

Personnel Commission
Sonoma County Office of Education
Human Resources Conference Room
5340 Skylane Blvd., Santa Rosa, CA 95403
Human Resources Conference Room
March 26, 2018 3:00 PM
Meeting Minutes - Adopted

Present:

Theresa Cunningham
John Laughlin
Deborah Muchmore
Maria Peluso
Nicole Rosaschi
Gail Whooley

Absent:

Adriana Arrizon

1. Call to Order

Minutes:

The meeting was called to order at 3:02 p.m.

2. Approval of Meeting Agenda - March 26, 2018

Minutes:

On motion by Ms. Whooley and seconded by Ms. Muchmore, the motion carried to approve the meeting agenda.

3. Approval of Meeting Minutes - February 26, 2018

Minutes:

On motion by Ms. Muchmore and seconded by Ms. Cunningham, the motion carried to approve the minutes.

4. Public Comment

Minutes:

None, at this time.

5. Action Items

5.1. Request Approval of Advance Step Placement for Christine Vasquez

Minutes:

Mr. Laughlin explained of the background for this request. On motion by Ms. Whooley to approve the request retroactive to the hiring date, and seconded by

Ms. Muchmore, the motion carried to approve the request for Advanced Step Placement of Christine Vasquez.

5.2. Request Approval of Advance Step Placement for Sonia Perez Perez

Minutes:

Ms. Shepherd inquired about Ms. Perez Perez being the only applicant and why the position wasn't posted again to extend the recruitment. Mr. Laughlin stated that her qualifications warranted hiring her. On motion by Ms. Muchmore and seconded by Ms. Whooley, the motion carried to approve the request for advanced step placement of Sonia Perez Perez.

5.3. Request Approval of Program Specialist Technician I Job Description

Minutes:

The Commissioners decided they would consider Action items 5.3, 5.4, and 5.5 all together at the same time. Mr. Laughlin explained the changes that were made. Ms. Muchmore suggested creating a document that defines the terms used in the job descriptions. On a motion made by Ms. Cunningham to approve all three (3) job descriptions as amended and to add at the bottom of every job description going forward, the date of adoption, the date of amendment, the body approving, coverage by Fair Labor Standards Act (FLSA) and who is representing, Ms. Whooley seconded the motion and the motion passed to approve the changes as amended to the Program Specialist Technician I, Program Specialist Technician II, and Program Specialist Technician III, and to add the above mentioned items to the bottom of all job descriptions going forward.

5.4. Request Approval of Program Specialist Technician II Job Description

Minutes:

Refer to minutes for Action Item 5.3.

5.5. Request Approval of Program Specialist Technician III Job Description

Minutes:

Refer to minutes for Action Item 5.3.

5.6. Request Approval of Human Resources Credentials Analyst Job Description

Minutes:

Mr. Laughlin introduced this job description and the suggested changes and shared that it is another job series and that the Credential Clerk and Credentials Technician job descriptions will be coming forward to the next meeting. There was discussion about the Credentials Technician job description and the reclassification form. In reference to the minimum experience requirement in the job description, Mr. Laughlin stated this does not apply to the incumbents. The new information will be added to the bottom as decided in Action Item 5.3. Mr. Laughlin is proposing range 42 for this job classification, based on that it would be aligned with Human Resources Analysts. On a motion by Ms. Muchmore to

approve the new classification of Human Resources Credentials Analyst, with the addition of the footnote at the bottom, as outlined in Action Item 5.3 and to promote the incumbents Renee Fong and Hunter Ferrara to the Human Resources Credentials Analyst, noted at range 42, effective today, 3/26/18, all were in favor and the motion passed.

5.7. Request for Approval for Working Out-of-Class for Lynda Sue Pinochi

Minutes:

Mr. Laughlin explained that we are anticipating a pregnancy leave in Human Resources. This is a proactive request for up to two (2) hours per day. Ms. Pinochi will be turning in a timesheet for the hours sitting at that desk. Ms. Cunningham inquired about what her current duties are and Mr. Laughlin explained that the portions of the job she would be doing for the Working-Out-Of-Class would be more technical and not part of her current job description. On a motion by Ms. Whooley to approve this from this date to the end of the fiscal year, Ms. Muchmore seconded it and the motion carried to approve the working-out-of-class for Ms. Pinochi.

6. Information/Discussion Items

6.1. Classified Recruiting Update 2/17/18 - 3/14/18

Minutes:

Mr. Laughlin reviewed the report with the Commissioners.

7. Associate Superintendent Update

Minutes:

Mr. Laughlin announced that the Classified School Employee of the Year event is on April 19th. Ms. Shepherd served on the committee and brought qualified candidates forward. This year we have the Outstanding Team Award, there were 8 teams who will be acknowledged. Ms. Shepherd was here during the fires getting payroll out. We have arranged to join a job fair at and by the Sonoma Developmental Center. The Special Education department will be participating in the job fair. The Sonoma Developmental Center is closing.

8. Announcements

Minutes:

Ms. Cunningham will not be present for the events on 4/19 and 5/2. Ms. Muchmore will not be here for 4/19, but may be back for the 5/2 event. The Team Player Award will be reviewed and selected at the next meeting.

9. Adjournment

Minutes:

The meeting was adjourned at 4:01 p.m.

