

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA
Tuesday, January 11, 2022
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:

- ☐ Brian Murtha, Commissioner - Vice Chairperson
- ☐ Mark Violante, Commissioner - Chairperson

- 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
 - Open Positions
 - Pending Appointments
- Classified Recruitment Fair: Planning to have it on January 20, 2022 from 5 – 7pm
- CSPCA Annual Conference: Monterey, March 6 – 8, 2022

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: Approve the minutes for the meeting on December 7, 2021 as submitted.

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 2021-2022 Budget Expenditures for this Period

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

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

5.0 OLD BUSINESS:

5.1 Information: District Appointed Commissioner

The District is recommending Carol McKee as the district-appointed Personnel Commissioner. There will be a public hearing at the Board meeting tomorrow, January 12, 2022. If approved, her term would begin at the following Personnel Commission meeting on February 1, 2022.

5.2 Information: Reclassification Window

At the December meeting, the reclassification window was extended through January 12, 2022. To date, we have not received any reclassification requests.

5.3 Information: 2020-2021 Personnel Commission Annual Report

The Annual Report will be completed this month and will be taken to the Board as a consent item at that time.

6.0 NEW BUSINESS:

6.1 Action: Approve revised job description – Mental Health Specialist

Background: Last spring, we recruited 6 full-time Mental Health Specialists to work at the secondary sites. The job description was previously geared to work in the Special Education Department. It has been revised to include these additional positions, serving all students and reporting to the site administration. If approved, it will go to the Board for approval on February 9, 2022

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, February 1, 2022 at the SCCS District Office, 133 Mission Street, Suite 100.

10.0 ADJOURNMENT

Adjournment at (time) _____.

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA
Tuesday, February 1, 2022
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:

- ☐ Brian Murtha, Commissioner - Vice Chairperson
- ☐ Mark Violante, Commissioner - Chairperson

- 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
 - Open Positions
 - Pending Appointments
- Recruitment Strategies
- CSPCA 2022 Merit Academy
- CSPCA Annual Conference: Monterey, March 6 – 8, 2022: Denice, Brian, Carol, and Keneé attending

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: Approve the minutes for the meeting on January 11, 2022 as submitted.

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

4.2 2021-2022 Budget Expenditures for this Period

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

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

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 Action: Swearing in of New Commissioner, Carol McKee

Background: At its meeting on January 12th, Carol McKee was approved by the Board to serve as their appointee to the Personnel Commission. She is replacing Pamela Hernandez and her term will end December 1, 2024.

6.2 Discussion: 2020-2021 Personnel Commission Annual Report

Information: The annual report is provided. The final draft will go to the Board on 2/23/2022.

6.3 Action: Revise Merit Rule 1400-Probation

Background: At our meeting on March 2, 2021, we changed Merit Rule 1400 to limit all probation periods to 6 months. However, in section 1, 45113.g or AB1353, it states: "This sectional shall apply only to school districts not incorporating the merit system as outlined in Article 6 (commencing with Section 45240).

Rather than simply revert to the prior language, a revised version is proposed. Past practice is that all confidential and management employees have a probation period of one (1) year. The proposed rule aligns with past practice EC 45301.

Recommendation: Approve revisions to Merit Rule 1400-Probation as submitted.

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

6.4 Action: Approve New Job Description – Nutrition Outreach Instruction Specialist

Background: SCCS Food Service was awarded an Open Impact Grant. The bulk of the proposal is included. Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

The recommended pay range for this position aligns with the Central Kitchen Coordinator, Instructional Specialist-Life Lab, and the Nutrition Coordinator, both comparable in levels of responsibility. The education/experience requirements serve to ensure adequate preparation for this position.

Recommendation: Approve Job Description for Nutrition Outreach Instruction Specialist 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, March 1, 2022 at the SCCS District Office, 133 Mission Street, Suite 100. If necessary, the meeting will be held virtually via Zoom.

10.0 ADJOURNMENT

Adjournment at (time) _____.

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA
Tuesday, March 1, 2022
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:

- ☐ Carol McKee, Commissioner
- ☐ Brian Murtha, Commissioner - Vice Chairperson
- ☐ Mark Violante, Commissioner - Chairperson

- 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
 - Open Positions
 - Pending Appointments
- Job Fair: March 5th, 9am – 11am, Harbor High School
- CSPCA Conference March 6 - 8

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Recommendation: Approve the minutes for the meeting on February 1 2022 as submitted.

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 2021-2022 Budget Expenditures for this Period

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

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

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 Action: Approve Job Description, Fleet Technician 2/School Bus Driver

Background: For more than three decades, Santa Cruz City Schools has relied on independent mobile mechanics to inspect, maintain, and repair the school bus fleet to the satisfaction of the California Highway Patrol. These mobile mechanics focused their businesses almost exclusively on school districts in Santa Cruz County north of Watsonville. All of these mobile mechanics have recently sunset their businesses.

The Fleet Technician/School Bus Driver position was created in June 2021 to allow for minor, in-house vehicle inspections. The Transportation Department is now poised to have an in-house employee to service brakes, change tires, work on the electrical systems, and do the required safety inspections.

When this position is created, the Fleet Technician/School Bus Driver will become Fleet Technician 1/School Bus Driver. This position will give Santa Cruz City Schools the ability to maintain the current fleet with California Statutory compliance and move forward into new technologies and electric vehicle operation.

Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

Recommendation: Approve the revised job description as submitted.

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

6.2 Action: Approve Extended Calendar for Director

Background: The Director's position is funded at 86.5%. This equates to 193 days (223 x .865). This year, due to the unprecedented number of classified hires in late summer/early fall, more days are required. The Director anticipates working 217 days during the year (97%).

Recommendation: Approve an extended calendar of 212 days for the Director for 2021-2022.

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, April 12, 2022 at the SCCS District Office, 133 Mission Street, Suite 100.

10.0 ADJOURNMENT

Adjournment at (time) _____.



Carol McKee
Commissioner

Brian Murtha
Commissioner: Chair

Mark Violante
Commissioner: Vice Chair

REGULAR MEETING of the Personnel Commission

Tuesday, April 12, 2022, 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 2021-2022 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
 - 6.1 Action: Approve Job Description, Director-Information Technology
 - 6.2 Action: Approve Job Description, Athletic Trainer
 - 6.3 First Read: 2022-2023 PC Budget
- 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 will be on May 3, 2022.
- 10.0 ADJOURNMENT

4.3 2021-2022 Budget Expenditures for this Period p. 16

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

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

5.0 OLD BUSINESS: None

6.0 NEW BUSINESS:

6.1 Action: Approve Job Description, Director-Information Technology p. 17-19

Background: The has moved from Business Services and is now part of Educational Services to better support educational technology in the district.

Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

Recommendation: Approve the revised job description as submitted.

