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:
Holly Camozzi, Theresa Cunningham, Deborah Muchmore, and Alternate Kevin Parsons.

Personnel Commission Goals Completed During 2022-2023:

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.

As the effects of the pandemic have lessened, commissioners have participated in and begun to schedule more site visits.

B. Establish and foster 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.

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:

- Hybrid In-Person and Virtual Job Fair (Joint for Certificated and Classified)
- A thorough review of leave documents was done and updated online.

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

The Personnel Commissioners regularly attended employee events. The Deputy Superintendent of Human Resource Services regularly included updates related to contract agreements and SCOE Labor Management Committee (SLMC) meetings.

E. California School Personnel Commission Association (CSPCA) Events

 Commissioner Cunningham attended the CSPCA conference – see the attached memorandum.

 Commissioner Camozzi attended the Merit Academy

Employee Recognition (includes Certificated)

Team Player Award
The Personnel Commission selected Kenna Kitamura, Program Specialist Technician II, in the North Coast School of Education Department, as the recipient of the 2022-23 Team Player Award.

Service Pins Awarded in August 2022

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As of May 31, 2023, there were 49 Classified Management, 5 Confidential Classified, and 143 Classified Employees, which all together comprised approximately 60% of SCOE's total workforce.

SCOE also hosted the following events:

- Back to School (August)
- Have a Great Year BBQ (August)
- Winter Festival (December)
- Open House for El Colegio Remodel (February)
- Job Fair (March)
- Classified School Employee of the Year (April)
- SCOE Staff Appreciation (May)
- Hot Dog Thursday (May)
Personnel Commission Goals 2023-2024:

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 will coordinate scheduled site visits through the office of the Deputy Superintendent of Human Resource Services.

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

- The Commissioners will continue 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:

- There will be continued development trainings for classified managers.

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

- The Deputy Superintendent of Human Resources Services or designee will attend these meetings on behalf of the Commission.

- This project will be on-going to comply with changing regulations.

Personnel Commission Activities During 2022-2023

For more information regarding the Personnel Commission, please contact:

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