



Ms. Pamela Hernandez
Commissioner: Vice Chair

Mr. Brian Murtha
Commissioner

Mr. Mark Violante
Commissioner: Chair

REGULAR MEETING of the Personnel Commission

Tuesday, August 4, 2020, 4:00 p.m.

Meeting via ZOOM:

<https://us02web.zoom.us/j/82456630609?pwd=ZDJQRjR5Nnh0VktnSml4d29wRFdKQT09>

Meeting ID: 824 5663 0609

Password: gAfM7Z

Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.

- 1.0 CALL TO ORDER
 - 1.1 Welcome and Explanation of Format
 - 1.2 Establishment of Quorum
 - 1.3 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
 - 4.1 Consider Approval of Minutes
 - 4.2 Consent Agenda:
 - 4.2.1 Concerning Regular Assignments
 - 4.2.2 Concerning Provisional and Limited Term Assignments
 - 4.2.3 Concerning Exempt Assignments
 - 4.2.4 Eligibility Lists Established
 - 4.3 2020-2021 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
 - 6.1 Action: First Read or Approve Changes to Job Descriptions for Behavior Technician-PBIS, Behavior Technician-Sped, Paraeducator, Paraeducator-Academic Intervention, Paraeducator-After School, and Paraeducator-Sped
- 7.0 REPORTS and comments
 - 7.1 Chairperson's Report
 - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS

The next meeting is scheduled for September 1, 2020.
- 10.0 ADJOURNMENT



Ms. Pamela Hernandez
Commissioner: Vice Chair

Mr. Brian Murtha
Commissioner

Mr. Mark Violante
Commissioner: Chair

REGULAR MEETING of the Personnel Commission

Tuesday, September 1, 2020, 4:00 p.m.

Meeting via ZOOM:

<https://us02web.zoom.us/j/84184248960?pwd=ZXVDO0ZENjMzMlkwREJBTFp2d3crUT09>

Meeting ID: 841 8424 8960

Passcode: 4D9560

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 - 4.2.4 Eligibility Lists Established
 - 4.3 2020-2021 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS: Nona
- 7.0 REPORTS and comments
 - 7.1 Chairperson's Report
 - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS

The next meeting is scheduled for October 6, 2020.
- 10.0 ADJOURNMENT

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA
Tuesday, October 6, 2020
Regular Meeting – 4:00 p.m.

Copies of all support materials, reports, etc., are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.

1.0 CALL TO ORDER

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

- ☐ Mr. Mark Violante, Chairperson
- ☐ Ms. Pamela Hernandez, Vice Chairperson
- ☐ Mr. Brian Murtha, Commissioner

- 1.1 Welcome and Explanation of Format
- 1.2 Establishment of Quorum
- 1.3 Agenda-Deletions or Change of Sequence

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

- Personnel Actions
- Recruitment Update

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: Approve the minutes for the meetings of September 1, 2020 as submitted. The Commission may approve the minutes for each meeting separately if preferred.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2020-2021 Budget Expenditures for this Period

There were no expenditures in September, however carryover was added in two categories.

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 Information: Brian Murtha As Personnel Commissioner 12/31/20 – 12/31/23

Brian Murtha is the jointly appointed commissioner. He was invited to serve an additional term and accepted. His term will end December 31, 2023.

6.2 Action: Approve revisions to Office Assistant-District Office Job Description

Information: This position was created in March, 2019 to assist in Human Resources and provide customer service to those who enter the District Office. The job description has been updated to more accurately reflect work done by the previous employee and what the district needs. The District provides the essential duties and responsibilities. The Commission approves the required qualifications and appropriate salary placement.

Recommendation: Approve the revised job description as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

7.2 Commission Members' Reports or Comments

8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, November 3rd via ZOOM.

10.0 ADJOURNMENT

Adjournment at (time) _____.

Santa Cruz City Schools

PERSONNEL COMMISSION



Ms. Pamela Hernandez
Commissioner: Vice Chair

Mr. Brian Murtha
Commissioner

Mr. Mark Violante
Commissioner: Chair

REGULAR MEETING of the Personnel Commission

Tuesday, November 3, 2020, 4:00 p.m.

Meeting via ZOOM:

<https://us02web.zoom.us/j/83673998276?pwd=UGhYaC9qU0JTYmtwNC9ST3hCTDVLUT09>

Meeting ID: 836 7399 8276 Password: 7JJCEb

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 - 4.2.3 Concerning Exempt Assignments
 - 4.2.4 Eligibility Lists Established
 - 4.3 2020-2021 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
 - 6.1 Information: Driver Trainer Stipend Removed from Salary Schedule
 - 6.2 Action: Approve Revised Job Description for Director-Finance
- 7.0 REPORTS and comments
 - 7.1 Chairperson's Report
 - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS

The next meeting is scheduled for December 1, 2020.
- 10.0 ADJOURNMENT

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

**Tuesday, November 3, 2020
Regular Meeting – 4:00 p.m.**

Copies of all support materials, reports, etc., are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.

1.0 CALL TO ORDER

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

- ☐ Mr. Mark Violante, Chairperson
- ☐ Ms. Pamela Hernandez, Vice Chairperson
- ☐ Mr. Brian Murtha, Commissioner

- 1.1 Welcome and Explanation of Format
- 1.2 Establishment of Quorum
- 1.3 Agenda-Deletions or Change of Sequence

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

- Personnel Actions
- Recruitment Update

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: Approve the minutes for the meetings of October 6, 2020 as submitted. The Commission may approve the minutes for each meeting separately if preferred.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.3 2020-2021 Budget Expenditures for this Period

There were no expenditures in October, however carryover was added in two categories.

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 Information: Driver Trainer Stipend Removed from Salary Schedule

In June, 2018, the Personnel Commission approved the revised job description of Trainer/Lead School Bus Driver. The position was re-written to include the training piece that Emil Frates, Director of Transportation expressed was needed for the department. The salary was moved from Range 30 to Range 32. Prior to this, the Lead School Bus Driver was paid a "Driver Trainer Stipend," where licenses weren't outlined. After the job was rewritten, we no longer used the stipend. We are removing it from the salary schedule.

6.2 Action: Approve revisions to Director-Finance Job Description

Information: This position was posted on 12/20/2019. Technical interviews were held 2/28/20. Hiring interviews were on 3/16/20, just as the district was closing and preparing for distance learning. This recruitment was put on hold and filled with employees working out of class and a previous employee working on a limited term. During the recruitment last winter, we realized that our most qualified applicants didn't necessarily meet the standards outlined in the job description. The changes proposed in the "required qualifications" section will open up the applicant pool to more people who have worked their way up in the industry and may not have the education.

Recommendation: Approve the revised job description as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

7.2 Commission Members' Reports or Comments

8.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

9.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, December 1st via ZOOM.

10.0 ADJOURNMENT

Adjournment at (time) _____.

**Personnel Actions
2020-2021**

	Oct	Sept	Aug	July	Total
New Hire	5	4	8	5	22
Decrease fte			1		1
Increase fte/position	1	1	1		3
Promotion		2	5		7
Transfer			1		1
Transfer (involuntary)			3	2	5
Transfer/Increase fte				1	1
Temp Hire	3	2		1	6

Layoff				2	2
Partial Layoff				1	1
Release from Prob			1	5	6
Resign		2	5	11	18
Retire	1	1	2		4

Open	4	10	10	10
Pending	4			
Open Temp	7	4		
Pending Temp	5	1	1	

Increase FTE/Position:

1 - More hours were added to Yard Duty position

Recruitment Update

OCTOBER	SITE	POSITION	REPLACING	HOURS	POSTED
<u>New Hires</u>					
Marili Avalos Rodriguez	BV	Behavior Technician-PBIS	Kimberly Levyssohn	7 hrs/day	9/16
Autumn Perez	Sped BMS	Behavior Technician-Sped	Porfirio Tavira	3 hrs/day	8/4
Joseph Castillo	WL	Paraeducator	Paige Seward	3 hrs/day	8/19
Andrea Tovar-Ramirez	MH	Paraeducator (bilingual)	New position	12 hrs/week	9/21
Louisa Ancic	MH	Paraeducator (bilingual)	New position	19.75 hrs/week	9/21
<u>Open</u>					
Until filled	BMS	Paraeducator (bilingual)	New position	19 hrs/week	9/18
Until filled	GA	Para/Para-Academic Intervention (bilingual)	New position	19.5 hrs/week	9/17
Testing 10/30	MH	Paraeducator-Sped	Katherine Hubbard	25 hrs/week	10/15
Closes Wed, 11/4	SC	Parent/Community Support Coordinator	New position (added fte)	8 hrs/day	10/21
<u>Pending</u>					
Waiting for applicant's response to offer	GA	Health Office Assistant	Shayla	3 hrs/day	9/22
Starting Mon, 11/2	DO - HR	Office Assistant-District Office	Amy Estuesta	8 hrs/day	9/22
Pending fingerprints & TB	DL	Paraeducator-Sped	Elizabeth De Leon	5 hrs/day	9/18
Waiting for applicant's response to offer	WL	Paraeducator	Kim Gomez	3 hrs/day	8/19

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, October 6, 2020

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:05PM.

Members Present:

- Mr. Mark Violante
- Ms. Pam Hernandez
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

Public Attendees Present:

- Jeanie Brown - Classified Union Representative
- Molly Parks - Assistant Superintendent of Human Resources

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- Quorum established

1.4 Agenda Deletions or Changes of Sequence

- None

2.0 PUBLIC COMMUNICATIONS

- Jeanie Brown commented on the "Welcome to the Team" flyers and why they have not been receiving the flyers at Santa Cruz High.
- Molly Parks will send an email to all sites to let them all know that they need to forward the "Welcome to the Team" flyers to site staff.

3.0 DIRECTOR'S REPORT

- **Update:**
 - Welcome Packet for New Employees for each site being worked on by the Human Resources and Personnel Commission departments
 - Personnel Actions – Summary of personnel actions for September 2020
 - Recruitment Update - Breakdown of recruitment activities

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of September 1, 2020 as submitted.

Motion: Brian Second: Pam Yes: 3

4.2 Consent Agenda

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Motion: Approve the Consent Agenda Items as submitted.

Motion: Pam Second: Brian Yes: 3

4.3 2020-21 Budget Expenditures for this Period

There were no expenditures in September; however, carryover was added in two categories.

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS

6.1 Information: Brian Murtha as Personnel Commissioner 12/31/20 - 12/31/23

Brian Murtha is the jointly appointed commissioner. He was invited to serve an additional term and accepted. His term will end December 31, 2023.

6.2 Action: Approve Revisions to Office Assistant-District Office Job Description

Information: This position was created in March 2019 to assist in Human Resources and provide customer service to those who enter the District Office. The job description has been updated to more accurately reflect work done by the previous employee and what the district needs. The District provides the essential duties and responsibilities. The Commission approves the required qualifications and appropriate salary placement.

Recommendation: Approve the revised job description as submitted.

Motion: Approve the Office Assistant - District Office Job description as submitted.

Motion: Brian Second: Pam Yes: 3

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- None

7.2 Commission Members' Reports or Comments

- None

8.0 PUBLIC COMMUNICATIONS

- COVID-19 testing on employees will be doing testing at the County Office of Education, Santa Cruz.
- Discussion on Cohorts and returning in January to a possible hybrid school schedule.