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

6.2 Action: Approve Job Description, Athletic Trainer p. 20-24

Background: For the past 10 years Palo Alto Medical Foundation (PAMF) has partnered with the district to ensure that our schools had trained and certified Athletic Trainers. The Athletic Trainers have all been employees with PAMF or consultants with the district. PAMF is no longer able to continue to provide athletic training in the same model as the past years and has worked with the district to provide a transition plan. PAMF will subsidize the positions with a sliding scale for the next three years. The employees will become SCCS employees. The recommended pay is in line with the pay they are currently receiving.

Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

Recommendation: Approve the revised job description as submitted.

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

6.3 First Read: 2022-2023 PC Budget p. 25

Information: According to Ed Code 45253 and Merit Rule 300.1, the Commission shall prepare an annual budget which, upon the approval of the County Superintendent of Schools, shall be included by the Governing Board in the regular budget of the school district. The budget shall be prepared and approved no later than May 30th of each year.

The only changes in the budget from 2021-22 to 2022-23 are the salaries and stipends. All other budget items remain static. The Director position has changed from .865 fte to 1.0 fte. It has been at .865 since 1999 when Toni Hyland was the Director.

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, May 3, 2022 at the SCCS District Office, 133 Mission Street, Suite 100.

10.0 ADJOURNMENT

Adjournment at (time) _____

Personnel Actions

2021-2022

	Mar	Feb	Jan	Dec	Nov	Oct	Sept	Aug	July	Totals
New Hire	9	10	17	6	14	17	14	42	12	141
Increase fte	1		2	2			2	9		16
Increase fte/position		1				1		4	1	7
Decrease fte	1	1	1							3
Decrease fte/position				1		1	1	2		5
Promotion	1	1	1	4	4	3	2	6	4	26
Reclassification									1	1
Reinstate								2	1	3
Lateral Move	1			1		1	2			5
Transfer	1		1	2		2	2	4		12
Temp Hire	6	7	2	5	7	5	4	6	1	43

Layoff										0
Release from Prob	1	1		2		1	2	1		8
Resign	9		8	1	4	14	4	13	7	60
Retire	2	1		1	1				1	6

Open	13	15	25	29	39	37	32	33	51
Pending	10	6	4	6	5	10	10	11	21
Open Temp		1			1	3		1	
Pending Temp	3								4

Corrections for April meeting:

Feb: Add 1 temp hire

Feb: Change from Promo to Increase FTE/Position

Feb: Add 1 decrease FTE

Feb: Add 1 new hire

Nov: Add 1 temp hire

Jan & Feb: Add 1 open

Reasons for Resignation:

2-Education

2-Job (better fit)

1-Job (more \$)

