

133 Mission Street Suite 100
Santa Cruz, CA 95060

Personnel Commission Annual Report



2022-2023

About Santa Cruz City Schools:

Santa Cruz City Schools (SCCS) is comprised of an elementary district and a secondary district, governed by one Board of Education. The district serves students residing in the City of Santa Cruz and in county locations from Davenport to Soquel. Santa Cruz City Schools is comprised of approximately 6,160 Students K-12, 430 certificated teachers, librarians, and administrators, and 390 classified employees. SCCS offers preschool and pre-kindergarten programs, comprehensive K-12 programs, a home-school program, a continuation high school and independent studies.

Introduction

Merit System

The merit system is a method of personnel management which is designed to promote the efficiency and economy of the workforce and the good of public by providing for the selection and retention of employees, promotional opportunities, training, and other related matters on the basis of merit, fitness, and the principle of “like pay for like work”.

The first merit system law for school districts was established in 1936. Ed Code Sections 45220-45320 were added, introducing Personnel Commissions to school districts after a lawsuit involving the Los Angeles United School District. From 1965 to 1979, 65 school districts added Personnel Commissions to their districts.

The Merit System was created to ensure that school districts hire and promote qualified classified employees through consistent and lawful testing and hiring practices. This is accomplished through a set of rules adopted by the Personnel Commission and is subject to the provisions of the California Education Code. Santa Cruz City Schools adopted the Merit System in 1967. The Merit System operates in approximately 94 California school districts.

About the Personnel Commission:

The Personnel Commission establishes and enforces rules to ensure equitable selection, promotion and retention of employees based on merit and fitness, without favoritism, or prejudice. It recruits and tests applicants for all classified positions within the District in such a manner as to obtain the best employees possible.

Responsibilities for the **Personnel Commission** are provided by Sections 45240-45320 of the Education Code. The following activities fall under the purview of the Personnel Commission:

- Recruit and advertise to fill vacant classified positions
- Accept and screen applicants
- Set procedures for determining applicant eligibility
- Determine type of qualifying examination to be given
- Construct and administer examinations
- Set up interview panels and score examinations
- Establish eligibility lists for appointment and promotion
- Certify top three ranks to site administrator for employment
- Establish and maintain personnel records for all classified employees
- Classify all new positions
- Allocate classes to appropriate ranges on the salary schedule
- Maintain a classification plan and conduct classification studies
- Reclassify positions within occupational groups
- Set procedures to follow for layoff
- Maintain seniority lists
- Hear appeals of suspension, demotion, dismissal, or layoff

The **Personnel Commission** is an independent body composed of three Personnel Commissioners:

Brian Murtha: Mr. Murtha has served on the Commission since August 4, 2015, and is the joint appointee to the Commission. His term expires on December 1, 2023.

Carol McKee: Ms. McKee has served on the Commission since February 1, 2022, and is the Board's appointee to the Commission. Her term expires on December 1, 2024.

Mark Violante: Mr. Violante has been on the Commission since December 1, 2013, and is the Union's appointee to the Commission. His term expires on December 1, 2025.

Personnel Commission Staff:

Keneé Houser: Director of Classified Personnel

Denice Grogan: Human Resource Specialist, Personnel Commission

Personnel Actions & Separations:

Personnel Actions:	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
New Hire	130	160	75	60	92	67
Promotion	30	29	22	6	18	14
Transfer	1	16	16	5	11	8
Reinstated	6	3	0	1	0	4
New Subs & Temp Hires	46	58	33	28	46	52
Increase Hours	15	23	12	21	18	11
Decrease Hours	10	4	2	6	3	2
Reclassification ***	0	1	3	0	1	0

Separations:	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
Resignation	80	100	56	34	58	46
Dismissed	0	0	0	0	0	1
Retired	8	9	17	9	9	14
Released During Probation *	8	13	7	2	5	4
Layoff	0	0	2	0	4	0
Placed on 39-Month Rehire List **	2	0	0	2	1	3

* Ed Code 45301 - Probation is a trial period of 130 days during which employees can be reached from work without cause.

** Ed Code 45195 states that after employees have exhausted all available leave, they are placed on a 39-month rehire list.

They can then be placed into an open position if they are able to return to work during that period.

