

SONOMA COUNTY OFFICE OF EDUCATION
Personnel Commission
Regular Meeting Minutes - Adopted
July 21, 2014

Present: Commissioners: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair), and Gail Whooley; Staff: Jeffrey L. Heller, Ed.D., and Patti Springer; Guests: Angela Aubry (SEIU), and Erin Graves

Regular Meeting

1. **Call to Order** – Mr. Klor called the meeting to order at 3:00 p.m.
2. **Approval of the July 21, 2014 Regular Meeting Agenda** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the June 16, 2014 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to approve the minutes.
4. **Public Comment** - None
5. **Action Items**
 - a. **Working Out-of-Class Request – Administrative Support Secretary III** – Dr. Heller explained that this is an extension of last month’s request. On motion by Ms. Whooley, seconded by Ms. Cunningham the motion carried to approve the request.
 - b. **Revisions to Department Accounting Coordinator - Confidential job description as a result of the Reclassification Study, Phase I** - Dr. Heller explained that 5-10% of the duties pertain to labor negotiations. On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to approve the revisions with the deletion of the duplicate “and” under *Distinguishing Characteristics*.
 - c. **Revisions to Accounting Specialist II job description as a result of the Reclassification Study, Phase II** – On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the revisions.
 - d. **Revisions to Retirement Technician job description as a result of the Reclassification Study, Phase II** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the revisions.
 - e. **Revisions to Manager, External Fiscal Services job description as a result of the Reclassification Study, Phase II** – The Commissioners discussed the job description with Ms. Graves regarding the technical accounting. On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the revisions with the addition of “accounting duties and” before “financial activities” in the first sentence under *Definition*.
 - f. **Corrections to the physical demands, as set forth by RESIG effective July 1, 2013, for the Custodian, Lead Custodian, and Maintenance/Groundskeeper job descriptions** - On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to accept the corrections to the RESIG authorized changes to the physical demands.

6. Information/Discussion Items

- a. **Update on Reclassification Study Phase I, II, III, IV** – Dr. Heller reported that many of the Confidential employee migrated over to SEIU as a result of Phase I, Phase II encompassed all positions in Business Services, and Phase III included Legal, BTSA, and Alternative Education. For all those employees whose salaries were increased due to the reclassification study, Dr. Herrington granted those increases retroactive to April 1, 2014. IT will be included in Phase IV which will begin in August, and any salary increases as a result of the study will be retroactive to July 1, 2014.
- b. **Classified Recruiting Update June 7, 2014 – July 10, 2014** – Dr. Heller reviewed the recruitment; explaining that the Lead Custodian job was pulled because the retiring incumbent rescinded his retirement which was accepted by Dr. Herrington. Also discussed was the open position of Credential Clerk in Human Resources.

7. Announcements

Dr. Heller provided information on the district transfers, and those that may occur next year; the new three-year contract with SEIU, the change in anniversary date/step increase to July 1; and the Back-to-School Event on Thursday, August 14. In addition, Mr. Klor, whose term expires on December 1, 2014, submitted his written letter of interest for reappointment to the Personnel Commission for another three-year term.

- 8. Next Meeting** - The next meeting is scheduled for Monday, August 18, 2014 at 3:00 p.m. in the Human Resources Conference Room.

2014-15 meetings are normally scheduled for the 3rd Monday of each month. The future scheduled meeting dates are August 18, September 15, October 20, November 17, December 15, January 12 (second Monday), February 23 (fourth Monday), March 16, April 20, May 18, and June 15. All meetings will begin at 3:00 p.m. and will be held in the Human Resources Conference Room.

- 9. Adjournment** – Mr. Klor adjourned the meeting at 3:35 p.m.