3-Other

1-Unknown

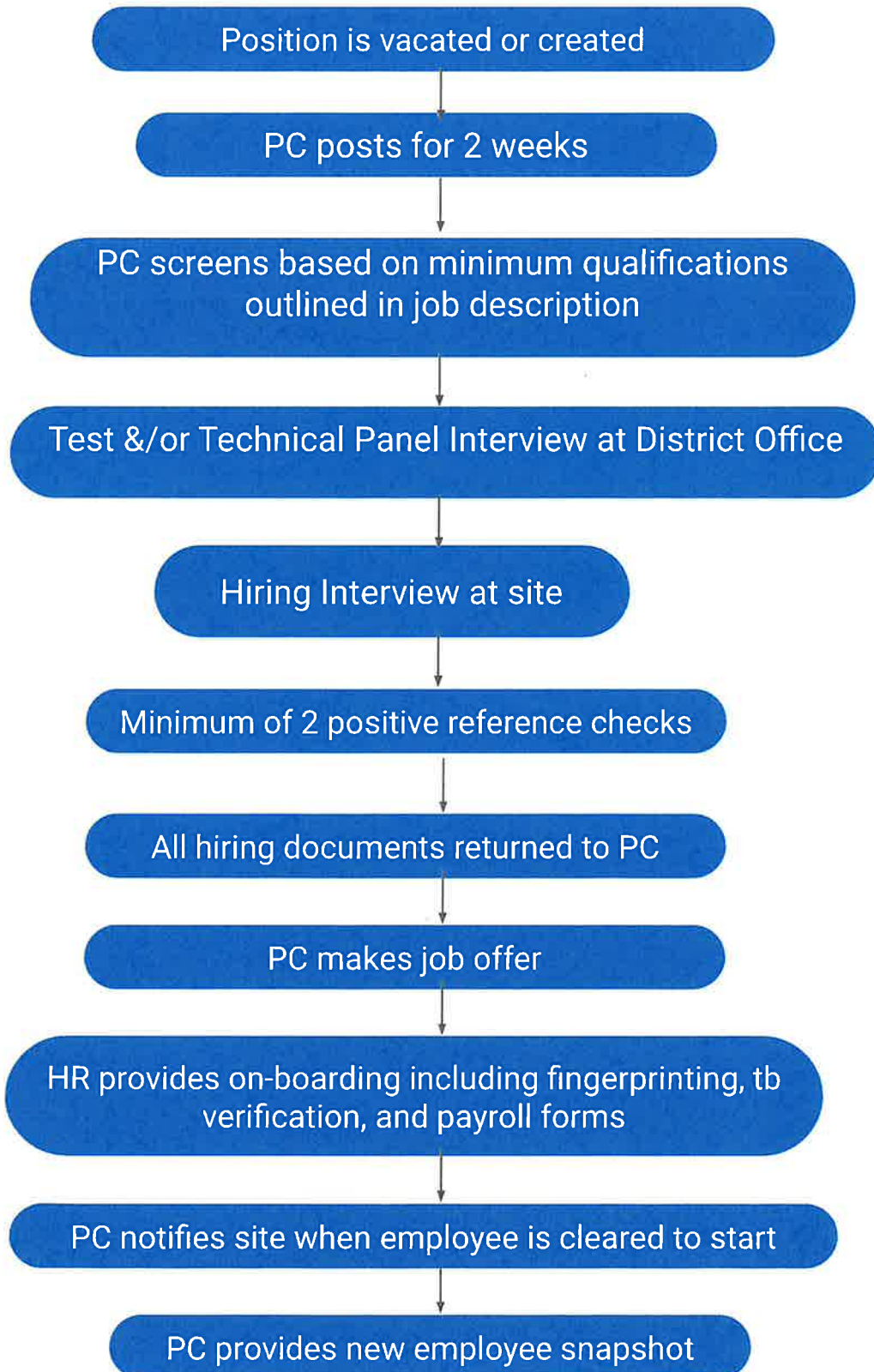
OPEN POSITIONS

SITE	POSITION	REPLACING	Hrs/Wk	Mos	POSTED	STATUS as of 3/31
BMS	Paraeducator Academic Intervention (bilingual)	New Position	15	9	01/07/2022	Open until filled
FS	Food Service Worker I	Karlie Story	17.5	9	03/09/2022	Open until filled
FS	Food Service Worker I	Floater	17.5	9	03/09/2022	Open until filled
HHS	Paraeducator- SPED	New Position	15	9	08/16/2021	Open until filled
IT	Director of IT	Curtis Gomez	40	12	03/24/2022	Open until filled - first review of applications on 04/07/2022
MHMS	Paraeducator	Evelyn Flores	19.75	9	12/16/2021	Open until filled
MHMS	Paraeducator SPED	New Position (Todd Hammonds)	15	9	10/14/2021	Open until filled
SPED	Administrative Assistant	Fiona Campbell	40	12	03/17/2022	Technical Interview 04/11, Hiring Interview 04/14/2022
SPED	Occupational Therapist	Tuson, Kim	40	10	03/11/2022	Technical Interview 04/1, Hiring Interview 04/11/2022
SPED	Paraeducator SPED (Roving) - secondary	New Position	25	9	9/14/2021	Hiring Interview 04/14/2022
SPED	Paraeducator SPED (Roving) - secondary	Naomi Weizman	25	9	03/31/2022	Hiring Interview 04/14/2022
TRANS	Fleet Technician - School Bus Driver	new position	25	12	02/04/2022	HR to schedule test
WL	Health Office Assistant	Dorothy Franks	15	9	03/11/2022	Testing - Schedule interviews

PENDING APPOINTMENTS

SITE	POSITION	REPLACING	Hrs/Wk	Mos	POSTED
BV	Behavior Tech PBIS	Manuel Castanda	35	9	03/02/2022
BV	Paraeducator SPED (Preschool)	Jennifer Long	28	9	03/08/2022
FS	Food Service Worker I	Kuo, Mei	17.5	9	03/09/2022
FS	Food Service Worker I	Yasmin Suarez	17.5	9	03/09/2022
FS	Food Service Worker I	Schembari, Jacob	17.5	9	03/09/2022
IT	System Support Specialist	Madison Barbour	40	12	03/11/2022
MHMS	Program Coord-After School	Leah Carrillo	18	9	03/07/2022
SPED-BV	Behavior Tech SPED	Elena Emelianova	26	9	10/22/2021
SPED-HHS	Behavior Tech SPED	Brandon DeFalco	26	9	01/27/2022
SQHS	Paraeducator SPED	Sama AlRashid	25	9	02/01/2022
WL	Night Custodian	Emmanuel Gembe	40	12	01/25/2022

Santa Cruz City Schools Personnel Commission (PC)
Classified Hiring Procedure Outline
March 22, 2022



Sunday 1pm

Disciplinary Skelly Hearings

Best Practices: Remote Testing Using CODESP

Pandemic and the Challenges of Work-from-Home

FRISK with a COVID Twist

Roundtable: Diversity, Equity & Inclusion - The Benefit, The Risk, and The Strategy

Roundtable: Challenges of Discipline in a Merit System

Sunday 3pm

Merit System 101

Classification & Compensation Study A through Z

Banding Three Ranks, The Rule of Three, and Options for Consideration

Leaves of Absence Part 1: 101 Basic Leaves

Best Practices in a Personnel Commission

Best Practices: Selection of Oral Panel Members

Monday 9am

Merit System 102

Pitfalls of Class & Comp Studies

Appeals and Hearings...Oh My! - Part 1

Workplace Violence Prevention, Legal Remedies & Response to the "Unthinkable"

Developing PC Regs & Rules/Best Practices

Straight Outta Scantrons: Transitioning to Online Testing

Monday 10:30am

Writing your First Job Description/Drafting your First Written Test

Best Practices for Conducting Workplace Investigations

Appeals and Hearings...Oh My! - Part 1

AB 438: Overhaul of Classified Layoff Procedures (Seniority & Longevity Process)

Roundtable: Recruitment Challenges & Solutions

Roundtable: Understanding Medicare Requirement for Active Employees

Monday 1:15pm

The State of the Labor market for Education in California

Transformational Leadership

Compliance Tips and Strategies from Your Employment Counselor's Perspective

CSPCA Conference Offerings 2022

Lessons Learned from the Pandemic: Regulations, Leaves, Vaccines

Roundtable: Abolishing Public Sector Collective Bargaining

Roundtable: Banding of the Three (3) Ranks

Monday 2:45pm

Expanding your District's HR to Measure & Improve Equity, Engagemnet, & Performance

Remote Testing Using CODESP: Best Practices

CALPERS

Best Practices: Onboarding

Roundtable: Working with Unions in a Merit District/Managing Board/PC Relationships

Roundtable: AB438: Overhaul of Classified Layoff Procedures (Seniority & Longevity Process)

Tuesday 9:00am

Challenges of the Brown Act/Parliamentary Procedures

An Insider's Look at Legislation, the Budget, and their Effect on Schools & Classified

CALPERS Update

Part II Leaves of Absence: Interplay of ADA & Leaves

Roundtable: Evaluation of the Personnel Director

Roundtable: Innovations in the Human Resource Department

Tuesday 10:30am

Legal Update

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, March 1, 2022

Time: 4:00PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:03PM.

Members Present:

- Brian Murtha, Commissioner -Chairperson
- Mark Violante, Commissioner -Vice Chairperson
- Carol McKee, Commissioner

Personnel Department Present:

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

Public Attendees Present:

- Jeanie Brown - Union President
- Emil Frates – Supervisor - Transportation

1.2 Welcome and Explanation of Format

1.3 Establishment of Quorum

1.4 Agenda Deletions or Changes of Sequence - No

2.0 PUBLIC COMMUNICATIONS

- Jeanie Brown – The deadline for the Summer Assistance program was last Friday. So far there are 60 – 68 applications. Two (2) years ago, they had 30 applications. This year, 11-month employees were eligible.

3.0 DIRECTOR'S REPORT

• **Update:**

- Personnel Actions
- Recruitment Update
 - Open positions
 - Pending Appointments
- Job Fair: March 5th, 9am – 11am at Harbor High School in the Multipurpose Room. Commissioners are encouraged to attend. We will be recruiting classified and certificated employees.
- CSPCA Annual Conference: Monterey, March 6-8, 2022. Denice won't be able to attend due to injury.

4.0 PUBLIC BUSINESS

4.1 Consider Approval of Minutes

Discussion:

- Change Carol McKee-Parent to Carol McKee-Commissioner Nominee pending approval
- Include PedEx in Director's Report section regarding recruitment.
- 8.0 Public Communications should read: Jeanie Brown – Summer Assistance Program-February deadline to be included in the Union Newsletter.

Motion: Approve the minutes for the meeting of February 1, 2022, with noted changes.

Motion: Mark Second: Carol 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: Carol Second: Mark Yes: 3

4.3 2020-21 Budget Expenditures for this Period

Motion: Approve the budget expenditures as submitted.