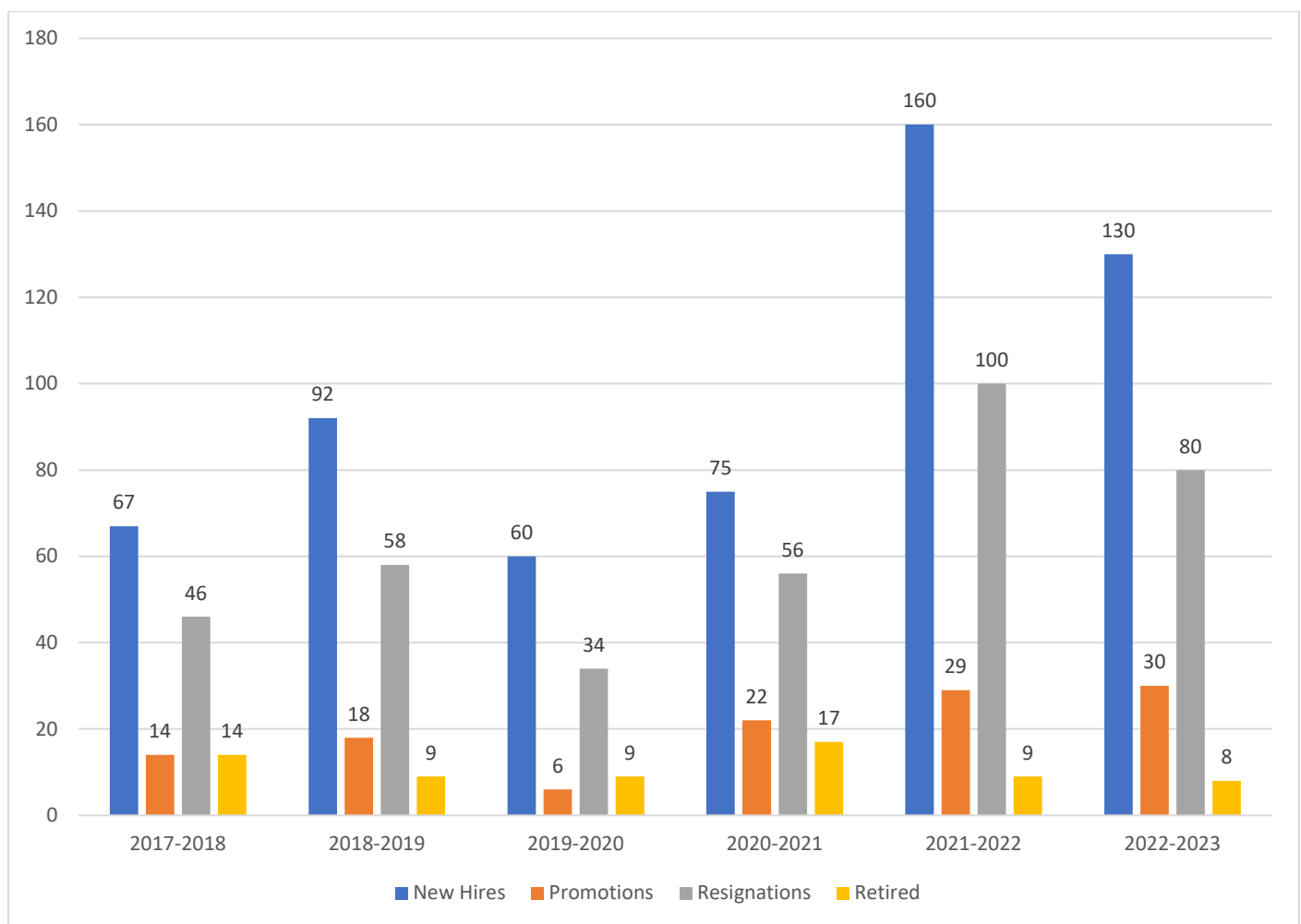
*** Reclassification occurs when a position is removed and placed into a new or existing position, due to a change in duties over 2 or more years.

Trends and Changes Over Time:

After the peak of new hires and resignations in 2021–2022, this year the number slightly decreased but remained higher than pre-pandemic years. Over the past six (6) years, we have seen the number of new hires and resignations practically double. This is largely due to the cost of living in Santa Cruz.

Promotions have also doubled over the past six (6) years, maintaining that Santa Cruz City Schools is a place where employees have room to grow.

Historical Data:



Highlights of 2022-2023:

- Revised Job Description:
 - Student Data Technician
- Salary Range Change:
 - Site Accounting Technician
- New Job Descriptions:
 - Behavior Specialist - Special Education
 - Central Kitchen Cook / Baker
 - Construction and Facilities Liaison
 - School Bus Driver / Dispatcher
 - Grant Writer - Resource Development Coordinator
 - Nutrition Services Support Coordinator
 - Registered Behavior Technician
 - Work-Based Learning Coordinator

Recruitment and Retention:

In 2022 - 2023, we continued recruitment efforts that had worked in the past including:

- Posting on **social media** including Facebook, Instagram, and Twitter
- Hanging **flyers** throughout the county using distribution companies
- Sending **Blackboard** email messages to families
- Hanging “We’re Hiring” **banners** in front of all school sites

Job Fairs

Our first Classified job fair was held in July 2021. At this event, all sites and supervisors were present, ready to interview interested candidates and hire them on the spot. Selected candidates were given a preliminary offer sheet, pending fingerprinting, and reference checks.

