

SONOMA COUNTY OFFICE OF EDUCATION  
**Personnel Commission**  
**Regular Meeting Minutes - Adopted**  
**May 16, 2016 – 2:30 p.m.**

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

**Regular Meeting**

1. **Call to Order** – Ms. Whooley called the meeting to order at 2:30 p.m.
2. **Approval of the May 16, 2016 Regular Meeting Agenda** – On motion by Ms. Cunningham, seconded by Ms. Elm, the motion carried to approve the agenda with the correction to item 8. Next Meeting from May 16, 2016 to June 20, 2016.
3. **Approval of the April 18, 2016 Regular Meeting Minutes** - On motion by Ms. Cunningham, seconded by Ms. Elm, the motion carried to approve the minutes.
4. **Public Comment** – Ms. Galvez stated she would wait to comment until the item was presented.
5. **Action Items**
  - a. **Adoption of edits to job description for Director Internal Fiscal Services** – Dr. Juric stated that Mary Downey has been promoted to Deputy Superintendent of Business Services and this job description is for the recruitment of her replacement. Minor edits were made to the job description and in an effort to expedite the recruitment process, Dr. Juric had contacted the Commissioners via email advising them of the edits and to obtain their permission to run the recruitment for this position, as well as the Division Department Administrative Specialist as presented in Item 5b, prior to their review and adoption of the minor edits at this meeting.

Ms. Cunningham was concerned about the job description being sent out before the Commissioners approved it and would like to define to what extent edits or revisions should be presented to the Commission for approval. Dr. Juric stated that he posted the job after receiving the okay from two Commissioners. Ms. Galvez commented that the job was posted and that she was not made aware of the edits until she saw the Personnel Commission agenda. She requested more transparency in the future for items of this nature. Dr. Juric will review the Merit System Rules for guidance on job description revisions and Personnel Commission review/approval in regards to minor and/or major changes.

Ms. Springer explained that the revision of “must have normal vision, corrected or uncorrected” to “must have normal vision (20/20), corrected or uncorrected” and/or movement from “Other Requirements” to “Physical Demands” was in accordance with a previous direction by the Commissioners and is being implemented into the job descriptions as they come up for revision. Commissioners had concerns about ADA requirements and legal ramifications with the (20/20) reference. Dr. Juric will consult with SCOE Legal in regards to this. On motion by Ms. Cunningham, seconded by Ms. Elm, the motion carried to approve the edits to the Director Internal Fiscal Services job description.

*Previous minutes of the Personnel Commission meetings were reviewed in regards to the movement and revision to the vision requirement. Per the July 15, 2013 minutes it was by staff decision to move the vision requirement from Other Requirements to Physical Demands; and per the June 16, 2014 minutes it was by staff decision to add (20/20) to the vision requirement, as “normal” was consider to be 20/20.*

- b. Adoption of edits to job description for Division Department Administrative Specialist –** Dr. Juric provided information regarding the edits to the leadership hierarchy to this job description. On motion by Ms. Cunningham, seconded by Ms. Elm, the motion carried to approve the edits. Ms. Galvez asked why “must have normal vision (20/20), corrected or uncorrected” was located under Physical Demands on this job description, but under Other Requirements on the director job description. It is because the director position does not have a Physical Demands category. On motion by Ms. Cunningham, seconded by Ms. Elm, the motion carried to approve the edits to the Division Department Administrative Specialist job description.
  - c. Approval of Working Out-of-Class Request for Business Services Accounting Technician II to perform duties of absent Accounting Technician III –** Dr. Juric reviewed the request with the Commissioners explaining that any duties, whether they be regular or temporary duties, of the Accounting Technician III that the Accounting Technician II performs in her absence, would be paid at the working out-of-class rate. On motion by Ms. Cunningham, seconded by Ms. Elm, the motion carried to approve the Working Out-of-Class Request.
  - d. Approval of Working Out-of-Class Request for Library/Media Clerk/Driver to perform duties of Business Services Accounting Technician II –** Dr. Juric explain that this request does not really fit the criteria of a working out-of-class as the employee has been performing partial duties of an Accounting Technician II for longer than a year, but has never been compensated at the higher rate of pay. Dr. Juric stated that this situation would be fixed in 2016-17 by splitting the employee’s assignment – Library, Media, Clerk, Driver/Accounting Technician II. Ms. Shepherd commented that she would like to see the conversion to a permanent, split assignment in 2015-16. Discussion ensued regarding the 30/20 rule, permanent assignment, a retroactive salary adjustment, etc. The request was not approved, as Dr. Juric will bring a recommendation for a permanent solution back to the Commissioners at their June meeting.
- 6. Information/Discussion Items**
- a. Annual Goals & Objectives –** Dr. Juric reviewed the annual report with the Commissioners, stating that the data was collected as of May 1, 2016; the final report will reflect data as of June 30, 2016. In regards to the first goal for 2016-17, Dr. Juric will present a list of SCOE programs to the Commissioners at the June meeting, so they may choose which programs they would like to visit during 2016-17. Ms. Cunningham commented that she would like to see completed goals quantifying the number of employee files, as an example, which were electronically converted. In addition, “committee” in Goal 1 will be changed to “Commission” and Goal 4 will be added referencing the Personnel Commissioners’ attendance at the annual California School Personnel Commission Association (CSPCA) Conference.
  - b. Classified Recruiting Update April 12, 2016 – May 6, 2016 –** Dr. Juric reviewed the update with the Commissioners and provided information regarding the reasoning for hiring a Division Department Administrative Assistant in Human Resources and in Business. These are management positions, which are being offered to SCOE staff as promotional only. The Human Resources position will be split between Human Resources (60%), Credentials (20%), and CTIP (20%). Ms. Peluso voiced her concerns regarding the rise in the number of management positions.
- 7. Announcements –** Team Player Award Reception is being held at 3:45 p.m. today in the Gravenstein Room.

- 8. Next Meeting** - The next meeting is scheduled for Monday, June 20, 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 3:19 p.m.