Motion: Mark Second: Carol Yes: 3

5.0 OLD BUSINESS: (None)

6.0 NEW BUSINESS:

6.1 Action: Swearing in of New Commissioner, Carol McKee

Background: At the meeting on January 12th, Carol McKee was approved by the Board to serve as their appointee to the Personnel Commission. She is replacing Pamela Hernandez and her term will end December 1, 2024.

6.1 Action: Approve Job Description, Fleet Technician 2/School Bus Driver

Background: For more than three decades, Santa Cruz City Schools has relied on independent mobile mechanics to inspect, maintain, and repair the school bus fleet to the satisfaction of the California Highway Patrol. These mobile mechanics focused their businesses almost exclusively on school districts in Santa Cruz County north of Watsonville. All of these mobile mechanics have recently sunset their businesses.

The Fleet Technician/School Bus Driver position was created in June 2021 to allow for minor, in-house vehicle inspections. The Transportation Department is now poised to have an in-house employee to service brakes, change tires, work on the electrical systems, and do the required safety inspections.

When this position is created, the Fleet Technician/School Bus Driver will become Fleet Technician 1/School Bus Driver. This position will give Santa Cruz City Schools the ability to maintain the current fleet with California Statutory compliance and move forward into new technologies and electric vehicle operation.

Per EC 45276, the Governing Board shall fix the duties of all positions in the classified service. The Personnel Commission shall approve minimum qualification requirements and ensure that salaries are correctly aligned.

Discussion: They felt that the salary should be higher (Range 35 instead of Range 34) given the scope and responsibility.

Motion: Approve the job description as submitted, changing the salary range from 34 to 35.

Motion: Mark Second: Carol Yes: 3

6.2 Action: Approve Extended Calendar for Director

Background: The Director's position is funded at 86.5%. This equates to 193 days (223 x .865). This year, due to the unprecedented number of classified hires in late summer/early fall, more days are required. The Director anticipates working 217 days during the year (97%).

Motion: Approve an extended calendar of 217 days for the Director for 2021-2022.

Motion: Mark Second: Carol Yes: 3

7.0 REPORTS AND COMMENTS

7.1 Chairperson's Report - None

7.2 Commission Members' Reports or Comments

Mark commented that the Director should be funded next year at 100% and asked that we look into that for 2022-2023.

8.0 PUBLIC COMMUNICATIONS- None

9.0 INFORMATION AND FUTURE MEETINGS

- The next meeting will be held at 4:00 p.m. on April 12, 2022 at the SCCS District Office, 133 Mission Street, Suite 100.

10.0 CLOSED SESSION (None)

11.0 ADJOURNMENT

- Adjournment at 5:26PM.

111-

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Director-Classified Personnel: *Keneé Houser 2/28/2022*

• Employment Actions Concerning Regular Assignments •

Probationary (New Hires or Temporary Employees Made Regular):

Ayala Melendres, Cynthia, Paraeducator-Academic Intervention - BMS, 3 hrs/9 mos, effective 2/22/22

Enger, Randall, Playground/Recess Coach - GA, 3 hrs/9 mos, effective 2/28/22

Sandas Harvey, Paula, Paraeducator - WL, 3 hrs/9 mos, effective 2/22/22

Waters, Peggy, Yard Duty Monitor - DL, .4 hrs/9 mos, effective 2/28/22

Yates, Kevin, Paraeducator-After School - BV, 3.9 hrs/9 mos, effective 2/22/22

Decrease FTE/Hrs & Mos:

Maldonado Ortega, Arlett, Paraeducator-After School - GA, from 3.9 hrs/9 mos to 3.3 hrs/9 mos, effective 2/22/22

Medina, Jesus, Yard Duty Monitor - WL, from 1.05 hrs/9 mos to .6 hrs/9 mos, effective 2/14/22

Add Position:

Medina, Jesus, Paraeducator-Academic Intervention - WL, 3 hrs/9 mos, effective 2/14/22

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

New Temporary Employees:

Austin-Lane, Karen, ELPAC Proctor, effective 2/24/22

Gembe, Emmanuel, Night Custodian, effective 2/7/22

Reyes, Santana, Night Custodian - M/O, not to exceed 40 hrs, 2/15 - 6/30/22

Rodriguez, Michael, Campus Safety Supervisor - MHMS, effective 2/22/22

Ronning, Linda, Paraeducator or Paraeducator-Academic Intervention - DL, effective 2/22/22

Speka, John, Night Custodian - M/O, effective 2/22/22

Temporary Employees (Limited Term Assignments):

Anguiano Gonzalez, Crystal, Paraeducator-After School - BV, not to exceed 14 hrs, 11/30 - 12/15/21

Flores, Adrian, Paraeducator - WL, not to exceed 5.5 hrs, 1/16 - 2/15/22

Sosa Valdez, Jasmin, Paraeducator - BV, not to exceed 30 hrs, 1/24 - 3/15/22

Sosa Valdez, Jasmin, Yard Duty Monitor - BV, not to exceed 20 hrs, 1/18 - 3/15/22

Tristan Lopez, Alejandra, Paraeducator-After School - BV, not to exceed 200 hrs, 12/16/21 - 4/15/22

Webster, Kristen, Paraeducator-After School - SHS, not to exceed 100 hrs, 2/9 - 6/15/22

Wilson, Anita, Yard Duty Monitor - WL, not to exceed 15 hr, 1/16 - 2/15/22

Regular Employees (Extra Hours or Limited Term Assignments):

Adler, Jacqueline, Registrar - SC, not to exceed 40 hrs, 1/16 - 6/30/22
Adler, Jacqueline, School Administrative Assistant III - SC, not to exceed 16 hrs, 1/5 - 1/6/22
Bonuccelli, Maria, Health Office Assistant - SC, not to exceed 120 hrs, 12/16/21 - 6/30/22
Dew, Chris, Paraeducator-After School - BV, not to exceed 125 hrs, 2/7 - 4/15/22
Franks, Dorothy, Health Office Assistant - WL, not to exceed 160 hrs, 1/16 - 6/30/22
Gonzales, Elisa, ELPAC Proctor - Curr, not to exceed 50 hrs, 2/1 - 6/30/22
Gonzales, Laura, Health Office Assistant - BV, not to exceed 51 hrs, 1/16 - 6/30/22
Laurance, Elizabeth, Administrative Assistant - M/O, not to exceed 40 hrs, 1/3 - 6/30/22
Marizette, Gail, Office Assistant - BV, not to exceed 47.5 hrs, 1/16 - 6/30/22
Medina Bahena, Rita, Parent/Community Support Coordinator - SCHS, not to exceed 3 hrs, 1/16 - 6/30/22
Moran, Patricia, Food Service Worker III - FS, not to exceed 15 hrs, 1/16 - 6/15/22
Serna Castaneda, Jessica, ELPAC Proctor - Curr, not to exceed 83 hrs, 2/14 - 6/30/22
Sheinbaum, Grainne, Textbook/Media Assistant - HHS, not to exceed 40 hrs, 2/16 - 4/15/22
Stocker, Christina, Paraeducator-Sped - BV, not to exceed 68 hrs, 1/18 - 6/15/22
Walls, April, Attendance Technician - SHS, not to exceed 25 hrs, 2/14 - 2/28/22 [Bachman](#),
Retired:
Young, Jacqueline, Good Service Worker I - FS, not to exceed 150 hrs, 2/16 - 6/15/22

