

Personnel Commission
Sonoma County Office of Education
Human Resource Services
5340 Skylane Blvd., Santa Rosa, CA 95403
April 23, 2018 3:00 PM
Meeting Minutes - Adopted

Present:

Theresa Cunningham
John Laughlin
Debbie Shepherd
Nicole Rosaschi
Gail Whooley

Absent:

Adriana Arrizon
Deborah Muchmore

1. Call to Order

Minutes:

The meeting was called to order at 3:03 p.m.

2. Approval of Meeting Agenda - April 23, 2018

Minutes:

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

3. Approval of Meeting Minutes - March 26, 2018

Minutes:

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

4. Public Comment

Minutes:

Ms. Shepherd will save her comment(s) for the items as they are addressed.

5. Action Items

5.1. Request Approval of Revisions to the Human Resources Credentials Clerk Job Description

Minutes:

Mr. Laughlin stated that this request is for an existing job and part of a job series that is being brought forward. He pointed out some of the suggested language under distinguishing characteristics. He reviewed the suggested changes and the reasons for those changes. On motion by Ms. Whooley and seconded by Ms.

Cunningham, the motion carried to approve the revisions to the HR Credential Clerk Job Description.

5.2. Request Approval of Revisions to the Human Resources Credentials Technician Job Description

Minutes:

Mr. Laughlin shared that this one is much like the Credential Clerk, updating language and physical demands. On motion by Ms. Whooley and seconded by Ms. Cunningham, the motion carried to approve the revisions to the HR Credential Clerk Job Description.

5.3. Request Approval for Law Clerk Job Description

Minutes:

Mr. Laughlin shared that there is another pay scale called Non-Position. Mr. Corbin would like to hire a Law Clerk and intends it to be an apprenticeship. The intention is to formalize the job and give the person more rights. It is recommended to be on the Classified Confidential salary schedule. Ms. Shepherd had a question about whether it would come off the other salary schedule. She also stated that because they are a Joint Partnership Agreement (JPA), it can be confusing about which jobs come before the Personnel Commission and which ones don't. Mr. Laughlin stated that Classified should come to the Personnel Commission. Other positions like the recent one aren't under the Personnel Commission. Ms. Cunningham suggested an edit to state that someone would review their work with regards to "confers and advises school district clients". There were some additional questions by the Personnel Commission and they were answered by Mr. Laughlin and Ms. Shepherd. On a motion made by Ms. Cunningham and seconded by Ms. Whooley, the motion carried to approve the Law Clerk job description as amended with adding "with supervision" under Examples of Duties and Responsibilities and to place it at Range 7 on the Classified Confidential salary schedule.

5.4. Request Approval for Reclassification of Belinda Soto's Position placement

Minutes:

Mr. Laughlin stated that Educational Support Services (ESS) is going through a lot of changes and moving toward a continuous improvement model. They are at the forefront of this movement. Mr. Laughlin explained what the new model looks like and how it impacts SCOE. Fiscal oversight will be by the Business department, and there will be more professional development by the Education Services department. In the past it was more fragmented and topical, going forward the work will be deeper and in a more sustained manner. This requires positions to coordinate within a wider scope. The recommendation is for this to be effective 7/1/18 and it shifts from Range 30 to Range 32. On motion by Ms. Whooley and seconded by Ms. Cunningham, the motion passed to approve the reclassification of Belinda Soto effective 7/1/18.

5.5. Selection of the 2018 Team Player Award Recipient

Minutes:

The Personnel Commission went into closed session at 3:25 p.m.

Open session was resumed at 3:42 p.m.

The Personnel Commissioners announced selection of applicant #4 (Claudia House).

6. Information/Discussion Items

6.1. Classified Recruiting Update 3/15/18 to 4/13/18

Minutes:

Mr. Laughlin reviewed the Classified Recruiting Update with the Commissioners.

6.2. Budget Review

Minutes:

Mr. Laughlin review the budget with the Commissioners. Stating that the first 4 pages are salaries and benefits. There were also increased costs for conferences, since there are more Commissioners and an interest was expressed to attend conferences.

6.3. Goals and Objectives for 2018-19

Minutes:

Ms. Cunningham stated it would be great if any site visits that are in progress could be completed soon, so that they can be included in the annual report. Understanding the functions of the different programs and employees is tied to the updating of job descriptions and site visits that they do. Mr. Laughlin stated that it may be a good time to discuss a long term project such as looking at updating the Merit Rules in 2018-19. The Commissioners discussed the possibility of that project.

7. Associate Superintendent Update

Minutes:

Mr. Laughlin shared what a heart-warming event the Classified School Employee of the Year (CSEY) reception was. A couple of Board Members came to show support, there were representatives from CSEA and SEIU. There were also 8 teams acknowledged for exemplary service during the October wild fires.

8. Announcements

Minutes:

For the next meeting since it will be prior to the Team Player Event and a shorter meeting, they will still meet at 3:00 p.m., but will re-order items to be able to address urgent items first.

There was a letter received, that the Commissioners would like to address at the next meeting as an Information/Discussion item.

9. Adjournment

Minutes:

The meeting was adjourned at 4:08 p.m.