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, November 3, 2020 Via Zoom Virtual Online Meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 4:56PM

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: Keneé Houser 10/26/20

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

Tovar Ramirez, Andrea, Paraeducator- MH, 2.4hrs/9mos, effective 10/8/20

Transfer:

Silva, Panuncio, Paraeducator-Special Education, 5hrs/9mos, transfer from SHS to SC, effective 8/12/20

Retirement:

Anderson, Katherine , Paraeducator - Special Education - BMS, 5hrs/9mos, last day of work 11/30/20

Mullowney, Thomas, Paraeducator - Special Education, HH, 5hrs/9mos, last day of work 12/29/20

Separation from Service: None

•Limited Term Project (not to exceed 126 days)/Substitutes: •

New Temporary Employees:

Bermudez, Victor, Paraeducator - Special Education, Various, effective 9/29/20

Parks, Elianne, Office Assistant - Various, effective, 10/14/20

Existing Temporary Employees/EWR:

Glasgow, Amy, ELPAC Examiner - CIA, not to exceed 60 hrs, 9/16 - 12/15/20

Existing Regular Employees/EWR:

Aceves Gagne, Marina, Paraeducator-After School-SQ, not to exceed 100 hrs, 9/16/20 - 5/29/21

Aguilar, Mayra, Paraeducator-Academic Intervention-DL, not to exceed 12 hrs, 10/6-10/20/20

Carranza, Helena, Paraeducator-DL, not to exceed 90 hrs, 9/29 - 12/31/20

Castillo Elizondo, Elva, Interpreter/Translator - DO, not to exceed 5 hrs, 9/15 - 12/15/20

Gonzales, Elisa, ELPAC Examiner - CIA, not to exceed 100 hrs, 9/16 - 12/15/20

Lawrence, Gloriana, Paraeducator-Academic Intervention-DL, not to exceed 12 hrs, 10/6-10/20/20

Lewis, Heather, Paraeducator-After School-SS, not to exceed 82 hrs, 10/26/20 - 5/26/21

Mansnerus, Lidia, Paraeducator-Academic Intervention-DL, not to exceed 12 hrs, 10/6-10/20/20

Marizette, Gail, Office Assistant-BV, not to exceed 96 hrs, 10/8/20 - 3/15/21

Mojica Garcia, Cesar, Head Custodian-MO, not to exceed 6 hrs, 8/17 - 9/15/20

Orellana, Jocelyn, Paraeducator-After School - GA, not to exceed 270 hrs, 10/16/20 - 12/31/20

Parks, Elianne, Office Assistant - BMS, not to exceed 96 hrs, 10/19 - 11/3/20

To be approved November 4, 2020

Robles-Ruiz, Rodrigo, Day Custodian-MO, not to exceed 6 hrs, 8/17 - 9/15/20
Scholten, Ulrich, Food Service Worker I - FS, not to exceed 50 hrs, 10/16/20 - 1/15/21
Serna Castaneda, Jessica, ELPAC Examiner - CIA, not to exceed 100 hrs, 9/16 - 12/15/20
Silva-Robles, Fe, Interpreter/Translator - BMS, not to exceed 37 hrs, 9/7/20 - 5/27/21
Tolamatl, Hector, Night Custodian - MO, not to exceed 6 hrs, 8/17 - 9/15/20
Tuson, Kim, SCIL Committee - CUR, stipend not to exceed \$1650, 10/16/20 - 5/15/21
Walls, April, Paraeducator-After School - SHS, not to exceed 165 hrs, 10/5/20 - 5/27/21
Weizman, Naomi, Paraeducator-After School - GA, not to exceed 270 hrs, 10/16/20 - 5/14/21

•Eligibility Lists Established•

Health Office Assistant

Office Assistant

Paraeducator

Paraeducator - Special Education

**SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION
BUDGET EXPENDITURES 2020-2021**

<u>Date</u>	<u>Description</u>	<u>Budgeted</u>	<u>Expended</u>	<u>Balance</u>
MATERIALS & SUPPLIES				
01-0000-0-0000-7400-4300-047-0000				
7/1/2019	Budgeted	\$477.00		\$477.00
RESTRICTED CARRYOVER				
01-9010-0-0000-7400-4300-047-0050				
→ 9/30/2020	Carryover	\$76.00		\$76.00
CONTRACTUAL BENEFIT				
01-9010-0-0000-7400-5200-047-0006				
7/1/2019	Budgeted	\$300.00		\$300.00
→ 9/30/2020	Carryover	\$2,240.00		\$2,540.00
DUES & MEMBERSHIP				
01-0000-0-0000-7400-5300-047-0000				
7/1/2019	Budgeted	\$3,000.00		\$3,000.00
8/24/2020	CODESP		\$2,300.00	\$700.00
8/24/2020	CSPCA		\$700.00	\$0.00
OTHER SERVICES/OPERATING EXPENSES				
01-0000-0-0000-7400-5800-047-0000				
7/1/2019	Budgeted	\$500.00		\$500.00
8/10/2020	EDJoin		\$481.65	\$18.35
TOTALS		\$6,593.00	\$3,481.65	\$3,111.35

SANTA CRUZ CITY SCHOOLS

DRAFT JOB DESCRIPTION

DIRECTOR- FINANCE

DEFINITION:

Under the direction of the Assistant Superintendent of Business Services, plan, organize, control and direct budget, fiscal and accounting related activities for the District; advise program managers on financial matters; coordinate and oversee the preparation of a wide variety of reports including revenue projections and calculations, program and District budgets, reports for apportionments, attendance and year-end closing statements; supervise and evaluate the performance of assigned technical, supervisory and management employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage, plan, organize, coordinate and direct the work of the District's budget, accounting, payroll and attendance accounting functions; monitor and analyze budgets on a daily basis; monitor and manage District accounts, resources and cash flow; process daily A/P and A/R approvals; review daily budget transfers; ensure balanced budgets; adhere to District timelines and complete fiscal transparency.
- Conduct review of charter school budgets; ensure review and approval of monthly payroll records; assess proposed and chartered school finance legislation to determine impact on office programs; provide financial data and analyze cost factors in labor contracts for employment negotiations; review and approve grant proposals and budgets within District guidelines.
- Develop District budgets; prepare financial statements; prepare and file state revenue and budget reports as required; prepare first, second and un-audit reports.
- Provide written reports to Board with financial status and information items; make presentations to the Board as needed; review program budgets for submission of state reports as necessary; train managers in budget and account control; estimate revenues and expenditures; review and assess impact of proposed budget revisions.
- Develop, administer and monitor program budgets, including Food Services and Transportation; identify and address budget and fiscal issues with program managers; document and confer with department heads on critical concerns; collaborate with program managers to develop program priorities, goals and objectives.
- Select, train, assign work, delegate responsibility and evaluate support staff; process and sign checks, warrant listings and payroll authorizations; set up and supervise internal audit procedures; participate in District-wide audit for all schools and student body accounts; drive a vehicle to conduct work.
- Operate a computer and assigned software; drive a vehicle to conduct work.
- Attend a variety of meetings, conferences and in-service trainings.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree and 2 years of related work experience OR 2 years of related work experience in addition to a certificate of completion of Chief Business Officer training (i.e. CASBO or ACSA) or equivalent

added →

~~Master's degree in public accounting, finance, business or public administration or related field and five years job-related experience with demonstrated competence. Two years of additional work experience and a Bachelor's degree may be substituted for a Master's degree.~~

Licenses and other Requirements:

- Valid Class C California Driver's License.

Knowledge of:

- Planning, organization and implementation of assigned budgets.
- Budget administration, preparation and control.
- Financial analysis and projection techniques.
- Generally accepted accounting and auditing principles, practices and procedures.
- Accounting, budget and business functions.
- Financial and statistical record-keeping techniques.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Plan, organize, control and direct budget and accounting related activities.
- Supervise the performance of assigned personnel.
- Prepare financial and budget reports required by the State, administration, federal agencies and the Board.
- Analyze financial data and prepare forecasts and recommendations.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Indoor office environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Approved by Personnel Commission: tbd

Approved by Governing Board: tbd

Salary Range: Class C (Management Schedule)

Revised:

Santa Cruz City Schools

PERSONNEL COMMISSION



Ms. Pamela Hernandez
Commissioner: Vice Chair

Mr. Brian Murtha
Commissioner

Mr. Mark Violante
Commissioner: Chair

REGULAR MEETING of the Personnel Commission

Tuesday, December 1, 2020, 4:00 p.m.

Meeting via ZOOM:

<https://us02web.zoom.us/j/87404267277?pwd=RjFmMis4VG5lTUITb2tMZzNTTzV1QT09>

Meeting ID: 874 0426 7277 Password: B7n9Zt

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- 1.0 CALL TO ORDER
 - 1.1 Welcome and Explanation of Format
 - 1.2 Establishment of Quorum
 - 1.3 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
 - 4.1 Consider Approval of Minutes
 - 4.2 Consent Agenda:
 - 4.2.1 Concerning Regular Assignments
 - 4.2.2 Concerning Provisional and Limited Term Assignments
 - 4.2.3 Concerning Exempt Assignments
 - 4.2.4 Eligibility Lists Established
 - 4.3 2020-2021 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
 - 6.1 Action: Approve Job Description for Public Information Officer and Public Information Officer for Construction & Facilities
 - 6.2 Action: Select Chairperson and Vice Chairperson for 2019
 - 6.3 Discussion: 2019-2020 Personnel Commission Annual Report
- 7.0 REPORTS and comments
 - 7.1 Chairperson's Report
 - 7.2 Commissioners' Reports or Comments
- 8.0 PUBLIC COMMENTS (Continued if necessary)
- 9.0 INFORMATION AND FUTURE MEETINGS

The next meeting is scheduled for January 12, 2020.
- 10.0 ADJOURNMENT



Ms. Pamela Hernandez
Commissioner: Chair

Mr. Brian Murtha
Commissioner: Vice Chair

Mr. Mark Violante
Commissioner

REGULAR MEETING of the Personnel Commission

Tuesday, January 12, 2021, 4:00 p.m.

Meeting via ZOOM:

<https://us02web.zoom.us/j/83322146197?pwd=R0tGNzJpbTRkMWNlZU3ovTHJLUT09>

Meeting ID: 833 2214 6197 Password: 91504F

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 - 4.2.3 Concerning Exempt Assignments
 - 4.2.4 Eligibility Lists Established
 - 4.3 2020-2021 Budget Expenditures for this Period
- 5.0 NEW BUSINESS:
 - 5.1 Action: Approve Job Title Change from Public Information Officer to Chief of Communication and Community Engagement
 - 5.2 Action: Approve Job Description for Assistant Director-Maintenance & Operations
 - 5.3 Action: Approve Revised Timeline for Reclassification Window 2021
- 6.0 REPORTS and comments
 - 6.1 Chairperson's Report
 - 6.2 Commissioners' Reports or Comments
- 7.0 PUBLIC COMMENTS (Continued if necessary)
- 8.0 INFORMATION AND FUTURE MEETINGS

The next meeting is scheduled for February 2, 2021.
- 9.0 ADJOURNMENT

Santa Cruz City Schools

PERSONNEL COMMISSION



Ms. Pamela Hernandez
Commissioner: Chair

Mr. Brian Murtha
Commissioner: Vice Chair

Mr. Mark Violante
Commissioner

REGULAR MEETING of the Personnel Commission

Tuesday, February 2, 2021, 4:00 p.m.

Meeting via ZOOM:

<https://us02web.zoom.us/j/83632604279?pwd=QzJ3eGNxemh5ZkUwZGVIMEJwTGltZDZ09>

Meeting ID: 836 3260 4279 Password: 1C2Cf2

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 - 4.2.3 Concerning Exempt Assignments
 - 4.2.4 Eligibility Lists Established
 - 4.3 2020-2021 Budget Expenditures for this Period
- 5.0 NEW BUSINESS:
 - 5.1 Discussion: Personnel Commission Annual Report
- 6.0 REPORTS and comments
 - 6.1 Chairperson's Report
 - 6.2 Commissioners' Reports or Comments
- 7.0 PUBLIC COMMENTS (Continued if necessary)
- 8.0 INFORMATION AND FUTURE MEETINGS

The next meeting is scheduled for March 2, 2021.
- 9.0 ADJOURNMENT

Santa Cruz City Schools

PERSONNEL COMMISSION



Ms. Pamela Hernandez
Commissioner: Chair

Mr. Brian Murtha
Commissioner: Vice Chair

Mr. Mark Violante
Commissioner

REGULAR MEETING of the Personnel Commission

Tuesday, March 2, 2021, 4:00 p.m.

Meeting via ZOOM:

<https://us02web.zoom.us/j/84616375511?pwd=NUFUb2lqSlpMNWRBb0ZFNWtWZXZ3UT09>

Meeting ID: 846 1637 5511

Password: 1LYt1Z

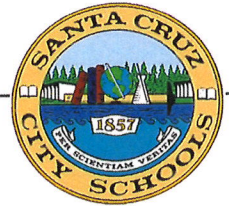
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 - 4.2.3 Concerning Exempt Assignments
 - 4.2.4 Eligibility Lists Established
 - 4.3 2020-2021 Budget Expenditures for this Period
- 5.0 NEW BUSINESS:
 - 5.1 Information: Reclassification Study Update
 - 5.2 Action: Revise Merit Rule 600 - Reclassification
- 6.0 REPORTS and comments
 - 6.1 Chairperson's Report
 - 6.2 Commissioners' Reports or Comments
- 7.0 PUBLIC COMMENTS (Continued if necessary)
- 8.0 INFORMATION AND FUTURE MEETINGS

The next meeting is scheduled for April 6, 2021.
- 9.0 ADJOURNMENT

Santa Cruz City Schools

PERSONNEL COMMISSION



Ms. Pamela Hernandez
Commissioner: Chair

Mr. Brian Murtha
Commissioner: Vice Chair

Mr. Mark Violante
Commissioner

REGULAR MEETING of the Personnel Commission

Tuesday, April 6, 2021, 4:00 p.m.

Meeting via ZOOM:

<https://us02web.zoom.us/j/81605346782?pwd=cit6cWY0RFhvbG5RNnFscmNaT1JvUT09>

Meeting ID: 816 0534 6782

Password: 0cjxfy

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 - 4.2.3 Concerning Exempt Assignments
 - 4.2.4 Eligibility Lists Established
 - 4.3 2020-2021 Budget Expenditures for this Period
- 5.0 NEW BUSINESS:
 - 5.1 Action: Revise Merit Rule 1400 – Probation Period
- 6.0 REPORTS and comments
 - 6.1 Chairperson's Report
 - 6.2 Commissioners' Reports or Comments
- 7.0 PUBLIC COMMENTS (Continued if necessary)
- 8.0 INFORMATION AND FUTURE MEETINGS

The next meeting is scheduled for May 4, 2021.
- 9.0 ADJOURNMENT

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA

**Tuesday, April 6, 2021
Regular Meeting – 4:00 p.m.**

Copies of all support materials are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.