• **Eligibility Lists Established** •

Attendance Technician
Behavior Technician Special Education
Campus Safety Supervisor
Executive Assistant I

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Director-Classified Personnel: *Keneé Houser 3/28/22*

• Employment Actions Concerning Regular Assignments •

Probationary (New Hires or Temporary Employees Made Regular):

Manners, Wednesday, Executive Assistant I - DO, 8 hrs/12 mos, effective 3/21/22

Romo, Noemi, Paraeducator-Academic Intervention - DL, 3 hrs/9 mos, effective 3/21/11

Retirement:

Tuson, Kim, Occupational Therapist - SP, 8 hrs/10 mos, effective 8/2/22

Transfer:

Ortiz-Flores, Miguel, Night Custodian - from DL to HHS, 8 hrs/12 mos, effective 3/28/22

Separation from Service:

Campbell, Fiona, Administrative Assistant - SP, 8 hrs/12 mos, effective 4/8/22

Herrera, Valerie, Paraeducator-After School - BV, 3.35 hrs/9 mos, effective 4/1/22

Kuo, Mei, Food Service Worker I - FS, 3.5 hrs/9 mos, effective 3/18/22

Randazzo, Tim, Night Custodian - HHS, 8 hrs/12 mos, effective 3/25/22

Story, Karlie, Food Service Worker I - FS, 3.5 hrs/9 mos, effective 4/1/22

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

New Temporary Employees:

Manako, Annie, Paraeducator-Academic Intervention - BV, effective 3/22/22

Van Kirk, Elizabeth, Paraeducator-Sped - SC, not to exceed 150 hrs, 3/21 - 6/15/22

Temporary Employees:

Austin Lane, Katherine, ELPAC Proctor - MH, not to exceed 21 hrs, 3/1 - 6/30/22

Bone, Timothy, Night Custodian - DL, not to exceed 80 hrs, 3/16 - 6/15/22

Gembe, Emmanuel, Night Custodian - WL, not to exceed 96 hrs, 2/16 - 6/15/22

Hernandez, Victor, Night Custodian - DL, not to exceed 80 hrs, 3/16 - 6/15/22

Hernandez, Victor, Night Custodian - HHS, not to exceed 160 hrs, 2/16 - 6/30/22

Hernandez-Lopez, Stevan, Night Custodian - DL, not to exceed 80 hrs, 3/16 - 6/15/22

Reyes, Santana, Night Custodian - SC, not to exceed 35 hrs, 2/24 - 3/1/22

Silapan, Erika, Night Custodian - SHS, not to exceed 16 hrs, 3/1 - 3/15/22

Sosa Valdez, Jasmin, Paraeducator - BV, not to exceed 6 hrs, $\frac{3}{8}$ - 3/15/22

Speka, John, Night Custodian - BSS, not to exceed 40 hrs, 2/24 - 5/15/22

Speka, John, Night Custodian - SQ, not to exceed 120 hrs, 2/16 - 6/15/22

Speka, John, Night Custodian - M/O, not to exceed 60 hrs, 3/1 - 6/30/22

Webster, Kristen, Paraeducator-After School - SHS, not to exceed 120 hrs, 2/8 - 6/15/22

Wilson, Anita, Paraeducator-Sped - SC, not to exceed 11 hrs, 2/22 - 2/24/22

Wilson, Anita, Paraeducator-Sped - BV, not to exceed 200 hrs, 2/16 - 6/15/22

Regular Employees (Extra Hours or Limited Term Assignments):

Anderson, Sarah, Paraeducator-After School - BMS, not to exceed 150 hrs, 2/16 - 5/26/22

Andrade, Blue, Paraeducator - WL, not to exceed 5 hrs, 2/15 - 6/30/22

Auble, Sara, ELPAC Proctor - BV, not to exceed 50 hrs, 2/16 - 6/15/22

Baxley, Leda, Paraeducator-Academic Intervention - HHS, not to exceed 50 hrs, 3/16 - 6/15/22

Bennett, Jacqueline, Health Office Assistant - DL, not to exceed 265 hrs, 4/16 - 6/15/22

Ferreira, Sarah, ELPAC Proctor - BSS, not to exceed 10 hrs, 2/15 - 6/15/22

Gonzales, Laura, Health Office Assistant - BV, not to exceed 96 hrs, 2/16 - 6/15/22

Hall, Jeffrey, School Bus Driver - TR, not to exceed 75 hrs, 2/16 - 5/27/22

Hernandez, Sergio, Education Technology Specialist - SPT, not to exceed 26 hrs, 2/16 - 4/15/22

LeBlanc, Erica, ELPAC Proctor - BV, not to exceed 50 hrs, 2/16 - 6/15/22

Lopez, Areli, Paraeducator-After School - GA, not to exceed 79 hrs, 1/15 - 5/27/22

Mabrouk, Gail, ELPAC Proctor - BSS, not to exceed 5 hrs, 2/15 - 6/15/22

Maldonado, Arlett, Paraeducator-After School - GA, not to exceed 3.5 hrs, 3/21 - 3/25/22

Mongiello, Olivia, ELPAC Proctor - BV, not to exceed 50 hrs, 2/16 - 6/15/22

Moreno, Eduardo, Behavior Technician-PBIS - GA, not to exceed 100 hrs, 6/1 - 6/30/22

Oxley, Rhonda, School Bus Driver - TR, not to exceed 65 hrs, 2/16 - 5/27/22

Parks, Lucy, Behavior Technician - GA, not to exceed 40 hrs, 6/1 - 6/30/22

Ruiz, Reyna, ELPAC Proctor - BSS, not to exceed 33 hrs, 2/15 - 6/15/22

Serna Castaneda, Parent/Community Support Coordinator, not to exceed 1.5 hrs, 2/16 - 3/15/22

Sheinbaum, Grainne, Textbook/Media Assistant - HHS, not to exceed 45 hrs, 3/16 - 6/30/22

Sliney, Lisa, Attendance Technician - MHMS, not to exceed 124 hrs, 2/16 - 6/30/22

Ulfvengren, Emma, Paraeducator-After School - BV, not to exceed 15 hrs, 2/16 - 6/15/22

Vilchez, Wendy, ELPAC Proctor - MH, not to exceed 40 hrs, 2/14 - 6/30/22

Voenell, Brian, Campus Safety Supervisor - SPT, not to exceed 25 hrs, 2/16 - 6/15/22

