

SONOMA COUNTY OFFICE OF EDUCATION  
**Personnel Commission**  
**Regular Meeting Minutes - Adopted**  
**January 12, 2015**

Present: *Commissioners:* Theresa Cunningham (Vice-Chair), Gerald Klor (Chair), and Gail Whooley; *Staff:* Jeffrey L. Heller, Ed.D., and Patti Springer; *Guests:* Maria Peluso (SEIU), Yolanda Galvez, Debbie Rasmussen, and Dan Bienkowski

**Oath of Office**

Dr. Steve Herrington administered the Oath of Office to re-appointed Personnel Commissioner Mr. Gerald Klor.

**Regular Meeting**

1. **Call to Order** – Mr. Klor called the meeting to order at 3:02 p.m.
2. **Approval of the January 12, 2015 Regular Meeting Agenda** – Dr. Heller stated that revisions to Items 6d, f, & g were not ready to present to the Commission. On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the agenda with the removal of Items 6d, f, & g.
3. **Approval of the December 15, 2014 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to approve the minutes.
4. **Public Comment** - Ms. Peluso commented that she did not see recommendations to increase the salary range for the Information Systems Support Analyst in the classification study. Dr. Heller stated that as a result of Dr. Herrington’s review of the study and his interviews with Dan Bienkowski who supervises this Classified Management position, both Dr. Herrington and Mr. Bienkowski recommended that this position be moved from Range 10 to Range 7 on the Classified Management Salary Schedule. Mr. Bienkowski commented that having the positions of Information Systems Support Analyst and the Business System Support Analyst positions on the same salary range is beneficial for cross-training purposes. Ms. Galvez asked if the job description would be revised to include those duties or skills that would be cross-trained. Mr. Bienkowski said he would have to review the job description and if a revision were warranted it would be brought back to the Personnel Commission for approval.
5. **Action Items**
  - a. **Approval of the Classification Study Phase IVa compensation recommendations from Eric Hall & Associates for the position of Network Administrator to consider salary placement equal to the average maximum indicated by the external compensation study** – Dr. Heller reviewed the recommendations and placement on the classified management salary schedule, stating it would remain on the same range, Range 9, and the Occupational Therapist position listed on that same range would be eliminated as that position has been abolished. On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the compensation recommendations for the Network Administrator position. *(Per the minutes of the September 15, 2014 Personnel Commission meeting and as relayed by Dr. Heller, “Dr. Herrington has stated that any salary changes as a result of Phase IVa&b will be retroactive to July 1, 2014.”)*
  - b. **Approval of the Classification Study Phase IVa compensation recommendations from Eric Hall & Associates for the position of Information Systems Support Analyst to move salary placement from Range 10 to Range 7 on the Classified Management Salary Schedule** - Dr. Heller reviewed the recommendations with the Commission. Ms. Galvez asked if a majority of one’s time is spent on a particular project does it substantiate such an increase. Dr. Heller responded that Dr. Herrington and Mr. Bienkowski both agreed that the increase in compensation for this position is warranted. On motion by Ms. Whooley, seconded by Mr. Klor, the motion carried to approve the recommendations and salary placement from Range 10 to Range 7 of the Classified Management Salary Schedule for the Information Systems Support Analyst position. *(Per the minutes of the September 15, 2014 Personnel Commission meeting and as relayed by Dr. Heller, “Dr. Herrington has stated that any salary changes as a result of Phase IVa&b will be retroactive to July 1, 2014.”)*
  - c. **Approval of the Classification Study Phase IVa reclassification recommendations for the Special Education Data Control Technician II to be re-classed to Data Control Technician III and placed on Range 30 of the SEIU Salary Schedule** – Dr. Heller reviewed the recommendations with the Commission. On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to re-class the Special Education Data Control Technician II to a Data Control Technician III and place on

Range 30 of the SEIU Salary Schedule. *(Per the minutes of the September 15, 2014 Personnel Commission meeting and as relayed by Dr. Heller, "Dr. Herrington has stated that any salary changes as a result of Phase IVa&b will be retroactive to July 1, 2014.")*

- d. **Approval of additional revisions to the Maintenance Worker/Groundskeeper job description** – Dr. Heller explained that the Commission approved the revision to this job description in December, but in response to Ms. Peluso's concerns, as noted in the Public Comment section of the December 15, 2014 minutes, John Silvestrini reviewed the job description and made additional revisions addressing Ms. Peluso's concerns. On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the revisions to the Maintenance Worker/Groundskeeper job description.

**6. Information/Discussion Items**

- a. **Classified Recruiting Update December 6, 2014 – January 5, 2014** – Dr. Heller and the Commission reviewed the update.
- b. **Response from SEIU job steward, Yolanda Galvez, regarding concerns pertaining to three positions included in Classification Study Phase IVa** – The Commissioners reviewed Ms. Galvez's email correspondence of January 5, 2015 to Dr. Heller. Ms. Galvez was concerned that Eric Hall and Associates did not use the correct job description from the County of Sonoma when comparing the IT Specialist position and that they were unable to find a comparable job description for the IT Support Technician position. Ms. Galvez would like the Sonoma County job descriptions for Department Systems Specialist II and Information Technology Analyst II included in our study. Discussion ensued and several comments were made regarding the mission of the County of Sonoma being different than SCOE's; and the level of the scope and range of users being higher than SCOE's. Mr. Bienkowski stated he had reviewed both the Department Information Systems Specialist II and Information Systems Analyst I descriptions from the County of Sonoma and did not feel that the Specialist II compared to the SCOE position and that the Analyst I was a slightly closer match.

In addition, Ms. Galvez had provided a salary comparison for the IT Support Technician position, which did not include, but listed the minimum to maximum salary of the County of Sonoma's Department Information Systems Specialist II position. Mr. Bienkowski also provided a salary comparison that did include the minimum to maximum salary in the calculations and it was determined that if this position were to have been included in the salary comparison the average salary would have been \$23.46 - \$29.01 rather than \$22.30 - \$27.66; the Median salary would have been \$22.83 - \$27.76 rather than \$22.58 - \$27.44; and both the minimum (\$25.30) and maximum (\$31.39) salary for the SCOE position would still have been above both the average and median.

- c. **First reading of revisions to Merit Rule definition of Anniversary Date** – Dr. Heller and the Commissions reviewed the proposed revisions and the impact of the July 1 Anniversary Date. With no further revisions being made, this item will be placed on the February agenda for adoption.
  - d. **First reading of revisions to Merit Rule 60.300.4 Promotions** - Tabled
  - e. **First reading of revisions to Merit Rule 70.200.2 Anniversary Dates** – Dr. Heller and the Commissions reviewed the proposed revisions. With no further revisions being made, this item will be placed on the February agenda for adoption.
  - f. **First reading of revisions to Merit Rule 70.200.3 Step Advancement within Salary Range** - Tabled
  - g. **First reading of revisions to Merit Rule 70.200.4 Salary Upon Promotion** - Tabled
  - h. **First reading of revisions to Merit Rule 70.400.12 Family Medical Care Leave** - Dr. Heller and the Commissions reviewed the proposed revisions. With no further revisions being made, this item will be placed on the February agenda for adoption.
7. **Announcements** – Dr. Heller provided information on the 2015-16 program transfers.
  8. **Next Meeting** - The next meeting is scheduled for Monday, February 23, 2015, at 3:00 p.m. in the Human Resources Conference Room.
  9. **Adjournment** – Mr. Klor adjourned the meeting at 3:43 p.m.