1.0 CALL TO ORDER

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

- ☐ Ms. Pamela Hernandez, Commissioner - Chairperson
- ☐ Mr. Brian Murtha, Commissioner - Vice Chairperson
- ☐ Mr. Mark Violante, Commissioner

- 1.1 Welcome and Explanation of Format
- 1.2 Establishment of Quorum
- 1.3 Agenda-Deletions or Change of Sequence

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

- Recruitment Update *p. 4-5*
- Personnel Actions *p. 6*
- Director's Calendar

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes *p. 7-8*

Recommendation: Approve the minutes for the meeting of March 2, 2021 as submitted. The Commission may approve the minutes for each meeting separately if preferred.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda *p. 9-10*

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

1 -

4.3 2020-2021 Budget Expenditures for this Period

P. 11

Recommendation: Approve the Budget Expenditures for this period as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.0 NEW BUSINESS:

5.1 Action: Revise Merit Rule 1400 – Probation

P. 12-13

Background: Upon further investigation, it was found that AB-1353 does not apply to merit districts. This rule was changed at the prior Personnel Commission meeting. The proposal is to move it back to its original intent, while cleaning it up and making it more clear.

Original:

Merit Rule 1400 – Probationary Period

A person who has served an initial probationary period in a class not to exceed six (6) months or 130 days of paid service, whichever is longer, shall be deemed to be in the permanent classified service, except that the Commission may establish a probationary period in a class not to exceed one (1) year for classes designated by the Commission as executive administrative, administrative including those on the supervisory salary schedule, or police classes (EC45113). No employee shall attain permanent status in the classified service until he/she has completed a probationary period in a class (EC45301).

Approved at March PC meeting:

Merit Rule 1400 – Probationary Period

A person who has served an initial probationary period in a class not to exceed six (6) months or 130 days of paid service, whichever is longer, shall be deemed to be in the permanent classified service, ~~except that the Commission may establish a probationary period in a class not to exceed one (1) year for classes designated by the Commission as executive administrative, administrative including those on the supervisory salary schedule, or police classes (EC45113, AB-1353).~~ No employee shall attain permanent status in the classified service until he/she has completed a probationary period in a class (EC45301).

Proposed:

Merit Rule 1400 – Probationary Period

~~A person~~ Classified employees who are Bargaining Unit members and has have served an initial probationary period in a class not to exceed for six (6) months or 130 days of paid service (whichever is longer) shall be deemed to be in the permanent classified service. ~~except that the Commission may establish a probationary period in a class not to exceed one (1) year for classes designated by the Commission as executive administrative, administrative including those on the supervisory salary schedule, or police classes~~ Employees in Confidential and Management positions shall serve an initial probationary period in a class for one (1) year (EC45113). No employee shall attain permanent status in the classified service until he/she has completed a probationary period in a class (EC45301).

Recommendation: Approve the change to Merit Rule 1400 as proposed.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

6.0 REPORTS AND COMMENTS

6.1 Chairperson's Report

6.2 Commission Members' Reports or Comments

7.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, May 4th via ZOOM.

9.0 ADJOURNMENT

Adjournment at (time) _____.

Recruitment Update

MARCH	SITE	POSITION	REPLACING	HOURS	POSTED
<u>New Hire</u>					
Marielle Bouchard	M & O	Administrative Assistant	Brenna Williams	8 hrs/day 12 months	1/19/2021
Autumn Perez	BV	Behavior Technician-PBIS	Marili Rodriguez	7 hrs/day 9 months	2/4/2021
Ilda Vasquez	FS	Food Service Worker I	Wanda Castellanos	3.5 hrs/day 9 months	3/18/2021
Matthew Lamendola	TR & FS	Food Service Worker I School Bus Driver	Ulrich Scholten Martin Aubry	8 hrs/day 9 months	1/26/2021
Matthew Scott	TR & FS	Food Service Worker I School Bus Driver	Martin Velasco Jan Day Smith	8 hrs/day 9 months	2/25/2021 1/26/2021
Maria Bonuccelli	SCHS	Health Office Assistant	Lisa Sliney	3 hrs/day 9 months	1/25/2021 1/26/2021
Emily May	WL	Paraeducator	Nadia Markova	3 hrs/day 9 months	12/11/2020
Laura Bajurin	GA	Paraeducator/Para. Acad. Inter.	Jocelyn Orellana	15 hrs/week 9 Months	1/15/2021
Emma Waters	DL	Playground Recess Coach	Heather Lewis	3 hrs/day 9 months	1/26/2021
Anna Miller	SCHS	School Admin. Asst III	Lauren Rose	40 hrs / week 11 months	1/8/2021
Daniela Zaragoza	SCHS	School Admin. Asst III	Italia Diaz	40 hrs / week 11 months	2/4/2021
Jeffrey Hall	TR	School Bus Driver	Dwayne Jackson	5 hrs/day 9 months	1/26/2021
Kimberly White	DL	Yard Duty Monitor	Helena Carranza	2 hrs/day 9 months	12/18/2020
<u>Promotion</u>					
Wanda Castellanos	FS	Food Service Worker II	Lisette Romo	6 hrs/day 9 months	2/26/2021
Cindy Bautista	HR & Payroll	Human Resources Technician / Payroll Technician	Michelle Greenwood & New position	8 hrs/day 12 months	2/18/2021
Beatriz Lambert	WL	School Admin. Asst IV	Rossell Bocaletti	8 hrs/day 10 months	1/25/2021
<u>Open</u>					
Closes 4/16/21	BV	Behavior Technician-PBIS	Autumn Perez	7 hrs/day 9 months	4/2/2021
Open until filled	BMS	Behavior Technician-SPED	Autumn Perez	3 hrs/day 9 months	3/3/2021
Hiring interview 4/7/21	MHMS	Campus Safety Supervisor	Michael Rodriguez	8 hrs/day 9 months	3/16/2021
Open until filled	FIN	Director of Finance	Greg Torr	8 hrs/day 12 months	11/3/2020
Hiring interview 4/7/21	FS	Food Service Worker I	Gladis Olazo	3.5 hrs/day 9 months	3/10/2021
Closes 4/11/21	MOT	Lead Custodian	New position	8 hrs/day 12 months	3/26/2021
Closes 4/5/21	BSS	Mental Health Specialist	New position	20 hrs/week 9 months	3/22/21
Closes 4/5/21	HHS	Mental Health Specialist	New position	8 hrs/day 9 months	3/22/21
Closes 4/5/21	BMS	Mental Health Specialist	New position	8 hrs/day 9 months	3/22/21
Closes 4/5/21	MHMS	Mental Health Specialist	New position	8 hrs/day 9 months	3/22/21
Closes 4/5/21	SCHS	Mental Health Specialist	New position	8 hrs/day 9 months	3/22/21
Closes 4/5/21	SHS	Mental Health Specialist	New position	8 hrs/day 9 months	3/22/21
Closes 4/7/21	SCHS	Night Custodian	Daryle Williams	8 hrs/day 12 months	4/2/2021
Closes 4/16/21	WL	Office Assistant	Lisa Cordero	8 hrs/day 9 months	4/2/2021

- 41 -

Recruitment Update

MARCH	SITE	POSITION	REPLACING	HOURS	POSTED
Technical interview 4/6 Hiring interview 4/8	WL	Office Assistant-District Office	Cindy Bautista	8 hrs/day 12 months	3/19/2021
Open until filled	BMS	Paraeducator (bilingual)	New position	19 hrs/week 9 months	9/18/2020
Open until filled	MHMS	Paraeducator (bilingual)	New position	17.5 hrs/wk 9 months	3/26/2021
Open until filled	DL	Paraeducator-Special Education	Tara Hilliard	3 hrs/day 9 months	2/22/2021
Closes 3/9/21	MHMS	Paraeducator-Special Education	Olivia Brown	5 hrs/day 9 months	2/23/21
Open until filled.	WL	Playground Recess Coach	Scott Peterson	15 hrs/week 9 Months	01/27/2021
Hiring interview 3/2/21	BMS	Program Coordinator-After School	Aidee Valdez Martinez	18 hrs/week 9 months	1/25/2021
Technical interview 4/5 Hiring interview 4/9	SHS	Site Accounting Technician	Beatriz Lambert	5 hrs/day 9 months	3/12/2021
Open until filled	DL	Yard Duty Monitor	Sheri Thornton	2 hrs/day 9 months (2)	12/18/2020
Pending					
Daryle Williams starting 4/5/21	MH	Day Custodian	Chris Lara	8 hrs/day 12 months	3/8/2021
Pending TB	HHS	Health Office Assistant	Klorissa Wofford	3 hrs/day 9 months	1/6/2021
Pending prints & TB	MOT	Night Custodian	New position	20 hrs/week 12 months	2/26/21
Pending TB	BV	Yard Duty Monitor	Ceiana Nieves	8 hrs/week 9 months	2/22/2021
Pending TB	BV	Yard Duty Monitor	New position	8 hrs/week 9 months	12/18/2020
Pending TB	BV	Yard Duty Monitor	New position	8 hrs/week 9 months	12/18/2020

Personnel Actions 2020-2021

	Mar	Feb	Jan	Dec	Nov	Oct	Sept	Aug	July	Total
New Hire	11	2	7	2	4	5	4	8	5	48
Decrease fte				1				1		2
Increase fte/position	2	1	2	1	1	1	1	1	1	11
Promotion	3	1	3	1			2	5	1	16
Voluntary Demotion	1									
Transfer			3	2	2			4	2	13
Temp Hire	5	3	4	4	4	4	2		1	27

Layoff									2	2
Partial Layoff									1	1
Release from Prob								1	5	6
Resign	5	3	3	2	2	2	2	6	10	35
Retire	3	1		5	2	1	1	2		15

Open	21	20	18	12	14	7	11	10	10
Pending	6	3	2	5	1	4			
Open Temp		3	1	12	7	8	5		
Pending Temp		1	4		2	5	1	1	

Corrections:

1. Feb - Added 1 Pending Temp

Resignation Reasons:

- 2 - job, better pay
- 1 - job, better fit
- 1 - moved out of town
- 1 - unknown

Increase FTE

1. Added Yard Duty position
2. Changed from 11 mo. to 12 mo.

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, March 2, 2021

Time: 4:00PM

Zoom Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:03PM.

Members Present:

- Mr. Mark Violante, Chairperson
- Ms. Pamela Hernandez, Vice Chairperson
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel
- Ms. Denice Grogan, Human Resource Specialist

Public Attendees Present:

- Jeanie Brown - Classified Union President
- Molly Parks - Asst. Superintendent - Human Resources

2.0 PUBLIC COMMUNICATIONS

- Molly Parks - Gave update on presentation for the Board by Keneé Houser. Also updated on Hybrid dates for students.
- Jeanie Brown - Spoke to her time on the Technical Interviews and how well they are ran.

3.0 DIRECTOR'S REPORT

- **Update:**
 - Recruitment Update
 - Personnel Actions
 - 2019-2020 Annual Report presented on 02/24/2021
 - Summer School

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of February 2, 2021 as submitted.

Motion: Mark Second: Brian Yes: 3 Absent: 0

4.2 Consent Agenda

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Motion: Approve the Consent Agenda Items as submitted.

Motion: Mark Second: Brian Yes: 3

4.3 2020-21 Budget Expenditures for this Period

Motion: Approve the Budget as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS:

6.1 Information: Reclassification Study Update

Background: Per Merit Rule 600.3 – Initial Review, a list of classifications to be studied must be submitted to the bargaining unit, Superintendent, and Commission at the regularly scheduled Personnel Commission meeting in February. At the January 12 meeting, the Commission moved the initial deadline from 1/1/21 to 2/16/21. Therefore, the Initial Review is being presented at the March meeting.

6.2 Action: Revise Merit Rule 500 - Reclassification

Background: The District asked if we could move the effective date of reclassifications earlier as it would be fairer to the employees doing the work. The Director researched several other Personnel Commissions and found that the effective dates varied. The following changes are recommended (deletions crossed out, additions highlighted in yellow).

600.9 - Upon approval of the Governing Board and the Commission, all resulting reclassification shall be effective either on the 1st of the month following the date of the Board and Commission approvals or sufficiently in the future to allow time for an examination process to be completed, but not more than three (3) months from the date of the Commission's approval. ~~July 1 following the class study.~~ The Governing Board shall have the final decision when a new position is created; the Commission shall have the final decision when an employee is reclassified into an existing position.

Motion: Approve Merit Rule 600 change as submitted.