Walls, April, Attendance Technician - SHS, not to exceed 24 hrs, 3/1 - 3/15/22

Wong, Juliette, Paraeducator-After School - GA, not to exceed 2 hrs, 2/16 - 3/16/22

Retired Employees:

Bocaletti, Rossell, School Administrative Assistant IV - DL, not to exceed 40 hrs, 3/16 - 6/15/22

Bocaletti, Rossell, School Administrative Assistant IV - WL, not to exceed 16 hrs, 3/16 - 5/15/22

Glasgow, Amy, ELPAC Proctor - Curr, not to exceed 30 hrs, 2/16 - 5/15/22

• Eligibility Lists Established •

Administrative Assistant

Behavior Technician - PBIS

School Bus Driver

**SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION
BUDGET EXPENDITURES 2021-2022
As of 3/31/22**

<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				
7/1/2021	Budgeted	\$ 1,234.00		\$ 1,234.00
9/7/2021	Palace Office Supplies		\$ 53.66	\$ 1,180.34
10/11/2021	Amazon (office supplies)		\$ 30.21	\$ 1,150.13
11/15/2021	Amazon (office supplies, banner corrections)		\$ 111.85	\$ 1,038.28
1/10/2022	Amazon (office supplies)		\$ 21.54	\$ 1,016.74
2/22/2022	Palace Office Supplies		\$ 56.43	\$ 960.31
RESTRICTED CARRYOVER				
01-9010-0-0000-7400-4300-047-0050				
9/8/2021	Carryover	\$ 38.00		\$ 38.00
FOOD				
01-0000-0-0000-7400-4395-047-0000				
7/1/2021	Budgeted	\$ 150.00		\$ 150.00
10/11/2021	Trader Joes		\$ 29.36	\$ 120.64
11/15/2021	Trader Joes		\$ 28.95	\$ 91.69
1/10/2022	Trader Joes		\$ 4.49	\$ 87.20
1/31/2022	Trader Joes		\$ 13.48	\$ 73.72
1/31/2022	The Grill at DLV		\$ 49.55	\$ 24.17
MILEAGE, TRAVEL, & CONFERENCES				
01-9010-0-0000-7400-5200-047-0050				
7/1/2021	Budgeted	\$ 6,000.00		\$ 6,000.00
11/15/2021	SPCA-NC Travel D.Grogan		\$ 291.58	\$ 5,708.42
11/22/2021	SPCA-NC Travel B.Murtha		\$ 87.92	\$ 5,620.50
11/29/2021	SPCA-NC Travel K.Houser/B.Murtha		\$ 166.51	\$ 5,453.99
→ 2/7/2022	CSPCA Conference Registration (BM, CM, DG, KH)		\$ 2,796.00	\$ 2,657.99
CONTRACTUAL BENEFIT				
01-9010-0-0000-7400-5200-047-0006				
7/1/2021	Budgeted	\$ 800.00		\$ 800.00
9/8/2021	Carryover	\$ 2,540.00		\$ 3,340.00
9/30/2021	Budget adjustment	\$ 200.00		\$ 3,540.00
DUES & MEMBERSHIP				
01-0000-0-0000-7400-5300-047-0000				
7/1/2021	Budgeted	\$ 3,000.00		\$ 3,000.00
9/20/2021	CODESP		\$ 2,300.00	\$ 700.00
11/15/2021	SPCA-NC		\$ 95.00	\$ 605.00
OTHER SERVICES/OPERATING EXPENSES				
01-0000-0-0000-7400-5800-047-0000				
7/1/2021	Budgeted	\$ 1,500.00		\$ 1,500.00
10/11/2021	Job Fair Advertising		\$ 112.24	\$ 1,387.76
10/11/2021	Edjoin		\$ 500.00	\$ 887.76
11/15/2021	UCSC Parking		\$ 0.85	\$ 886.91
2/22/2022	Pedx Courier		\$ 100.00	\$ 786.91
TOTALS		\$ 15,462.00	\$ 6,849.62	\$ 8,612.38

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

DIRECTOR-INFORMATION TECHNOLOGY

DEFINITION:

Under the direction of the Assistant Superintendent-Educational Business Services, direct and oversee the daily operations of the Technology department; participate in the formulation of network policies; prioritize departmental tasks and assignments; coordinate and monitor requests for assistance with automation of school and District functions; support educational programs and facility projects that involve technology; assign work schedule and supervise Technology department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct and supervise the day-to-day operations of the District's Technology department, including administration of policies and procedures, implementation of goals and objectives and the supervision of technical support staff; coordinate, monitor and maintain application systems; supervise, direct and evaluate technical support staff; collaborate with department staff on development of long and short-term goals; participate in the creation of network policies.
- Serve as a resource for administrators to identify and address diverse technology issues and incorporate emerging technology ideas and trends; assist staff and users with troubleshooting network problems; works with administrative staff on the development of long and short-term goals for the department; coordinate requests from other departments for assistance with the automation of school and District functions and networked systems.
- Manage all state and district data reporting; collaborate with multiple departments for both compliance reporting and internal data cycles.
- Prioritize departmental task, assignments and objectives; coordinate high priority calls for technical staff, when necessary; coordinate and manage outstanding requests from District staff; evaluate and recommend school and District software and hardware purchases.
- Assist District administrators with the purchase, implementation, and use of computer equipment and peripherals; analyze the capacity, utilization, efficiency and cost effectiveness of hardware, software and production activities and take corrective action as needed; recommend changes in work methods to improve services; train staff and apply best security practices.
- Assist with District's website in design and knowledgebase edits; serve as liaison between District and external technology vendors.
- Prepare the department budget; oversee expenditure of department allocations; submit status reports to Chief Business Officer, as requested; oversee security of computer network, including access, data integrity and confidentiality of files; oversee, maintain and monitor the network servers and application services, including telecommunications.
- Supervise technical staff in the configuration and installation of computers, computer peripherals and network components; assign staff schedules; supervise and monitor subordinate Technology department staff; coordinate staff development opportunities and training programs for technical staff.
- Oversee all aspects of Student Information System (SIS); plan training for users; coordinate any changes in SIS vendors; manage transitions between SIS programs as needed.
- Support and understand educational software.
- Design and present all contracts regarding information technology including e-rate and low-voltage construction projects; provide timely documentation for board approval.
- Operate a computer and assigned software; drive a vehicle to conduct work.
- Attend a variety of meetings, conferences, workshops and in-service training; remain current on development and trends in technology.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree with a concentration in Computer and Information Science or related area; five years of experience in networking, security; experience with PC and Mac platforms and understanding of Linux and VMWare. Two years of supervisory experience, preferably in a public institution ~~at a multiple unit facility are required.~~

Licenses and other Requirements

- Valid Class C California Driver's License.
- Cisco Certification – CCNA or CCNP or Microsoft's MCSE, MSCA.
- Networking Management, CompTIA A+ and Apple certifications, preferred.

