

SONOMA COUNTY OFFICE OF EDUCATION

Personnel Commission

Regular Meeting Minutes - Adopted

December 15, 2014 - 3:00 p.m.

Present - Commissioners: Theresa Cunningham (Vice-Chair), Gerald Klor (Chair), Gail Whooley, and Fran Elm (Alternate); Staff: Jeffrey L. Heller, Ed.D., and Patti Springer; Guests: Maria Peluso, and Yolanda Galvez

Oath of Office

The Oath of Office will be administered to re-appointed Personnel Commissioner Mr. Gerald Klor by Dr. Steve Herrington, pending receipt of approval of appointment from the State Superintendent of Public Instruction. – Tabled, as official appointment notification was not received.

Regular Meeting

1. **Call to Order** – Mr. Klor called the meeting to order at 3 p.m.
2. **Approval of the December 15, 2014 Regular Meeting Agenda** – On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the agenda.
3. **Approval of the November 17, 2014 Regular Meeting Minutes** – On motion by Ms. Cunningham, seconded by Mr. Klor, the motion carried to approve the minutes.
4. **Public Comment** - Ms. Peluso commented on the addition of “basic computer skills” in the revised Lead Custodian job description. Dr. Heller stated those skills would include receiving and sending email, processing work orders, calendaring appointments. Ms. Peluso also commented on the addition of “designs and installs landscape” and “landscape design and integrated pest management” in the revised Maintenance Worker/Groundskeeper job description. Dr. Heller will clarify with John Silvestrini, Operations Director, and bring back to the Commission.
5. **Action Items**
 - a. **Approval of new job description for Educational Audiologist/Administrative Specialist for Special Education and placement on the Classified Management salary schedule, Range 6.** – On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the new job description and placement on Range 6 of the Classified Management salary schedule.
 - b. **Approval of the Classification Study Phase IVa from Eric Hall & Associates** – Dr. Heller explained that the cost analysis would be presented at the next meeting and this action item is actually to accept the report as written. On motion by Ms. Cunningham, seconded by Ms. Whooley, the motion carried to approve the receipt of the Classification Study Phase IVa.
 - c. **Revise job description for Lead Custodian as recommended by the Reclassification Study, Phase IVa** – On motion by Mr. Klor, seconded by Ms. Cunningham, the motion carried to accept the recommended revisions to the Lead Custodian job description.
 - d. **Revise job description for Maintenance Worker/Groundskeeper as recommended by the Reclassification Study, Phase IVa** – On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to approve the recommended revisions to the Maintenance Worker/Groundskeeper job description.
 - e. **Revise job title of Offset Press Operator to Printing Technician and revise job description as recommended by the Reclassification Study, Phase IVa** – On motion by Mr. Klor, seconded by Ms. Whooley, the motion carried to approve the recommended revision of the job title to Printing Technician.

- f. **Revise job title of Lead Offset Press Operator to Lead Printing Technician and revise job description as recommended by the Reclassification Study, Phase IVa** – On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the recommended revision of the job title to Lead Printing Technician.
 - g. **Revise job title of Communications Technician to Communications Support Technician and revise description as recommended by the Reclassification Study, Phase IVa** – On motion by Ms. Whooley, seconded by Ms. Cunningham, the motion carried to approve the recommended revisions to the Communications Support Technician job description.
 - h. **Review Merit System Rules 60.300.4 Promotions, 70.200 Application of Salary Schedules 70.200.1 – 70.200.8** – Dr. Heller stated that these rules are in the process of revision and will be presented to the Commissioners at the January meeting for a first reading.
6. **Information/Discussion Items**
 - a. **Classified Recruiting Update November 8, 2014 – December 5, 2014** – Dr. Heller reviewed the report with the Commissioners.
 7. **Announcements** – Dr. Heller announced the addition of the three new Board members.
 8. **Next Meeting** - The next meeting is scheduled for Monday, January 12, 2015, 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 scheduled meeting dates are July 21, 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 3:40 p.m.