Motion: Mark Second: Brian Yes: 3 Absent: 0

6.3 Action: Revise Merit Rule 1400 - Probation

Background: There was discussion amongst Personnel Commission at the state level regarding probation periods for classified employees including those in a bargaining group, confidential, and management. Per AB-1353, as of January 1, 2020, the probation period for all classified employees is 6 months. The following changes are recommended (deletions crossed out, additions highlighted in yellow).

Merit Rule 1400 – Probationary Period

A person who has served an initial probationary period in a class not to exceed six (6) months or 130 days of paid service, whichever is longer, shall be deemed to be in the permanent classified service, ~~except that the Commission may establish a probationary period in a class not to exceed one (1) year for classes designated by the Commission as executive administrative, administrative including those on the supervisory salary schedule, or police classes (EC45113, AB-1353).~~ No employee shall attain permanent status in the classified service until he/she has completed a probationary period in a class (EC45301).

Motion: Approve the change to Merit Rule 1400 as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- None

7.2 Commission Members' Reports or Comments

- None

8.0 PUBLIC COMMUNICATIONS

- None

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Tuesday, April 6, 2021 Via Zoom Virtual Online Meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 5:06pm

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Classified Personnel Director: Keneé Houser 4/5/21

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

Bonuccelli, Maria, Health Office Assistant - HHS, 3 hrs/9 mos, effective 3/15/21

May, Emily, Paraeducator - WL, 3 hrs/9 mos, effective 3/18/21

Waters, Emma, Playground/Recess Coach - DL, 3 hrs/9 mos, effective 3/22/21

White, Kimberly, Yard Duty Monitor - DL, 3.2 hrs/9 mos, effective 3/19/21

Zaragoza, Daniela, School Administrative Assistant III, SC, 8 hrs/11 mos, effective 3/22/21

Increase in FTE/position:

Grishaw-Jones, Claire, add position of Yard Duty Monitor-WL, 0.4 hrs/9 mos, effective 3/15/21

Markova, Nadia, add position of Yard Duty Monitor-WL, 0.6 hrs/9 mos, effective 3/18/21

Promotion:

Bautista, Cindy, From Office Assistant-DO 8 hrs/12 mos to Human Resources Technician, 4 hrs/12 mos and Payroll Technician, 4 hrs/12-mos, effective 3/22/21

Castellanos, Wanda, from Food Service Worker I, 3 hrs/9 mos to Food Service Worker II, 6 hrs/9 mos, effective 3/18/21

Lambert, Beatriz, from Site Accounting Technician - SHS, 8 hrs/10 mos to School Administrative Assistant IV - WL, 8 hrs/12 mos, effective 3/25/21

Retirement:

Cordero, Lisa, Office Assistant-WL, 8 hrs/9 mos, effective 5/27/21

Silva-Robles, Fe, Parent/Community Support Coordinator - BMS, 8 hrs/9 mos, effective 5/27/21

•Limited Term Project (not to exceed 126 days)/Substitutes: •

New Temporary Employees/EWR:

Beltran, Alyssa, Instructional Specialist-Band - BMS, not to exceed 30 hrs, 3/15 - 5/27/21

Hall, Jeffrey, School Bus Driver - TR, effective 3/15/21

Ouse, Ryan, Instructional Specialist-Band - HHS, effective 1/15/21

Existing Temporary Employees/EWR:

Grishaw-Jones, Claire, Paraeducator-Academic Intervention - WL, not to exceed 15 hrs, 2/22 - 3/12/21

Hilliard, Tara, Paraeducator-After School - SHS, not to exceed 30 hrs, 3/16 - 5/27/21

Mendoza Chavez, Omar, Paraeducator-After School - HHS, not to exceed 200 hrs, 3/16 - 6/15/21

Solis Salinas, Daniela, Paraeducator-After School - HHS, not to exceed 200 hrs, 3/16 - 6/15/21

Existing Regular Employees/EWR:

To be approved April 14, 2021

Aceves Gagne, Marina, Paraeducator-After School - SHS, not to exceed 50 hrs, 3/10 - 5/27/21
Bennett, Jacqueline, Health Office Assistant - DO, not to exceed 50 hrs, 3/11 - 5/27/21
Carranza, Helena, Office Assistant - DL, not to exceed 160 hrs, 4/5 - 5/27/21
Carranza, Heleena, Paraeducator - DL, not to exceed 30 hrs, 3/17 - 5/27/21
Gaona, Mireya, ELPAC Examiner - C&I, not to exceed 60 hrs, 1/16 - 5/15/21
Gates, Angela, Paraeducator-After School - SHS, not to exceed 40 hrs, 3/11 - 5/27/21
Gonzales, Laura, Health Office Assistant - BV, not to exceed 56 hrs, 4/5 - 5/27/21
Hendrix, Caitlin, Paraeducator-Academic Intervention - DL, not to exceed 14 hrs, 3/22 - 5/27/21
Ledbetter, Dorothee, Library Media Assistant - BSS, not to exceed 20 hrs, 3/11 - 6/15/21
Mansnerus, Lidia, Paraeducator-Academic Intervention - DL, not to exceed 14 hrs, 3/22 - 5/27/21
Powell Aguilar, Mayra, Paraeducator-Academic Intervention - DL, not to exceed 14 hrs, 3/22 - 5/27/21
Tovar Ramirez, Andrea, Paraeducator - MHMS, not to exceed 120 hrs, 4/5 - 5/27/21
Williams, Julie, Paraeducator-Academic Intervention - HHS, not to exceed 20 hrs, 3/16 - 6/15/21

Retired Employees/EWR:

Stanley, Carol, Food Service Worker I - FS, not to exceed 250 hrs, 3/16 - 6/15/21

•Eligibility Lists Established•

Campus Safety Supervisor

Day Custodian

Night Custodian

**SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION
BUDGET EXPENDITURES 2020-2021**

<u>Date</u>	<u>Description</u>	<u>Budgeted</u>	<u>Expended</u>	<u>Balance</u>
MATERIALS & SUPPLIES				
01-0000-0-0000-7400-4300-047-0000				
7/1/2019	Budgeted	\$477.00		\$477.00
11/18/2020	Transfer to 5300 Dues & Membership	(\$95.00)		\$382.00
12/14/2020	Palace		\$56.11	\$325.89
12/17/2020	Transfer to 5300 Operating Expenses	(\$175.00)		\$150.89
12/21/2020	Palace		\$13.54	\$137.35
1/25/2021	Palace		\$6.54	\$130.81
→ 3/22/2021	Palace		\$46.29	\$84.52
RESTRICTED CARRYOVER				
01-9010-0-0000-7400-4300-047-0050				
9/30/2020	Carryover	\$76.00		\$76.00
3/8/2021	KH: Space heater		\$38.19	\$37.81
CONTRACTUAL BENEFIT				
01-9010-0-0000-7400-5200-047-0006				
7/1/2019	Budgeted	\$300.00		\$300.00
9/30/2020	Carryover	\$2,240.00		\$2,540.00
DUES & MEMBERSHIP				
01-0000-0-0000-7400-5300-047-0000				
7/1/2019	Budgeted	\$3,000.00		\$3,000.00
8/24/2020	CODESP		\$2,300.00	\$700.00
8/24/2020	CSPCA		\$700.00	\$0.00
11/13/2020	Transfer from 4300 Materials & Supplies	\$95.00		\$95.00
12/14/2020	SPCA - Nor Cal		\$95.00	\$0.00
OTHER SERVICES/OPERATING EXPENSES				
01-0000-0-0000-7400-5800-047-0000				
7/1/2019	Budgeted	\$500.00		\$500.00
8/10/2020	EDJoin		\$481.65	\$18.35
12/17/2020	Transfer from 4300 Materials & Supplies	\$175.00		\$193.35
2/1/2021	Santa Cruz Jobs: Ad for Chief Communication		\$175.00	\$18.35
TOTALS		\$6,593.00	\$3,912.32	\$2,680.68

-11-

as of 3.29/2021



AB-1353 Classified employees: probationary period. (2019-2020)

SHARE THIS:



Date Published: 10/08/2019 02:00 PM

Assembly Bill No. 1353

CHAPTER 542

An act to amend Section 45113 of the Education Code, relating to school employees.

[Approved by Governor October 07, 2019. Filed with Secretary of State
October 07, 2019.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1353, Wicks. Classified employees: probationary period.

Existing law requires the governing board of a school district to employ persons for positions not requiring certification qualifications and to classify those employees and positions and requires that they be known as the classified service. Existing law requires the governing board of a school district to prescribe written rules and regulations governing the personnel management of the classified service whereby classified employees are designated as permanent employees of the school district after serving a prescribed period of probation that is prohibited from exceeding one year.

This bill instead would shorten the maximum length of a prescribed period of probation from not exceeding one year to not exceeding six months or 130 days of paid service, whichever is longer. The bill would provide that, to the extent these provisions conflict with any provision of a collective bargaining agreement entered into before January 1, 2020, by a public school employer and an exclusive bargaining representative, the provisions shall not apply to the school district until the expiration or renewal of that collective bargaining agreement.

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 45113 of the Education Code is amended to read:

45113. (a) The governing board of a school district shall prescribe written rules and regulations, governing the personnel management of the classified service, which shall be printed and made available to employees in the classified service, the public, and those concerned with the administration of this section, whereby these employees are designated as permanent employees of the school district after serving a prescribed period of probation that shall not exceed six months or 130 days of paid service, whichever is longer. A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position, shall be employed in the classification from which the employee was promoted.

(b) An employee designated as a permanent employee shall be subject to disciplinary action only for cause as prescribed by rule or regulation of the governing board of the school district, but the governing board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

(c) The governing board of a school district shall adopt rules of procedure for disciplinary proceedings that shall contain a provision for informing the employee by written notice of the specific charges against the employee, a statement of the employee's right to a hearing on those charges, and the time within which the hearing may be requested that shall be not less than five days after service of the notice to the employee, and a card or paper, the signing and filing of which shall constitute a demand for hearing, and a denial of all charges. The burden of proof shall remain with the governing board of the school district, and any rule or regulation to the contrary shall be void.

(d) No disciplinary action shall be taken for any cause that arose before the employee's becoming permanent, nor for any cause that arose more than two years preceding the date of the filing of the notice of cause unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the employing school district.

(e) This section shall not be construed to prohibit the governing board of a school district, pursuant to the terms of an agreement with an employee organization under Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, from delegating its authority to determine whether sufficient cause exists for disciplinary action against classified employees, excluding peace officers as defined in Section 830.32 of the Penal Code, to an impartial third party hearing officer. However, the governing board of the school district shall retain authority to review the determination under the standards set forth in Section 1286.2 of the Code of Civil Procedure.

(f) (1) A governing board of a school district shall delegate its authority to a judge, as defined in Section 44990, to determine whether sufficient cause exists for disciplinary action against a classified employee involving allegations of egregious misconduct, as defined in Section 44932, and involving a minor, as defined in Section 44990. The judge's ruling shall be binding upon all parties.

(2) A judge authorized under this subdivision to conduct a hearing involving allegations as described in Section 44010 or 44011 of this code, or as described in Sections 11165.2 to 11165.6, inclusive, of the Penal Code, shall conduct that hearing in accordance with Article 3.3 (commencing with Section 44990) of Chapter 4 and Section 49077 of this code.

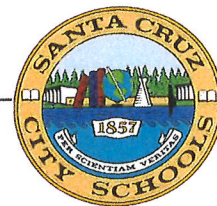
(3) The term "representative of the respondent," within the meaning of Article 3.3 (commencing with Section 44990) of Chapter 4, shall include, but not necessarily be limited to, an exclusive labor representative.

(g) This section shall apply only to school districts not incorporating the merit system as outlined in Article 6 (commencing with Section 45240).

(h) To the extent that this section as amended by Assembly Bill 1353 of the 2019-20 Regular Session conflicts with a provision of a collective bargaining agreement entered into by a public school employer and an exclusive bargaining representative before January 1, 2020, pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, the changes made to this section by Assembly Bill 1353 of the 2019-20 Regular Session shall not apply to the school district until expiration or renewal of that collective bargaining agreement.

Santa Cruz City Schools

PERSONNEL COMMISSION



Ms. Pamela Hernandez
Commissioner: Chair

Mr. Brian Murtha
Commissioner: Vice Chair

Mr. Mark Violante
Commissioner

REGULAR MEETING of the Personnel Commission

Monday, May 3, 2021, 4:00 p.m.

Meeting via ZOOM:

<https://us02web.zoom.us/j/82857334041?pwd=clUxeHFYOFE5ZkI3UEdYMFROUjJ0dz09>

Meeting ID: 828 5733 4041

Password: 88K420

Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.