Knowledge of:

- Planning, organization and direction of the Technology Department.
- Education codes and laws: CIPA, FERPA, COPPA, PPRA.
- Principles and techniques of systems development and administration, program planning and computer programming and processing.
- Principles and elements of computer systems and procedures analysis and design.
- Organization, procedures and operating details of the department.
- Application of information management techniques in a school environment for office automation, network, accounting, statistical and record keeping operations.
- LAN and WAN topologies.
- Personal computers, Mac, and Linux platforms and various networking tools to decipher codes.
- Wireless, Web Security, Server Administration, Web Administration, Student Information System Administration.
- Budget preparation and control.
- 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 and administer the activities and operations of the Technology Department.
- Analyze informational requirements and needs, identify problems, examine alternatives, develop conclusions and recommendations, and design and implement procedures.
- Train and evaluate the performance of assigned staff.
- Troubleshoot network problems and connectivity issues.
- Apply principles of data processing to various problems.
- 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.
- Analyze, interpret and report research findings.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- 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.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended period of time.
- Lifting, carrying, pushing and pulling moderately heavy objects.
- Reaching overhead and above shoulders.
- Repetitive hand and body motions.

Hazards:

- ~~Dissatisfied or abusive individuals.~~

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 - PC meeting on 4/12/22.

Approved by Governing Board: TBD - Board meeting on 4/13/22.

Salary Range: Classified Management – Schedule Class D

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

ATHLETIC TRAINER

DEFINITION:

Under the direction of the supervision of an assigned administrator, administer preventative and rehabilitative treatment to students and athletes engaged in various high school sports and activities with specific instruction from coaching staff, team physician, and/or consulting physicians; fit uniforms and protective gear; remain available for athletic practices, home games, and specified away games; provide injury prevention education and assist in the education of respective school student athletic trainers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise and maintain an orderly, sanitary, and safe high school athletic training facility.
- Conduct in-service trainings for coaching staff, athletes, parents, and others involved in the athletic program.
- Advise on equipment and environmental safety; recommend and fit protective equipment for injury prevention and safety; monitor safety factors on all playing areas, ensuring that all hazards are eliminated.
- Assist coaching staff during season and in the off season to develop and implement injury prevention programs.; advise coaching staff and student assistants on the care and prevention of athletic injuries including conditioning and warm-up exercises.
- Prepare and maintain records in compliance with policies and state laws on all injuries and treatments administered; maintain records of physician's diagnosis, treatment, operative reports, prescriptions, physical examination reports, medical history forms, accident reports, injury management reports, and status of athletes under treatment as required.
- Assist in planning and participating in preseason athletic physical exams for student athletes.
- Recommend training diets that meet the nutritional needs of student athletes.
- Assess student athletes' medical conditions and provide the appropriate actions.
- Participate in in-services, student education programs, injury prevention programs and orienting new employees as required.
- Work in the training room and practice facilities to assist with the recovery from sports related injuries; make assessments to insure safe return to play and timely communication with appropriate parties.
- Organize the transportation of athletic safety equipment, uniforms and supplies for home and away events.
- Maintain necessary trainer's supplies and equipment inventory.
- Assist in arranging for physician and/or ambulance service when required.
- Attend meetings and conferences as needed.
- Assist with accident reporting.
- Drive a vehicle to travel to various sites as required.
- Supervise and instruct student assistants.

OTHER DUTIES:

- Perform emergency evaluation, treatment, and First Aid when necessary, during school athletic activities which includes accompanying assigned teams on home and away games and being on-call for practices and host games held on campus.
- Plan and supervise treatment and rehabilitation programs for injured athletes in accordance with standard medical protocols and/or with direction from team physicians and/or students' personal physicians.

- Provide preventative taping and bandaging or rehabilitation prior to practices or games.
- Certify medical eligibility of students to return to full participation in the athletic program after an injury or illness.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree from an accredited college or university in athletic training, health, physical education, kinesiology, or a related field and one year of professional experience in athletic training, physical therapy or a related field.

Licenses and other Requirements:

- Certification as a Certified Athletic Trainer from the National Athletic Trainers Association • Board of Certification (NAT ABOC).
- Valid First Aid and CPR certification issued by an authorized agency.
- Valid California driver's license.
- Evidence of adequate insurance for motor vehicle which meets the California legal liability insurance requirement and continual insurance coverage throughout employment.

Knowledge of:

- Basic principles of athletic training, kinesiology, physiology, nutrition, diet, and first aid. • Anatomy, physiology, and athletic training treatment at a level acquired through completing a NATA program and passing BOC board examination.
- Physical fitness, hygiene, and safety procedures related to athletic program.
- Safety and protective equipment used in sports.
- Taping, bandaging and therapeutic techniques.
- Disinfectant techniques.
- Clean and sterile equipment techniques.
- First aid procedures and techniques.
- Cardiopulmonary resuscitation techniques.
- Proper lifting techniques.
- Community emergency medical resources.
- Concepts of adolescent development and respective learning patterns and behavior characteristics specific to gender.
- Interpersonal skills necessary in order to communicate effectively with athletes/patients, referring MDs, athletes'/patients' families, school and clinic staff.
- Appropriate safety precautions and procedures.
- Correct medical terminology and acceptable abbreviations.
- Correct English usage, grammar, spelling, punctuation, and vocabulary. Policies and objectives of assigned program and activities. Applicable laws, codes, regulations, policies, and procedures. Interpersonal skills using tact, patience, and courtesy. • Record-keeping techniques.
- Oral and written communication skills.
- General principles of supervision and training.

Ability to:

- Provide emergency care as needed including standard and advanced first aid, cardiopulmonary resuscitation or other life-sustaining efforts until paramedics or other medical assistance is available. Perform appropriate lifting and carrying techniques for use when necessary (with non-ambulatory pupils).

- Operate a variety of therapeutic equipment and machines.
- Maintain composure in stressful situations.
- Understand and carry out technical and other directions explicitly as issued by physicians. Read and follow prescriptions for rehabilitation or treatment of injuries or illnesses related to participation in athletics.
- Tape, bandage, and splint athletes, administer first aid and immobilize injuries.
- Assist athletes/patients from sitting/laying position to standing.
- Concentrate and pay close attention to detail for up to sixty percent of work time when administering treatments and observing athletes/patients.
- Walk and stand for up to sixty percent of work time while administering treatments, and to lift, push, and pull weights of up to fifty pounds (with and without help of mechanical devices or other personnel), for up to twenty percent of work time when positioning athletes/patients and the like.
- Communicate effectively both orally and in writing.
- Electronically document athlete/patient encounters.
- Establish and maintain cooperative and effective working relationships with others. • Maintain records and prepare reports.
- Operate a variety of technology devices including but not limited to copiers, computers and assigned software.
- Prioritize and schedule work.
- Maintain current knowledge of technical advances in the field.
- Analyze situations accurately and adopt an effective course of action.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Outside and inside work environment.
- School training room.
- School practice facility.
- Athletic game or environment.
- Driving a vehicle to conduct work.
- Evening and variable hours.

