

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes
September 21, 2015 - 3:00 p.m.

Present - Commissioners: Theresa Cunningham (Chair), and Gerald Klor; Staff: Michael Juric, Ed.D., and Patti Springer;
Guests: Maria Peluso (SEIU), and Yolanda Galvez

Regular Meeting

1. **Call to Order** – Ms. Cunningham called the meeting to order at 3:00 p.m.
2. **Approval of the September 21, 2015 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the August 17, 2015 Regular Meeting Minutes** – Carried forward due to lack of a quorum of those who were present at the meeting.
4. **Public Comment** - none
5. **Action Items**
 - a. **Approval of Revisions to listed job descriptions as a result of the Classification Study Phase III & IVc**
 - Alternative Education Technician (formerly Alternative Education/ROP Technician) – revised job title/job description for Alternative Education position
 - Administrative Program Technician IIOn motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the revisions to the Alternative Education Technician and Administrative Program Technician II job descriptions.
 - b. **Extension of Working Out-of-Class Request for Accounting Tech II in Business Services** – Dr. Juric and the Commissioners reviewed the request. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the extension.
6. **Information/Discussion Items**
 - a. **Conversion of Alternative Education/ROP Technician position in Career Technical Education** – Dr. Juric explained that the employee holding this position in CTE resigned; and this is an opportunity to collapse redundant job descriptions. Upon review of current job descriptions the Administrative Support Secretary III position aligned more closely with the duties of this vacated position and the department's needs. This position may start off as a .50 FTE and may later be increased to a 1.0 FTE.
 - b. **Reappointment of Commissioner Theresa Cunningham** – Dr. Juric provided an overview of the next steps towards Ms. Cunningham's reappointment – the request will go before the Business & Personnel Services Standing Committee and then before the full Board for their recommendation.
 - c. **Classified Recruiting Update August 11, 2015 – September 10, 2015** – Dr. Juric reviewed the report with the Commissioners, who requested that a field be added to the report for the names of the employees who were hired. In addition, Dr. Juric commented that he is exploring LinkedIn as a means of soliciting recruitments.
7. **Announcements** –
 - Ms. Peluso stated that she would not be in attendance at the October 19 meeting.
 - Ms. Galvez stated that employees were provided with copies of the classification study, Phase I – IV, which included sample job descriptions for those jobs that Eric Hall and Associates recommended be revised. The sample job descriptions were reviewed by supervisors, and in some cases supervisors made edits to those samples before they were submitted to the Personnel Commission for approval. Ms. Galvez is concerned that the affected employees were not made aware of those revisions to the sample job descriptions that were included in the copies of the classification study they received. Dr. Juric will take her concerns before Leadership. *Dr. Juric presented concerns to Leadership; and a SCOE Announcement was emailed to all staff on October 5, 2015. The announcement stated that the job classification study had been completed and accepted; and that all classified job descriptions were now available on the website. Employees were directed to contact their immediate supervisors if they had any questions.*
8. **Next Meeting** - Monday, October 19, 2015, 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. Cunningham adjourned the meeting at 3:25 p.m.