- 1.0 CALL TO ORDER
 - 1.1 Welcome and Explanation of Format
 - 1.2 Establishment of Quorum
 - 1.3 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
 - 4.1 Consider Approval of Minutes
 - 4.2 Consent Agenda:
 - 4.2.1 Concerning Regular Assignments
 - 4.2.2 Concerning Provisional and Limited Term Assignments
 - 4.2.3 Concerning Exempt Assignments
 - 4.2.4 Eligibility Lists Established
 - 4.3 2020-2021 Budget Expenditures for this Period
- 5.0 NEW BUSINESS:
 - 5.1 Action: Approve Final Recommendations for Reclassification
 - 5.2 First Read: Job Description – Lead System Support Specialist
 - 5.3 Action: Revise Job Description – Payroll Technician
 - 5.4 Action: Revise Job Description – Lead Payroll Technician
 - 5.5 Action: Approve Budget for 2021-2022
 - 5.6 Action: Change June Meeting Date
- 6.0 REPORTS and comments
 - 6.1 Chairperson's Report
 - 6.2 Commissioners' Reports or Comments
- 7.0 PUBLIC COMMENTS (Continued if necessary)
- 8.0 INFORMATION AND FUTURE MEETINGS

The next meeting is currently scheduled for June 1 but may move to June 8, 2021
- 9.0 ADJOURNMENT

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA
Monday, May 3, 2021
Regular Meeting – 4:00 p.m.

Copies of all support materials are available to the public upon request from the Director of Classified Personnel. The meeting is recorded.

1.0 CALL TO ORDER

Meeting called to order at _____ by the Chairperson of the Personnel Commission.

Members present:

- ☐ Ms. Pamela Hernandez, Commissioner - Chairperson
- ☐ Mr. Brian Murtha, Commissioner - Vice Chairperson
- ☐ Mr. Mark Violante, Commissioner

- 1.1 Welcome and Explanation of Format
- 1.2 Establishment of Quorum
- 1.3 Agenda-Deletions or Change of Sequence

2.0 PUBLIC COMMUNICATIONS

The public is invited to address the Commission on matters not on the Agenda. The time limit for presentation of matters is three to five minutes per individual and fifteen minutes per subject.

3.0 DIRECTOR'S REPORT

- Personnel Actions
- Recruitment Update

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: Approve the minutes for the meeting of April 6, 2021 as submitted. The Commission may approve the minutes for each meeting separately if preferred.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

4.2 Consent Agenda

(These matters may be passed by one roll call motion. Items may be removed from the consent agenda for discussion and separate action).

- 4.2.1 Concerning Regular Assignments
- 4.2.2 Concerning Provisional and Limited Term Assignments
- 4.2.3 Concerning Exempt Assignments
- 4.2.4 Eligibility Lists Established

Recommendation: Approve the Consent Agenda items as submitted.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

— 1 —

4.3 2020-2021 Budget Expenditures for this Period

There were no expenditures in April, 2021.

5.0 NEW BUSINESS:

5.1 Action: Approve Final Recommendations for Reclassification

Background: A Reclassification Report was provided, outlining the process, roles, and recommendation.

Recommendation: Approve Requests for Reclassification as proposed.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.2 First Read: Job Description – Lead System Support Specialist

Background: The Lead System Support Specialist job description came from the Reclassification Study of the System Support Specialist, Belynda Flippo. It was determined that the work she was performing was not in the existing job description. The Board is responsible for determining the Essential Duties. The Commission is responsible for determining the Required Qualifications and assuring that the salary range is appropriately aligned. Due to the difference in ranges from System Support Specialist (Range 34) to the Lead Support Specialist (Range 49), the Director will conduct a salary survey and will present it at the next Personnel Commission meeting.

5.3 Action: Revise Job Description – Payroll Technician

Background: The Payroll Technician job description has been revised to more accurately represent the duties being performed

Recommendation: Approve revised job description for Payroll Technician as proposed.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.4 Action: Approve New Job Description – Lead Payroll Technician

Background: The Lead Payroll Technician job description came from the Reclassification Study of the Payroll Technician, Michelle Marquart. It was determined that the work she was performing was not in the existing job description. The Board is responsible for determining the Essential Duties. The Commission is responsible for determining the Required Qualifications and assuring that the salary range is appropriately aligned. The obsolete job description for Lead Payroll Technician is provided for reference.

Recommendation: Approve job description for Lead Payroll Technician as proposed.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.5 Action: Approve Budget for 2021-2022

Background: The 2020-2021 budgets were decreased throughout all departments at Santa Cruz City Schools. Aside from salaries, the Personnel Commission budget has been restored to where it was in 2019-2020. Salaries include costs related to statutory requirements and benefits. A copy of the Budget Expenditures to date is provided for reference.

Recommendation: Approve the Personnel Commission Budget for 2021-2022 as proposed.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

5.6 Action: Change June Meeting Date

Background: Commissioner Pam Hernandez is unable to attend the scheduled meeting on June 1, 2021. The Director is requesting to move the June meeting to June 8, 2021.

Recommendation: Move the meeting to June 8, 2021 as proposed.

Motion: _____ Second: _____ Yes: _____ No: _____ Abstain: _____ Absent: _____

6.0 REPORTS AND COMMENTS

6.1 Chairperson's Report

6.2 Commission Members' Reports or Comments

7.0 PUBLIC COMMUNICATIONS (Cont'd if necessary)

8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, June _____ at the SCCS District Office, 133 Mission Street, Suite 100.

9.0 ADJOURNMENT

Adjournment at (time) _____.

**Personnel Actions
2020-2021**

	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sept	Aug	July	<i>Total</i>
New Hire	12	11	2	7	2	4	5	4	8	5	60
Decrease fte					1				1		2
Increase fte/position		2	1	2	1	1	1	1	1	1	11
Promotion	1	3	1	3	1			2	5	1	17
Voluntary Demotion		1									1
Transfer	2			3	2	2			4	2	15
Temp Hire	3	5	3	4	4	4	4	2		1	30

Layoff										2	2
Partial Layoff										1	1
Release from Prob	1								1	5	7
Resign	6	6	3	3	2	2	2	2	6	10	42
Retire	1	3	1		5	2	1	1	2		16

Open	45	20	20	18	12	14	7	11	10	10
Pending	8	6	3	2	5	1	4			
Open Temp			3	1	12	7	8	5		
Pending Temp			1	4		2	5	1	1	

Corrections:

1. Add resignation to March
2. Delete open from March

APRIL (for May meeting)	SITE	POSITION	REPLACING	HOURS	POSTED
<u>New Hire</u>					
Gustavo Ramirez	MHMS	Campus Safety Supervisor	Michael Rodriguez	8 hrs/day 9 months	3/16/2021
Pilar Carrillo Salinas	FS	Foos Service Worker I	Ulrich Scholten	3.5 hrs/day 9 months	3/10/2021
Julie Francis	HHS	Health Office Assistant	Klorissa Wofford	3 hrs/day 9 months	1/6/2021
Marciel Gomez Juarez	DO/MH	Night Custodian	Delmy Arevalo Rivas	8 hrs/day 12 months	4/8/2021
Guadalupe Elizarraraz	MOT	Night Custodian	New position	4 hrs/day 12 months	2/26/21
Beatriz Solorzano	WL	Office Assistant-District Office	Cindy Bautista	8 hrs/day 12 months	3/19/2021
Sama AlRashid	BMS	Paraeducator (bilingual)	New position	19 hrs/week 9 months	9/18/2020
Rhonda Oxley	TR	School Bus Driver	Dwayne Jackson	5 hrs/day 9 months	3/8/2021
Matt Lamendola	TR/FS	School Bus Driver Food Service Worker I	Jan Day Smith Gladis Olazo	5 / 3 hrs/day 9 months	1/26/2021 3/10/2021
Valerie Herrera	BV	Yard Duty Monitor	New position	8 hrs/week 9 months	12/18/2020
Jasha Morales Puzon	BV	Yard Duty Monitor	New position	8 hrs/week 9 months	12/18/2020
Kristen Baniaga	BV	Yard Duty Monitor	Ceianna Nieves	8 hrs/week 9 months	2/22/2021
<u>Promotion</u>					
Daryle Williams	MH	Day Custodian	Chris Lara	8 hrs/day 12 months	3/8/2021
<u>Open</u>					
Closes 4/16/21	BV	Behavior Technician-PBIS	Autumn Perez	7 hrs/day 9 months	4/2/2021
Open until filled	BMS	Behavior Technician-SPED	Autumn Perez	3 hrs/day 9 months	3/3/2021
Open until filled	SPED-HHS	Behavior Technician-SPED	Kim Kidd	26 hrs/week 9 months	4/14/2021
Open until filled	FIN	Director of Finance	Greg Torr	8 hrs/day 12 months	11/3/2020
Open until filled	FS	Food Service Worker I	Matt Scott	3.5 hrs/day 9 months	3/10/21
Open until filled	FS	Food Service Worker I	New position	3.5 hrs/day 9 months	3/9/21
Scheduling technical interviews	MOT	Lead Custodian	New position	8 hrs/day 12 months	3/26/2021
First review of applications 4/30	SHS	Library/Media Assistant	Angela Gates	3.5 hrs/day 9 months	4/15/2021
Open until filled	MOT	Maintenance Specialist (Plumber)	Frank Stockton	8 hrs/day 12 months	4/6/2021
Hiring interview 3/2/21	BSS	Mental Health Specialist	New position	20 hrs/week 9 months	3/22/21
Hiring interview 4/30	WL	Office Assistant (2021-2022)	Lisa Cordero	8 hrs/day 9 months	4/2/2021
Open until filled	MHMS	Paraeducator (bilingual)	New position	17.5 hrs/wk 9 months	3/26/2021
Open until filled	BSS Costanoa	Paraeducator-Academic Intervention (2021-2022)	New position	3.5 hrs/day 9 months	4/26/2021
Open until filled	BSS Monarch	Paraeducator-Academic Intervention (2021-2022)	New position	3 hrs/day 9 months	4/27/2021
Open until filled	BV	Paraeducator-Academic Intervention (2021-2022)	New position	3 hrs/day 9 months	4/27/2021
Open until filled	BV	Paraeducator-Academic Intervention (2021-2022)	New position	3 hrs/day 9 months	4/27/2021

Recruitment Update

APRIL (for May meeting)	SITE	POSITION	REPLACING	HOURS	POSTED
Open until filled	BV	Paraeducator-Academic Intervention (2021-2022)	New position	3 hrs/day 9 months	4/27/2021
Open until filled	DL	Paraeducator-Academic Intervention (2021-2022)	New position	3 hrs/day 9 months	4/27/2021
Open until filled	DL	Paraeducator-Academic Intervention (2021-2022)	New position	3 hrs/day 9 months	4/27/2021
Open until filled	DL	Paraeducator-Academic Intervention (2021-2022)	New position	3 hrs/day 9 months	4/27/2021
Open until filled	GA	Paraeducator-Academic Intervention (2021-2022)	New position	3 hrs/day 9 months	4/27/2021
Open until filled	GA	Paraeducator-Academic Intervention (2021-2022)	New position	3 hrs/day 9 months	4/27/2021
Open until filled	GA	Paraeducator-Academic Intervention (2021-2022)	New position	3 hrs/day 9 months	4/27/2021
Open until filled	HHS	Paraeducator-Academic Intervention (2021-2022)	New position	3.5 hrs/day 9 months	4/26/2021
Open until filled	HHS	Paraeducator-Academic Intervention (2021-2022)	New position	3.5 hrs/day 9 months	4/26/2021
Open until filled	SCHS	Paraeducator-Academic Intervention (2021-2022)	New position	3.5 hrs/day 9 months	4/26/2021
Open until filled	SCHS	Paraeducator-Academic Intervention (2021-2022)	New position	3.5 hrs/day 9 months	4/26/2021
Open until filled	SHS	Paraeducator-Academic Intervention (2021-2022)	New position	3.5 hrs/day 9 months	4/26/2021
Open until filled	SHS	Paraeducator-Academic Intervention (2021-2022)	New position	3.5 hrs/day 9 months	4/26/2021
Open until filled	WL	Paraeducator-Academic Intervention (2021-2022)	New position	3 hrs/day 9 months	4/27/2021
Open until filled	WL	Paraeducator-Academic Intervention (2021-2022)	New position	3 hrs/day 9 months	4/27/2021
Open until filled	WL	Paraeducator-Academic Intervention (2021-2022)	New position	3 hrs/day 9 months	4/27/2021
Open until filled	DL	Paraeducator-Special Education	Tara Hilliard	19.5 hrs/wk 9 months	2/22/2021
Closes 3/9/21	MHMS	Paraeducator-Special Education	Olivia Brown	5 hrs/day 9 months	2/23/21
First review of applications 5/5	SHS	Paraeducator-Special Education	Marina Aceves Gagne	5 hrs/day 9 months	4/21/21
First review of applications 4/28	WL	Paraeducator-Special Education	Rosalie Limas	5 hrs/day 9 months	4/14/21
Review applications 4/30	DL	Parent/Community Support Coordinator (2021-2022)	Jessica Serna Castaneda	6 hrs/day 9 months	4/2/2021
Review applications 4/30	GA	Parent/Community Support Coordinator (2021-2022)	Vickie Barrientos	6 hrs/day 9 months	4/8/2021
Open until filled	WL	Playground Recess Coach	Scott Peterson	15 hrs/week 9 Months	01/27/2021
Testing 5/7-5/9 Technical interview 5/12 Hiring interview 5/14	MHMS	School Administrative Assistant II	Peggy Slakey	6 hrs/day 9 months	4/13/2021
Testing 5/7-5/9 Technical interview 5/11 Hiring interview 5/13	SCHS	School Administrative Assistant III	Daniela Zaragoza	8 hrs/day 11 months	4/12/2021
Open until filled	TR	School Bus Driver	Matt Scott	5 hrs/day 9 months	3/8/21
Open until filled	DL	Yard Duty Monitor	Sheri Thornton	2 hrs/day 9 months	12/18/2020
Hiring interview 4/30	WL	Yard Duty Monitor	New position	2 hrs/day 9 months	3/26/2021
Open until filled	WL	Yard Duty Monitor	New position	2 hrs/day 9 months	3/26/2021
Pending					
Pending Start Date	FS	Food Service Worker I	New position	3.5 hrs/day 9 months	3/10/21

