rate on her supplemental payroll. Ms. Thomson will send a follow-up memo to Ms. Shepherd on the processing of the compensation of the temporary promotion.

- b. Request for Advanced Step Placement of Accountant in Business Services at Range 5, Step 3 of the Classified Management Salary Schedule; Retroactive to January 11, 2016** – Ms. Thomson presented the Advanced Step Placement request, stating that the employee came to us with her CBO experience and high level of skills from a Sonoma County School District. Ms. Thomson is requesting that the employee be placed on Step 3 of Range 5 of the Classified Management Salary Schedule. This placement would be comparable with the salary she was receiving before coming to SCOE. Ms. Thomson explained that she had prepared a request for Advanced Step Placement at the time of the employee's hire and was not aware that the original request had never made its way to the Personnel Commission for consideration until last week; the original request was most likely misplaced during the Business Services remodel. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to permit the Advanced Step Placement for the Business Services Accountant at Range 5, Step 3 of the Classified Management Salary Schedule, retroactive to January 11, 2016.

6. Information/Discussion Items

- a. Summary of 2016 CSPCA Annual Conference** – Ms. Cunningham shared her summary of the CSPCA Annual Conference with the Commission, which included the conference format and selected highlights. She praised the organization and stated that the conference was a very helpful learning opportunity. Ms. Cunningham will send an agenda template that she received at the conference to Ms. Springer. Ms. Whooley provided an overview of the topics that were beneficial to her.
 - b. Request for Appeal** – Dr. Juric reviewed the appeal process, and his letter dated February 17, 2016 to SEIU Local 1021 in regards to the findings of the administrative review of the appeal and protest of a hiring examination for an Accounting Technician III position in External Business Services. As a result of the administrative review the applicant was found to be successful in both parts of the examination and the successful candidate in the interview process; and was laterally moved to the position for which she had applied. Dr. Juric explained that this information was not presented to the Commissioners at their February 22 meeting because it was prior to the exhaustion of the seven (7) days in which the employee had a right to present a written appeal to the Personnel Commission, had they not been satisfied with the outcome of the administrative review.
 - c. Classified Recruiting Update February 18, 2016 – March 11, 2016** – Dr. Juric and the Commissioners reviewed the report, noting the lateral move of the Accounting Technician III.
- 7. Announcements** – Dr. Juric provided information regarding the office’s transition to LinkedIn for advertising open positions; and Target Solutions for mandated trainings, with other available services being explored. Next month the Commissioners will begin their discussion on goals and objectives; and Dr. Juric will be establishing a mandatory management training series, which will include the interactive process, contract management, evaluation tools, and hiring processes.
- 8. Next Meeting** - The next meeting is scheduled for Monday, April 18, 2016, at 3:00 p.m. in the Human Resources Conference Room.
2015-16 meetings are normally scheduled for the 3rd Monday of each month. The scheduled meeting dates are July 20, August 17, September 21, October 19, November 16, December 14 (second Monday), January 11 (second Monday), February 22 (fourth Monday), March 21, April 18, May 16, and June 20. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.
- 9. Adjournment** – Ms. Whooley adjourned the meeting at 4:20 p.m.