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.

- Stand and walk for extended periods of time with occasional running.
- Hand eye coordination, use dexterity of hands and fingers; grasp, hold, and see to observe type and extent of injury.
- Hear and speak to exchange information.
- Carrying, lifting, pushing, or pulling heavy objects.
- Bending at the waist, stooping, kneeling, squatting, sitting, or crouching. • Reaching overhead, above the shoulders and horizontally.

Hazards:

- Occasional (up to 2%) of work time exposure to blood-borne pathogens, chemicals, airborne communicable diseases.
- Uneven surfaces or elevations.
- Extreme noise levels.

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 – PC meeting on 4/12/22

Approved by Governing Board: TBD – Board meeting on 4/13/22

Salary Range: Licensed Professional – Athletic Trainer

Santa Cruz City Schools
2022-2023 Licensed Professionals Salary Schedule
Effective July 1, 2022
190 Work Days

Title	Step 1 Per Day	Step 2 Per Day	Step 3 Per Day	Step 4 Per Day	Step 5 Per Day	Step 6 Per Day
Occupational Therapist	389.29	409.84	431.43	454.08	477.96	503.13
Mental Health Specialist	389.29	409.84	431.43	454.08	477.96	503.13
Annual Salary	83,697.35	88,115.60	92,757.45	97,627.20	102,761.40	108,172.95
Daily Rate	389.29	409.84	431.43	454.08	477.96	503.13
Hourly Rate	48.66	51.23	53.93	56.76	59.75	62.89
Athletic Trainer	360.00	378.94	398.87	419.85	441.93	465.18
Annual Salary	77,400.00	81,471.24	85,756.63	90,267.43	95,015.49	100,013.31
Daily Rate	360.00	378.94	398.87	419.85	441.93	465.18
Hourly Rate	45.00	47.37	49.86	52.48	55.24	58.15

*Licensed Professionals Annual Salary Work Year is based on 215 paid days at 8 hours per day for full-time service
The 215 Days includes: 190 work days, 15 holidays and 10 vacation days*

Longevity Increments:

Beginning 7th year 3%
Beginning 11th year 3% = 6.09% (compounded)
Beginning 16th year 3% = 9.27% (compounded)
Beginning 21st year 3% = 12.55% (compounded)

SANTA CRUZ CITY SCHOOLS
PERSONNEL COMMISSION
2022-2023 BUDGET

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>ALLOCATION</u>
01-0000-0-0000-7400-2300-047-0000	Classified Administration (1.00 fte)	\$190,438.00
01-0000-0-0000-7400-2400-047-0000	Clerical/Technical Wages (1.00 fte)	\$123,558.00
01-0000-0-0000-7400-2400-047-0000	Other Classified Wages	\$687.40
01-0000-0-0000-7400-2400-047-0000	Personnel Commissioner Stipends	\$1,272.00
	Total Salary & Health and Welfare Cost	\$315,955.40
01-0000-0-0000-7400-4300-047-0000	Materials & Supplies	\$1,234.00
01-0000-0-0000-7400-4395-047-0000	Food for Meetings & Workshops	\$150.00
01-0000-0-0000-7400-5200-047-0000	Mileage, Travel & Conferences	\$6,000.00
01-9010-0-0000-7400-5200-047-0006	Contractual Benefit	\$800.00
01-0000-0-0000-7400-5300-047-0000	Dues & Membership	\$3,000.00
01-0000-0-0000-7400-5800-047-0000	Other Services/Operating Expenditures	\$1,500.00
	Total Other Budget Categories	\$12,684.00
	TOTAL BUDGET	\$328,639.40

Santa Cruz City Schools

PERSONNEL COMMISSION



Carol McKee
Commissioner

Brian Murtha
Commissioner: Chair

Mark Violante
Commissioner: Vice Chair

REGULAR MEETING of the Personnel Commission

Tuesday, May 3, 2022, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

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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 2021-2022 Budget Expenditures for this Period
- 5.0 OLD BUSINESS:
 - 5.1 Action: Approve 2022-2023 PC Budget
- 6.0 NEW BUSINESS:
 - 6.1 Action: Approve Job Description, Project Coordinator
 - 6.2 Action: Approve Job Description, Paraeducator-TK/Pre-K
- 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 will be on June 7, 2022.
- 10.0 ADJOURNMENT



Carol McKee
Commissioner

Brian Murtha
Commissioner: Chair

Mark Violante
Commissioner: Vice Chair

REGULAR MEETING of the Personnel Commission

Tuesday, June 14, 2022, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

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- 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 2021-2022 Budget Expenditures for this Period
- 5.0 OLD BUSINESS: None
- 6.0 NEW BUSINESS:
 - 6.1 Action: Approve Meeting Dates for 2022-2023
- 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 will be on August 2, 2022.
- 10.0 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, August 3, 2021, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

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 - 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: Remove high school diploma requirement from various job descriptions
 - 5.2 Action: Job Title Change – Instructor-Lead School Bus Driver
- 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 September 7 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, September 14, 2021, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

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- 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 2021-2022 Budget Expenditures for this Period
- 5.0 NEW BUSINESS:
 - 5.1 Action: Approve New Job Description – COVID 19 Prevention Manager
- 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 October 5, 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, October 5, 2021, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

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- 1.0 CALL TO ORDER
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 - 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 2021-2022 Budget Expenditures for this Period
- 5.0 NEW BUSINESS: None
- 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 November 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, November 2, 2021, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

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- 4.0 PUBLIC BUSINESS
 - 4.1 Consider Approval of Minutes
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 - 4.2.3 Concerning Exempt Assignments
 - 4.2.4 Eligibility Lists Established
 - 4.3 2021-2022 Budget Expenditures for this Period
- 5.0 NEW BUSINESS:
 - 5.1 Information: District Appointed Commissioner
- 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 December 7, 2021.
- 9.0 ADJOURNMENT



Mr. Brian Murtha
Commissioner: Vice Chair

Mr. Mark Violante
Commissioner

REGULAR MEETING of the Personnel Commission

Tuesday, December 7, 2021, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

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- 2.0 PUBLIC COMMUNICATIONS
- 3.0 DIRECTOR'S REPORT
- 4.0 PUBLIC BUSINESS
 - 4.1 Consider Approval of Minutes
 - 4.2 2021-2022 Budget Expenditures
- 5.0 NEW BUSINESS:
 - 5.1 Action: Select Chairperson and Vice Chairperson for 2022
 - 5.2 Discussion: 2020-2021 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 will be on January 11, 2022.
- 9.0 ADJOURNMENT