Recruitment Update

APRIL (for May meeting)	SITE	POSITION	REPLACING	HOURS	POSTED
Pending Reference Checks	HHS	Mental Health Specialist (2021-2022)	New position	8 hrs/day 9 months	3/22/21
Pending Reference Checks	MHMS	Mental Health Specialist (2021-2022)	New position	8 hrs/day 9 months	3/22/21
Pending Reference Checks	SHS	Mental Health Specialist (2021-2022)	New position	8 hrs/day 9 months	3/22/21
Pending Reference Checks	BMS	Mental Health Specialist (2021-2022)	New position	8 hrs/day 9 months	3/22/21
Pending Job Offer	SCHS	Mental Health Specialist (2021-2022)	New position	8 hrs/day 9 months	3/22/21
Pending Start Date	SHS	Site Accounting Technician	Beatriz Lambert	5 hrs/day 9 months	3/12/2021
Pending Response to Job Offer	BMS	Program Coordinator-After School	Aidee Valdez Martinez	18 hrs/week 9 months	1/25/2021

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, April 6, 2021

Time: 4:08PM

Zoom Meeting

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:03PM.

Members Present:

- Mr. Mark Violante, Chairperson
- Ms. Pamela Hernandez, Vice Chairperson
- Mr. Brian Murtha

Personnel Department Present:

- Ms. Keneé Houser, Director, Classified Personnel

Public Attendees Present:

- Jeanie Brown - Classified Union President
- Molly Parks - Asst. Superintendent - Human Resources

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

- Quorum established

1.4 Agenda Deletions or Changes of Sequence

- None

2.0 PUBLIC COMMUNICATIONS

- Molly Parks stated that it has been a busy month. Elementary students have been in hybrid for 2 weeks. All of them will be back 5 days per week starting on Monday. Secondary hybrid started this week (1/2 on campus at a time).

3.0 DIRECTOR'S REPORT

- **Update:**
 - Recruitment Update
 - Personnel Actions
 - Director's Calendar

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Motion: Approve the minutes for the meetings of March 2, 2021 as submitted.

Motion: Mark Second: Brian Yes: 3 Absent: 0

4.2 Consent Agenda

4.2.1 Concerning Regular Assignments

4.2.2 Concerning Provisional and Limited Term Assignments

4.2.3 Concerning Exempt Assignments

4.2.4 Eligibility Lists Established

Motion: Approve the Consent Agenda Items as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

4.3 2020-21 Budget Expenditures for this Period

Motion: Approve the Budget as submitted.

Motion: Brian Second: Mark Yes: 3 Absent: 0

5.0 OLD BUSINESS

- None

6.0 NEW BUSINESS:

6.1 Action: Revise Merit Rule 1400 - Probation

Background: Upon further investigation, it was found that AB-1353 does not apply to merit districts. This rule was changed at the prior Personnel Commission meeting. The proposal is to move it back to its original intent, while cleaning it up and making it more clear.

Original:

Merit Rule 1400 – Probationary Period

A person who has served an initial probationary period in a class not to exceed six (6) months or 130 days of paid service, whichever is longer, shall be deemed to be in the permanent classified service, except that the Commission may establish a probationary period in a class not to exceed one (1) year for classes designated by the Commission as executive administrative, administrative including those on the supervisory salary schedule, or police classes (EC45113). No employee shall attain permanent status in the classified service until he/she has completed a probationary period in a class (EC45301).

Approved at March PC meeting:

Merit Rule 1400 – Probationary Period

A person who has served an initial probationary period in a class not to exceed six (6) months or 130 days of paid service, whichever is longer, shall be deemed to be in the permanent classified service, except that the Commission may establish a probationary period in a class not to exceed one (1) year for classes designated by the Commission as executive administrative, administrative including those on the supervisory salary schedule, or police classes (EC45113, AB-1353). No employee shall attain permanent status in the classified service until he/she has completed a probationary period in a class (EC45301).

Proposed:

Merit Rule 1400 – Probationary Period

A person Classified employees who are Bargaining Unit members and has have served an initial probationary period in a class not to exceed for six (6) months or 130 days of paid service (whichever is longer) shall be deemed to be in the permanent classified service. except that the Commission may establish a probationary period in a class not to exceed one (1) year for classes designated by the Commission as executive administrative, administrative including those on the supervisory salary schedule, or police classes Employees in Confidential and Management positions shall serve an initial probationary period in a class for one (1) year (EC45113). No employee shall attain permanent status in the classified service until he/she has completed a probationary period in a class (EC45301).

Motion: Approve the change to Merit Rule 1400 as proposed.

Motion: Mark Second: Brian Yes: 3 Absent: 0

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report

- Pamela Hernandez noticed how incredibly busy everyone is and how amazing the employees are at Santa Cruz City Schools.

7.2 Commission Members' Reports or Comments

- Commissioner has noted the good strategies of trying to retain current employees.

8.0 PUBLIC COMMUNICATIONS

- Molly Parks states that she will check to see when Personnel Commission meetings will be able to be in-person. Molly also informed the commission that the Retirement Party will also be via Zoom again.

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on Monday, April 5, 2021 Via Zoom Virtual Online Meeting.

11.0 CLOSED SESSION

- None

12.0 ADJOURNMENT

- Adjournment at 4:34pm

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Director-Classified Personnel: *Keneé Houser 4/26/21*

•Employment Actions Concerning Regular Assignments•

Probationary (New Hires or Temporary Employees Made Regular):

AlRashid, Sama, Paraeducator-BMS, 3.8 hrs/9 mos, effective 4/22/21

Bajurin, Laura, Paraeducator-GA, 1.5 hrs/9 mos and Paraeducator-Academic Intervention-GA, 1.5 hrs/9 mos, effective 4/5/21

Baniaga, Kristen, Yard Duty Supervisor-BV, 1.6 hrs/9 mos, effective 4/8/21

Carillo Salinas, Pilar, Food Service Worker I - FS, 3.5 hrs/9 mos, effective 4/26/21

Elizarrarez Chavez, Guadalupe, Night Custodian-M/O, 4 hrs/12 mos effective 4/14/21

Francis, Julie, Health Office Assistant - HHS, 3 hrs/9 mos, effective 4/7/21

Hall, Jeffrey, School Bus Driver - TR, 5 hrs/9 mos, effective 3/24/21

Herrera, Valerie, Yard Duty Monitor - BV, 1.6 hrs/9 mos, effective 4/19/21

Lamendola, Matthew, School Bus Driver-TR, 5 hrs/9 mos and Food Service Worker I-FS, 3 hrs/9 mos, effective 4/5/21

Oxley, Rhonda, School Bus Driver - TR, 5 hrs/9 mos, effective 4/22/21

Puzon, Jasha, Yard Duty Supervisor-BV, 1.6 hrs/9 mos, effective 4/8/21

Ramirez, Gustavo, Campus Safety Supervisor-MHMS, 8 hrs/9 mos, effective 4/19/21

Scott, Matthew, School Bus Driver-TR, 5 hrs/9 mos and Food Service Worker I-FS, 3 hrs/9 mos, effective 4/5/21

Solorzano, Beatriz, Office Assistant-District Office - DO, 8 hrs/12 mos, effective 4/26/21

Vasquez, Ilda, Food Service Worker I - FS, 3.5 hrs/9 mos, effective 4/2/21

Increase in FTE:

Gaona, Mireya, Parent/School Community Coordinator - SHS, from 6.4 hrs/9 mos to 8 hrs/9 mos effective

Gibson, Laurie, Occupational Therapist-Sped, from 1.6 hrs/10 mos to 3.2 hrs/10 mos, effective 7/28/21

Increase in FTE/Calendar:

Campbell, Fiona, Administrative Assistant - Sped, from 11 mos to 12 mos, effective 7/1/21

Transfer/Increase in FTE:

Serna Castaneda, Jessica, Parent/School Community Coordinator, from DL, 6 hrs/9 mos to BMS, 8 hrs/9 mos, effective 7/1/21

Promotion:

Williams, Daryle, from Night Custodian-SC, 8 hrs/12 mos to Day Custodian-MHMS, 8 hrs/12 mos, effective 4/5/21

Separation from Service:

Perez, Autumn, Behavior Technician-PBIS-BV, 7 hrs/9 mos, resignation effective 4/16/21
Rodriguez, Michael, Campus Safety Supervisor - MH, 8 hrs/9 mos, resignation effective 4/9/21
Saunders, James, School Bus Driver, 8 hrs/9 mos, resignation effective 3/2/21
Scott, Matthew, School Bus Driver-TR, 5 hrs/9 mos and Food Service Worker I-FS, 3 hrs/9 mos, resignation effective 4/9/21
Stockton, Frank, Maintenance Specialist-M/O, 8 hrs/12 mos, resignation effective 4/16/21
Zaragoza, Daniela, School Administrative Assistant III, SC, 8 hrs/11 mos, release effective 4/12/21

Retirement:

Jackson, Dwayne, School Bus Driver-TR, 8 hrs/11 mos, effective 3/26/21
Limas, Rosalie, Paraeducator-Sped - WL, 5 hrs/9 mos, effective 5/27/21
Slakey, Peggy, School Administrative Assistant II-MH, 6 hrs, 9 mos, effective 5/27/21

•Limited Term Project (not to exceed 126 days)/Substitutes: •

New Temporary Employees/EWR:

Carmona Azures, Mayahan, Office Assistant-District Office - DO, effective 4/5/21
Castro Zarate, Jonathan, Night Custodian-MO, effective 4/20/21
Heater, Rebecca, Girls JV Softball Coach-SQ, Spring 2021
Ouse, Ryan, Instructional Specialist-Band - HHS, effective 1/15/21
Velasco, Martin, Food Service Worker I - FS, from inactive to active, effective 4/5/21

Existing Temporary Employees/EWR:

Beltran, Alyssa, Educational Specialist-Band - BMS, not to exceed 30 hrs, 3/15 - 5/27/21
French, John, Paraeducator-Academic Intervention - BSS, not to exceed 30 hrs, 4/16 - 6/15/21
Lopez Figueroa, Oscar, ELPAC Examiner - Cur, not to exceed 50 hrs, 3/16 - 6/15/21
Ouse, Ryan, Instructional Specialist-Band - BMS, not to exceed 40 hrs, 1/16 - 5/28/21
Perez, Venus, Paraeducator-After School - HHS, not to exceed 150 hrs, 3/16 - 5/27/21
Ripley Phipps, Gabriella, Paraeducator-Academic Intervention - BSS, not to exceed 39 hrs, 4/9 - 6/15/21
Sliney, Lisa, Health Office Assistant - SC, not to exceed 2.25 hrs, 3/22 - 5/27/21

Existing Regular Employees/EWR:

Ancic, Louisa, Paraeducator - MH, not to exceed 20 hrs, 4/5 - 5/27/21
Anderson, Mace, Playground/Recess Coach - GA, not to exceed 13 hrs, 3/29 - 5/27/21
Avila Moreno, Mario, Yard Duty Monitor - DL, not to exceed 25 hrs, 4/16 - 5/27/21
Castaneda, Frances, School Bus Driver - TR, not to exceed 49.75 hrs, 3/24 - 5/28/21
Clark Williams, Gabriella, Textbook/Media Clerk - SHS, not to exceed 20 hrs, 3/1 - 4/15/21
Delgado, Sandra, Paraeducator-Academic Intervention - BV, not to exceed 57 hrs, 4/5 - 5/27/21
Fernandez, Maia, Paraeducator-After School - GA, not to exceed 47 hrs, 4/5 - 5/27/21