This was such a success that we held another job fair in July 2022, and again in September 2022 – after the university students had returned. This year, everyone was more prepared. Hiring supervisors knew the dates before they left for summer break, so they were ready to go in July. The Human Resources team developed a system of welcoming applicants and getting them to interview as quickly as possible. At the two job fairs, we hired a total of 28 employees.

New Employee Orientations

Prior to 2020, New Employee Orientations were held each time an employee was onboarded. Employees were invited to the District Office to fill out paper forms necessary for employment. At that time, the Human Resources Specialist would sit with them to go over the forms and explain the work calendar, leave types, and other work-related topics. In 2020, we moved to on-line onboarding with digital forms – a smoother and easier process for most employees. What was missing, however, was the personal connection and the ability to answer questions face to face.

In-person orientations were held for classified employees starting in September 2022. In this new format, the Assistant Superintendent welcomed the employees and spoke of the vision and goals of Santa Cruz City Schools. Employees had the opportunity to meet one another and make connections with those in similar positions. The Union also had an opportunity to welcome all new employees.

Because classified employees are hired throughout the year, additional orientations were required. Orientations were held again in November and March. Two (2) orientations were held each time to ensure that employees were able to attend - either during their work hours or outside their work hours (for additional pay).

In August 2023, the New Employee Orientation was held in August, prior to the start of school. Our second orientation is scheduled for October 30th. We intend to hold an orientation every 2 to 3 months going forward.

Congratulations Promoted Employees:

The Personnel Commission would like to take this opportunity to congratulate the following *Classified Employees* for promoting in 2022-2023.

Balke, Sean
Blume, Cassandra
Carrillo Salinas, Pilar
Cortez, Estevan
Cripe, Cynthia
Delgado, Sandra
Garcia-Montes De Oca, Yesenia

Gonzales, Elisa
Gonzales, Laura
Kinley, Diane
Lamendola, Matthew
MacDonald, Kris
Manners, Wednesday
Manriquez, Angela

Marizette, Gail
Miller, Anna
Montanez, Cory
Perez, Jose
Raynal, Vanessa
Rodriguez, Stephanie
Salgado De Santos, Cristina

New Employees Welcomed:

The Personnel Commission would like to take this opportunity to welcome the following new *Classified Employees* for 2022-2023.

Anguiano, Crystal	Gonzales, Christina	Ortiz Rios, Maritza
Angulo–Lupercio, Lisset	Gonzalez, Alyssa	Palmer, Barbara
Avelar, Armando	Gorcsi , Joe	Pezzolo, Celeste
Bachar, William	Grifith, Madiha	Pope, Katharine
Blackburn, Suzie	Hanson, Kendra	Pound, Rachel
Brito-Bersi, Tonia	Hernandez, Rafael	Ramirez, Fabian
Bryant, Kayden	Hernandez, Rosie	Reyes, Enrique
Buckius, Sarah	Iniguez, Chris	Robinson, Chris
Buta, Marietta	Jani, Taylor	Rock, Delayne
Cardoza Marin, Julio	Joliff, Josephine	Rovick, Angela
Castillo–Musante, Carolyn	Karst, Katana	Ruiz, Miguel
Chain, Laura	Kelley, Carolyn	Ryan, Tania
Cromer, Alison	LeDuc, Julie	Stutzman, Ally
Dannehl, John	Luna Hernandez, Marta	Toro, Michelle
Delgado, Adriana	Marzolf, Gail	Urbano, Ruby
Diaz, Jose	McFadden, Wayne	Villa, Ricardo
Dickson, Kinsey	Middour, Gwyneve	Villalta, Pamela
Dominique, Jayden	Monroy Mena, Andrea	Violago, Timothy
Estrada, Mireya	Oard, Tamra	Weiner, Bonny
Forbus, Sonya	Oates, Kate	Young, Lori

Special Thanks!

The **Personnel Commission** and **staff** would like to thank the *Classified Employees* for the work they do to serve the students and staff of Santa Cruz City Schools. We also express our gratitude to the numerous employees who served as Subject Matter Experts on our interview teams. Their assistance is invaluable to the recruitment process and is greatly appreciated.