

Personnel Commission Annual Report 2019 - 2020

SCOE's three-member Personnel Commission is appointed by the State Superintendent of Instruction to administer the Merit System for the Sonoma County Office of Education. The Merit System governs the establishment of eligibility lists and employment standards for classified employees to ensure that classified staff are selected, promoted, and retained without favoritism or prejudice.

Our Personnel Commissioners are:

Theresa L. Cunningham, Deborah Muchmore, Gail Whooley, and Nan Banker (Alternate).

Personnel Commission Goals Completed During 2019-2020:

A. The Commissioners shall visit at least two SCOE programs during the course of a year and report back to the Commission after the visits.

The Commissioners conducted site visits throughout the year, receiving an introduction to the programs, the employees and their tasks.

B. Foster and establish collaborative and collegial relationships between and among all SCOE stakeholders, departments, districts, and agencies.

- Maintain the highest level of communication to all stakeholders and conduct all personnel inquiries and grievances in an exemplary and professional manner, ensuring confidentiality is maintained and all staff are treated with dignity and respect

Informal and scheduled meetings were held to maintain a high level of communication. No grievances or appeal hearings were filed.

C. Provide support and guidance for staff regarding internal business and personnel systems to allow SCOE to be more technologically accessible and web-based. Including, but not limited to:

- [Evaluation Process Updated \(Matrix\)](#)

A Matrix was established which contains all the Performance Evaluations and accompanying instructions. Workshops were held for managers to review and educate about our internal performance evaluation process.

D. Promote positive and collaborative employee-employer relations through effective contract management and regularly scheduled SCOE Labor Management Council (SLMC) meetings.

- The Personnel Commissioners regularly attend employee events and made significant efforts to introduce themselves to classified employees. Associate Superintendent regularly included updates related to contract agreements and SLMC meetings.

E. Review and update Merit System Rules.

- The Merit Rules Update project has begun, although the shelter-in-place has delayed progress through the Spring.

Employee Recognition (includes Certificated)

Team Player Award

The Personnel Commission's annual Team Player Award has been postponed until the Fall of 2020.

Service Pins Awarded in August 2019

5 Years - 14
10 Years - 11
15 Years - 8
20 Years - 5
25 Years - 5
30 Years - 0
35 Years - 2
40 Years - 2

As of June 1, 2020, there were 46 Classified Management, 6 Confidential Classified, and 165 Classified Employees, which all together comprised approximately 64% of SCOE's total work force.

SCOE also hosted the following events:

- SCOE Staff Appreciation (May)

Personnel Commission Goals 2020-2021:

A. The Commissioners will visit at least two SCOE programs during the course of a year and report back to the Commission after the visits.

B. Establish and foster collaborative and collegial relationships between and among all SCOE stakeholders, departments, districts, and agencies.

- The Commissioners will make efforts to attend employee recognition and celebratory events.

C. Provide support and guidance for staff regarding internal business and personnel systems to allow SCOE to be more technologically accessible and web-based. Including, but not limited to:

- Continued development trainings for classified managers
- Develop a guide to summarize leaves for managers

D. Promote positive and collaborative employee-employer relations through effective contract management and regularly scheduled SCOE Labor Relation Council meetings.

E. Review, update Merit System Rules and compare with the contract agreement to ensure consistency of practice for all classified employees.

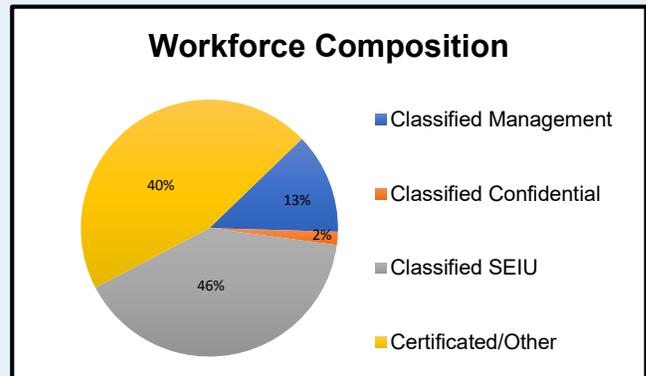
For more information regarding the Personnel Commission, please contact:

John Laughlin

Associate Superintendent,
Human Resource Services
707-524-2729
jlaughlin@scoe.org

Personnel Commission Activities During 2019-2020

Workforce Composition and Changes



Recruitments:

- Classified recruitments were conducted for regular, supplemental, promotional only, and summer school positions.

Hires:

- 25 Regular Classified Employees were hired and participated in SCOE's new employee orientation.

Separations:

- 32 Regular Classified Employees separated from SCOE employment.

Personnel Commission Activities:

- Attendance at CSPCA Conference
- Advanced Step Placements: 7
- Job Descriptions:
 - New:* 4
 - Revised:* 7
- Reclassifications – Individual: 2
- Working Out-of-Class Requests: 6
- Salary Range Adjustments: 3



Sonoma County
Office of Education