Gaona, Mireya, ELPAC Examiner - Cur, not to exceed 60 hrs, 1/16 - 5/15/21
Gill, Madison, Paraeducator-Sped - MH, not to exceed 20 hrs, 4/5 - 5/27/21
Gonzales, Laura, Health Office Assistant - BV, not to exceed 56 hrs, 4/5 - 5/27/21
Gregoire, Paula, Paraeducator-After School - BV, not to exceed 18 hrs, 4/21 - 5/26/21
Hall, Jeffrey, School Bus Driver - TR, not to exceed 92.75 hrs, 3/15-5/28/21
Helm, Mary, Paraeducator - BV, not to exceed 57 hrs, 4/5 - 5/27/21
Huerta, Elva, School Bus Driver - TR, not to exceed 6 hrs, 3/20/21
Lawrence, Nicole, Library Media Assistant - DL, not to exceed 10 hrs, 4/23 - 5/21/21
Layne, Sean, School Bus Driver - TR, not to exceed 8 hrs, 3/24 - 3/28/21
Lopez, Teodoro, Day Custodian-MO, not to exceed 80 hrs, 3/21 - 6/30/21
May, Emily, Yard Duty Monitor - WL, not to exceed 12.83 hrs, 4/19 - 5/27/21
Milazzo, Sheri, Paraeducator - DL, not to exceed 30 hrs, 3/16 - 5/27/21
Moreno, Eduardo, Paraeducator-After School - GA, not to exceed 120 hrs, 5/28 - 6/18/21
Mullins, Marsha, Yard Duty Monitor - DL, not to exceed 22 hrs, 4/16 - 5/27/21
Naranjo, Velia, Paraeducator - BV, not to exceed 57 hrs, 4/5 - 5/27/21
Pavisc-Bogren, Senka, Paraeducator-Academic Intervention - BSS, not to exceed 39 hrs, 4/9 - 6/15/21
Reber, Michelle, Instructional Specialist-Life Lab - DL, not to exceed 8 hrs, 4/1 - 5/31/21
Saarni, Richard, School Bus Driver - TR, not to exceed 33.5 hrs, 3/29-4/9/21
Solorio Cuevas, Olga, Yard Duty Monitor - DL, not to exceed 40 hrs, 4/16 - 5/27/21
Vasquez, Ilda, Food Service Worker I - FS, not to exceed 3.5 hrs, 4/1 - 5/1/21
Weizman, Naomi, Paraeducator-After School - GA, not to exceed 20 hrs, 5/17 - 5/27/21
Woodland, Kimberly, Instructional Specialist-Life Lab - BSS, not to exceed 40 hrs, 5/16 - 6/30/21
Zamora, Jasmine, Paraeducator-After School - GA, not to exceed 37 hrs, 3/16 - 5/26/21

•Eligibility Lists Established•

Behavior Technician - PBIS
Behavior Technician - SPED
Food Service Worker I
Office Assistant
Program Assistant - Afterschool Programs
School Bus Driver
Site Accounting Technician

Santa Cruz City Schools
PERSONNEL COMMISSION

133 Mission Street, Suite 100, Santa Cruz, California 95060 | (831) 429-3410 | www.sccs.net



RECLASSIFICATION REPORT
MAY 3, 2021

Overview of Reclassification Process

Criteria for Reclassification (600.1 – EC45285) Reclassification must be based on a finding that the level of a position has increased gradually over a period of time, specifically not less than 2 years.

SCCS received a final report on a Classification and Compensation Study for all positions in January, 2018. This meant that no requests for reclassification were received in 2018 and 2019. Per Merit Rule 600.2, applications for reclassification are accepted between November 1 and January 1 of each school year. In January, 2021, the Personnel Commission voted to extend the reclassification window to February 15, 2021 to allow for communication to employees.

A list of employees and positions to be studied was brought to the Personnel Commission at its March meeting and included:

- Michelle Marquart: Payroll Technician
- Belynda Flippo: System Support Specialist
- Paul Lipscomb: Supervisor-Custodial, Grounds & Maintenance

The Director performed a reclassification review by interviewing and meeting with the employees and their supervisors. These findings were presented to the Reclassification Committee.

The Reclassification Committee consisted of:

Jessica Serna Castaneda: Parent/School Community Coordinator-Gault Elementary
Jeanie Brown: Site Accounting Technician-Santa Cruz High
Derek Kendall: Assistant Principal-Soquel High
Desiree Dominguez: Director-Human Resources
Mark Violante: Personnel Commissioner (non-voting)
Molly Parks: Assistant Superintendent-Human Resources (non-voting)
Keneé Houser: Director-Classified Personnel (non-voting)

The Reclassification Committee met on April 19, 2021. The committee made the following recommendations:

- Michelle Marquart: from Payroll Technician to Lead Payroll Technician (4 in favor)
- Belynda Flippo: from System Support Specialist to Lead System Support Specialist (4 in favor)
- Paul Lipscomb: from Supervisor-Maintenance and Operations to Assistant Director-Maintenance, Operations, & Transportation (2 in favor, 2 abstain)

The committee recommendations were forwarded to the employees on April 19, 2021.

Per Merit Rule 600.8, the Director makes final recommendations to the Personnel Commission and the Superintendent makes final recommendations to the Board. The Board shall have the final decision when a new position is created and the Commission shall have the final decision when an employee is reclassified into an existing position.

ROLES

Reclassification Committee: Makes recommendations

Director-Classified Personnel: Makes final recommendations to the Commission .

Superintendent: Makes final recommendations to the Board.

Personnel Commission: Approves all recommendations. Has final decision when an employee is classified into an existing position. Ensures that new job classifications and associated pay rates are properly aligned and that the required qualifications are reasonable.

Board/District: Approves all recommendations. Has final decision when an employee is classified into a new position. Provides the Essential Duties and Responsibilities for new job classifications.

RECOMMENDATION

The Director recommends approval for all requests for reclassification.

SANTA CRUZ CITY SCHOOLS
JOB DESCRIPTION

LEAD SYSTEM SUPPORT SPECIALIST

DEFINITION:

Under the direction of the Director of Information and Technology, provide database management services for the District, coordinating the development, installation, enhancement and maintenance of the District's computerized databases applications and student information systems. Facilitate the computerized collection, management, manipulation and distribution of information systems data and data reports used for analysis of school programs. Provide professional development and training to District staff in support of District's use of technology. Perform technical troubleshooting to resolve user and system issues, maintain and repair computer hardware, peripheral equipment, and software related to District's data systems. Direct the work of assigned personnel including help desk and problem resolution, scheduling, and training. Provide assistance to the Curriculum Department in coordinating District assessment programs and reporting requirements.— This position is distinguished from class of System Support Specialist by the scope of responsibility for overseeing database operations throughout the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide technical assistance and training to District personnel, administrators and others concerning computer systems, application modules, ~~networks~~ student information system and (databases).
- Respond to inquiries and provide detailed and technical information concerning related operations, equipment, hardware, software, security, configuration, malfunctions, applications, practices, techniques and procedures.
- Perform a variety of specialized duties in the operation, development, modification, maintenance and analysis of the SIS (Student Information System) and other databases to meet District needs.
- Monitor database performance to assure smooth operations; make necessary alterations and assure proper functioning and integrity of data, systems and databases.
- Coordinate customization and implementation planning activities with outside system consultants, district, state, county and other personnel on applicability for District operations and reporting requirements.
- Perform all necessary activities related to data extraction and reporting for district, state, and federal accountability and funding requirements, including but not limited to data entry, review, verification and extraction of records. Ensure accurate transmission of all data reports to appropriate agencies.
- Create training materials and written documentation for users when necessary; provide District-level technical support for databases.
- Provide database management services, including database set-up, design database security algorithms, configure user accounts, plan and oversee end-of-year rollover, application tables set-up and maintenance, file reorganizations, data back-ups, restores and updates.
- Provide technical troubleshooting technical support and maintenance to district websites CMS; diagnose and provide solutions, escalating if necessary to the Director - Information Technology.
- Compile and process information from a variety of sources including the District's data systems and external data (third-party applications) systems to fulfill requests.
- Provide technical advice on data analysis and research methodologies as needed; assist personnel to ensure maximum utilization of system resources.

- Develop, design and write necessary programs and documentation for database systems and determine appropriate content and format of data to support report design; develop procedures to guarantee valid information and review databases for correctness.
- Assist with the implementations of such database applications associated with data collection, analysis, dissemination and presentation as needed and provide user training; assist in the design and customization of products purchased from third party vendors.
- Meet with management, vendors and user divisions to discuss needs, timelines, problems, changes and solutions.
- Prepare, review, reconcile, analyze and maintain complex statistical reports; provide management with information needed for decision making; produce analytical reports that are user friendly to assist decision makers in evaluating efficacy of programs based on statistical analysis.
- Coordinate integration between databases and external programs to maximize communication between systems to allow for efficient flow of information and reporting.
- Organize unit assignments related to database functions and determine priorities.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. Two years of college level coursework in computer science/technology, information systems or related field desired; at least three years of progressively responsible information systems experience involving large-scale databases or data reporting systems desired. Experience using school information systems is preferred. Bilingualism may be required. Requires experience in MS SQL Server, SQL server management studio.

Licenses and other Requirements

- A valid Class C California Driver's License with evidence of appropriate insurance may be required in addition to a valid First Aid and CPR Certificate.

Knowledge of:

- Advanced statistical data analysis skills; basic hardware and software configurations and troubleshooting including basic computer network and system operations; security requirements for computers and school networks; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience, and courtesy; collection and organization of information including electronic data; database and statistical software; technical data support services and research techniques.

Ability to:

- Analyze uses of information systems and provide assistance and guidance to help users take advantage of technology solutions.
- Analyze data, reason logically, draw sound conclusions and develop a variety of reports and files related to assigned activities.
- Ability to perform training in data analysis and software applications related to this position.
- Assist users in determining their needs.
- Perform a variety of technical duties involving specialized knowledge of information systems.

- Apply effective supervision and training techniques and work cooperatively with others.
- Assign, schedule and lead support staff in meeting the needs of department and school users.
- Communicate effectively in both oral and written form; work independently; interpret rules and regulations.
- Advanced-level skills in MS Excel and MS Access
- Experience with database technologies such as Oracle and Microsoft SQL
- Experience creating advanced SQL queries
- Ability to work on multiple and often competing issues at the same time
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Meet schedules and timelines.
- Meet the physical requirements necessary to perform the job.
- Establish and maintain co-operative relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community.
- Maintain regular attendance.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Ability to conduct verbal conversation; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk.
- Sit for sustained periods of time; climb slopes, stairs, steps, ramps and ladders; lift up to 40 pounds; carry up to 40 pounds; exhibit a full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion.
- Operate office machines and equipment in a safe and effective manner; demonstrate manual dexterity necessary to perform general repairs on equipment, and/or operate computer and peripheral equipment.
- Work in an indoor and outdoor environment; work with routine computer and classroom noise.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Approved by Personnel Commission: 7/8/14

Approved by Governing Board: 6/18/14

Salary Range: 49

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

PAYROLL TECHNICIAN

DEFINITION:

Under the direction of the ~~Director of Finance~~ Supervisor-Finance, perform a variety of technical payroll duties in the preparation and processing of school district payrolls to ensure employees are paid in an accurate and timely manner; prepare, process, maintain and ensure accuracy of a variety of employee payroll information, forms, records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform technical calculations in preparing and maintaining payroll records; audit and verify payroll supporting documents.
- Approve Audit position Control Actions changes for end of month payroll; make necessary adjustments when needed; enter W-4, banking information, appropriate retirement system into computerized payroll system; enter payroll voluntary deductions.
- ~~Generate payroll for District employees; make manual adjustments including correct hourly rates for certificated employees; enter sub differential pay for classified employees; ensure appropriate manual adjustments as needed.~~
- Audit end of month and supplemental payroll to ensure accurate pay for employees.
- Enter and audit sub-differential pay for employees.
- Prepare and run various audit reports; correct for errors and re-run reports; close payroll; run and send requested reports to auditors and IT at the County Office of Education.
- Prepare Supplemental Payroll; enter new hire information, hourly pay, W4 and banking information as required; audit sub reports against site entries; calculate pay on time sheets; compare hours input into computerized payroll system.
- Process and deliver checks on assigned pay dates; distribute and send voluntary deduction checks; transmit payroll information to District administration for contributions.
- Audit and maintain leave balances for all employees.
- ~~Process quarterly reporting of SUI reports and multiple site reports; request check for SUI report when needed.~~
- ~~Prepare emails for check distribution on school breaks; prepare and transmit information to County Office of Education for year end W2 reporting, including Excess Life Report, Dependent Care and Use of Company Vehicles.~~
- ~~Update and Record new year information including payroll deadlines to school sites; enter yearly calendars into payroll accounting system.~~
- Communicate with County Office personnel, school districts and various outside agencies to exchange information and resolve issues or concerns.
- Assist in assuring assigned payroll and accounting functions comply with established standards, guidelines, requirements, laws, regulations, policies and procedures.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Compose, distribute and respond to a variety of correspondence; duplicate, distribute, collect and request materials as needed.
- Maintain current knowledge of laws, codes, rules, regulations and pending legislation related to payroll functions.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by two years general accounting office and/or accounting experience including work with payroll functions. Bachelor's degree can be substituted for experience.

Knowledge of:

- Principles and techniques involved in payroll preparation and processing.
- Methods, procedures and terminology used in technical payroll work including W-4's.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Tax withholding and voluntary deductions.
- Verification and processing of payroll records and reports.
- Data control procedures and data entry operations.
- Payroll policies and procedures.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

Ability to:

- Perform a variety of technical payroll duties in the preparation and processing of District payrolls to ensure employees are paid in an accurate and timely manner.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive payroll reports and statements.
- Monitor, audit, adjust and reconcile payroll.
- Review, process, evaluate and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Serve as a technical resource concerning payroll functions.
- Process employee time information and related documents for payrolls.
- Type or input data at an acceptable rate of speed.
- Compare numbers and detect errors efficiently.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Perform arithmetic calculations quickly and accurately.
- Maintain confidentiality of sensitive and privileged information.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file and retrieve materials.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Approved by Personnel Commission: tbd 06/05/2018

Approved by Governing Board: tbd 06/13/2018

Salary Range: 32

Revised: 08/12/98, 09/17/98, tbd

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

LEAD PAYROLL TECHNICIAN

DEFINITION:

Under the direction of the Supervisor-Finance, perform a variety of technical payroll duties in the preparation and processing of school district payrolls to ensure employees are paid in an accurate and timely manner; prepare, process, maintain and ensure accuracy of a variety of employee payroll information, forms, records and reports; direct and prioritize the work of Payroll Technician(s).

ESSENTIAL DUTIES AND RESPONSIBILITIES SPECIFIC TO LEAD PAYROLL TECHNICIAN:

- Advise, audit, and ensure accuracy of the work of the Payroll Technician(s).
- Provide Payroll Technician(s) with audit data, documents, and reports.
- Process quarterly reporting of SUI reports and multiple site reports; request check for SUI report when needed.
- Process and provide the new hire reports to EDD.
- Provide communication to all employees regarding annual reminders, deadlines, and changes related to payroll.
- Audit work calendars for the upcoming school year.
- Develop and maintain spreadsheet for supplemental pay for pension coding.
- Provide error commentary to COE, clarifying error reports as part of the payroll closing process.
- Process and provide audit for annuities.

ESSENTIAL DUTIES AND RESPONSIBILITIES IN COMMON WITH PAYROLL TECHNICIAN:

- Perform technical calculations in preparing and maintaining payroll records; audit and verify supporting documents.
- Audit position control changes for end of month payroll; make necessary adjustments when needed; enter W-4, banking information, appropriate retirement system into computerized payroll system; enter payroll voluntary deductions.
- Audit end of month and supplemental payroll to ensure accurate pay for employees.
- Enter and audit sub-differential pay for employees.
- Prepare and run various audit reports; correct for errors and re-run reports; close payroll; run and send requested reports to auditors and IT at the County Office of Education.
- Prepare Supplemental Payroll; enter new hire information, hourly pay, W4 and banking information as required; audit sub reports against site entries; calculate pay on time sheets; compare hours input into computerized payroll system.
- Process and deliver checks on assigned pay dates; distribute and send voluntary deduction checks; transmit payroll information to District administration for contributions.
- Audit and maintain leave balances for all employees.
- Record new year information including payroll deadlines to school sites.
- Communicate with County Office personnel, school districts and various outside agencies to exchange information and resolve issues or concerns.
- Assist in assuring assigned payroll and accounting functions comply with established standards, guidelines, requirements, laws, regulations, policies and procedures.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Compose, distribute and respond to a variety of correspondence; duplicate, distribute,

- collect and request materials as needed.
- Maintain current knowledge of laws, codes, rules, regulations and pending legislation related to payroll functions.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by four years general office and/or accounting experience (Bachelor's degree can be substituted for general experience), and two years payroll experience.

Knowledge of:

- Principles and techniques involved in payroll preparation and processing.
- Methods, procedures and terminology used in technical payroll work including W-4's.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Tax withholding and voluntary deductions.
- Verification and processing of payroll records and reports.
- Data control procedures and data entry operations.
- Payroll policies and procedures.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

Ability to:

- Perform a variety of technical payroll duties in the preparation and processing of District payrolls to ensure employees are paid in an accurate and timely manner.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive payroll reports and statements.
- Monitor, audit, adjust and reconcile payroll.
- Review, process, evaluate and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Serve as a technical resource concerning payroll functions.
- Process employee time information and related documents for payrolls.
- Type or input data at an acceptable rate of speed.
- Compare numbers and detect errors efficiently.
- Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Perform arithmetic calculations quickly and accurately.
- Maintain confidentiality of sensitive and privileged information.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file and retrieve materials.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Approved by Personnel Commission: tbd

Approved by Governing Board: tbd

Salary Range: 37



JOB DESCRIPTION

Job Title: Lead Payroll Technician

Job Summary

Under general supervision of the Director of Fiscal Services, within a broad framework of standard policies and procedures, perform responsible technical calculating work in the preparation and maintenance of all employee payroll records; prepare, maintain, audit and verify payrolls and supporting documents and records for all employees; respond to inquiries regarding payroll; direct and coordinate work of Payroll Technicians; use independent judgement and problem solving while implementing the district's payroll compensation and accompanying record keeping procedures.

Examples of Duties

Provides training and checks accuracy of the work of Payroll Technicians; computes, prepares and maintains up-to-date payroll data on all district employees, including current salary, authorized deductions, hours worked, vacation time, sick leave, additional stipends, overtime, professional growth, longevity, shift differentials; prepares appropriate work sheets on all hourly paid employees at the beginning of the school year and recompute whenever necessary; assists in compiling information for all employees; processes retirement forms for employees; establishes and maintains permanent payroll records for all employees; calculates pay adjustments for various personnel actions and makes necessary computer changes in existing payroll system; supplies payroll information to Worker's Compensation and other insurance carriers of the district office of education; audits billing for annuities and insurance; codes all voluntary deduction forms being sent to the County; posts and balances payroll demands with action forms and contracts; audits payroll for correct coding; analyzes and audits computation of hours, rates of pay, and totals time sheets; sorts and distributes all payroll; assists in compiling information for personnel reports as needed; keeps changes of addresses of all employees up to date with the County; calculates federal and state taxes, retirement, social security, etc. for employees; audits deductions received from Section 125; operates a variety of office and accounting machines including typewriter, calculator and computer peripheral equipment; participates in available training in order to meet new technology standards; performs other related duties as required.

Employment Standards

Training and Experience: Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed herein. Graduation from a two year college with a degree in Business Administration, Economics, Public Administration or related field with specialization in accounting; four (4) years of progressively responsible experience in auditing, accounting or financial management involving preparation and analytical examination of financial statements and reports; additional

qualifying experience in accounting, auditing or varied financial record keeping in addition to the experience requirement may be substituted on a year for year basis for the required education. Bilingualism may be required.

Knowledge: Knowledge of basic principles, methods and practices of statistics, bookkeeping and financial record keeping; accounting methods and requirements as related to payroll tax deductions and public school payroll systems; proper office methods and procedures; proper English usage, grammar, punctuation and spelling.

Abilities: Ability to perform complex bookkeeping functions; review time sheets, calculate compensation rates and prepare reports; apply rules and regulations to practical situations; perform complex arithmetical calculations accurately and rapidly; assemble and organize data and prepare worksheets and reports; type accurately; communicate effectively in oral and written form; understand and carry out both oral and written directions in an independent manner; operate standard office machines and equipment including an adding machine, calculator, typewriter and computer equipment; maintain the security and confidentiality of specified records and information; establish and maintain co-operative relationships with those contacted during the performance of required duties, including school personnel, students, parents and the community; maintain regular attendance.

Physical Effort/Work Environment: Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines; ability to conduct verbal conversation in English and, possibly, a designated second language; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; climb slopes, stairs, steps, ramps and ladders; lift up to 20 pounds; carry up to 20 pounds; exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder flexion and extension, back lateral flexion, hip flexion and extension and knee flexion; operate office machines and equipment in a safe and effective manner; demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; conduct frequent repetitive arm, hand and body motion; work in an indoor environment.

Licenses and Certificates: A valid Class 3 California Driver's License and evidence of appropriate automobile insurance may be required in addition to a valid First Aide and CPR Certificate.

Approved by Personnel Commission- 11/07/00

Approved by Governing Board- 10/11/00

Salary Range 37

**SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION
2021-2022 BUDGET**

ACCOUNT DESCRIPTION

Classified Administration (0.86 fte)	\$ 154,256.00
Clerical/Technical Wages (1.00 fte)	\$117,647.00
Other Classified Wages	\$669.00
Other Classified Wages	\$1,281.00
Total Salary & Health and Welfare	\$ 273,853.00

Materials & Supplies	\$1,234.00
Food for Meetings & Workshops	\$150.00
Mileage, Travel & Conferences	\$6,000.00
Contractual Benefit	\$800.00
Dues & Membership	\$3,000.00
Other Services/Operating Expenditures	\$ 1,500.00
Total Other Budget Categories	\$12,684.00

TOTAL BUDGET \$286,537.00

**SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION
BUDGET EXPENDITURES 2020-2021**

<u>Date</u>	<u>Description</u>	<u>Budgeted</u>	<u>Expended</u>	<u>Balance</u>
MATERIALS & SUPPLIES				
01-0000-0-0000-7400-4300-047-0000				
7/1/2019	Budgeted	\$477.00		\$477.00
11/18/2020	Transfer to 5300 Dues & Membership	(\$95.00)		\$382.00
12/14/2020	Palace		\$56.11	\$325.89
12/17/2020	Transfer to 5300 Operating Expenses	(\$175.00)		\$150.89
12/21/2020	Palace		\$13.54	\$137.35
1/25/2021	Palace		\$6.54	\$130.81
3/22/2021	Palace		\$46.29	\$84.52
RESTRICTED CARRYOVER				
01-9010-0-0000-7400-4300-047-0050				
9/30/2020	Carryover	\$76.00		\$76.00
3/8/2021	KH: Space heater		\$38.19	\$37.81
CONTRACTUAL BENEFIT				
01-9010-0-0000-7400-5200-047-0006				
7/1/2019	Budgeted	\$300.00		\$300.00
9/30/2020	Carryover	\$2,240.00		\$2,540.00
DUES & MEMBERSHIP				
01-0000-0-0000-7400-5300-047-0000				
7/1/2019	Budgeted	\$3,000.00		\$3,000.00
8/24/2020	CODESP		\$2,300.00	\$700.00
8/24/2020	CSPCA		\$700.00	\$0.00
11/13/2020	Transfer from 4300 Materials & Supplies	\$95.00		\$95.00
12/14/2020	SPCA - Nor Cal		\$95.00	\$0.00
OTHER SERVICES/OPERATING EXPENSES				
01-0000-0-0000-7400-5800-047-0000				
7/1/2019	Budgeted	\$500.00		\$500.00
8/10/2020	EDJoin		\$481.65	\$18.35
12/17/2020	Transfer from 4300 Materials & Supplies	\$175.00		\$193.35
2/1/2021	Santa Cruz Jobs: Ad for Chief Communication		\$175.00	\$18.35
TOTALS		\$6,593.00	\$3,912.32	\$2,680.68



Ms. Pamela Hernandez
Commissioner: Chair

Mr. Brian Murtha
Commissioner: Vice Chair

Mr. Mark Violante
Commissioner

REGULAR MEETING of the Personnel Commission

Tuesday, June 8, 2021, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

Any writings or documents that are public records and are provided to a majority of the Personnel Commissioners regarding an open session item on this agenda will be made available for public inspection at the Santa Cruz City Schools District Office, located at 133 Mission St, Suite 100, Santa Cruz, CA during normal business hours. Any member of the public desiring to address the Personnel Commission on an item not listed on the agenda may complete a "Brown" card and submit it to the Classified Personnel Director or Chairperson of the Personnel Commission prior to the start of the meeting. The meeting is recorded. To request a disability-related modification or accommodation in order to participate in this meeting, please contact the Office of the Personnel Commission at (831) 429-3410 extension 238 or 239 at least 24 hours in advance.

- 1.0 CALL TO ORDER
 - 1.1 Welcome and Explanation of Format
 - 1.2 Establishment of Quorum
 - 1.3 Agenda-Deletions or Change of Sequence
- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
 - 4.1 Consider Approval of Minutes
 - 4.2 Consent Agenda:
 - 4.2.1 Concerning Regular Assignments
 - 4.2.2 Concerning Provisional and Limited Term Assignments
 - 4.2.3 Concerning Exempt Assignments
 - 4.2.4 Eligibility Lists Established
 - 4.3 2020-2021 Budget Expenditures for this Period
- 5.0 NEW BUSINESS:
 - 5.1 Action: Approve job description – Lead System Support Specialist
 - 5.2 Action: Approve job description - Nutrition Coordinator
 - 5.3 Action: Remove high school requirement from various job descriptions
 - 5.4 Action: Approve meeting dates for 2021-2022
- 6.0 REPORTS and comments
 - 6.1 Chairperson's Report
 - 6.2 Commissioners' Reports or Comments
- 7.0 PUBLIC COMMENTS (Continued if necessary)
- 8.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be on July 6, 2021 or August 3, 2021.
- 9.0 ADJOURNMENT