



Carol McKee
Commissioner: Chair

Brian Murtha
Commissioner: Vice-Chair

Mark Violante
Commissioner

REGULAR MEETING of the Personnel Commission

Tuesday, February 6, 2024, 4:00 p.m.

133 Mission Street, Suite 100, Santa Cruz, CA

Any writings or documents that are public records and are provided to 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 48238 or 48239 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 PUBLIC BUSINESS
 - 3.1 Consider Approval of Minutes
 - 3.2 Consent Agenda
 - 3.2.1 Concerning Regular Assignments
 - 3.2.2 Concerning Provisional and Limited Term Assignments
 - 3.2.3 Eligibility Lists Established
 - 3.3 2023-2024 Budget Expenditures for this Period
- 4.0 DIRECTOR'S REPORT
- 5.0 NEW BUSINESS
 - 5.1 Action: Approve Classified Management Salary Schedule
 - 5.2 Action: Approve Reclassification Request and Plan for Review
- 6.0 INFORMATION AND FUTURE MEETINGS

The next meeting is scheduled for March 5, 2024.
- 7.0 GOOD OF THE ORDER
- 8.0 ADJOURNMENT

SANTA CRUZ CITY SCHOOLS
MEETING of the PERSONNEL COMMISSION

AGENDA
Tuesday, February 6, 2024
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 - Chairperson
- Brian Murtha, Commissioner – Vice Chairperson
- 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 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Information: Minutes for the meeting of January 9, 2024. *p. 3-4*

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

3.2 Consent Agenda

p. 5-8

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

- 3.2.1 Concerning Regular Assignments
- 3.2.2 Concerning Provisional and Limited Term Assignments
- 3.2.3 Eligibility Lists Established

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

3.3 Budget Expenditures for This Period

p. 9-10

Information: Expenditures for the month of January 2024.

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

4.0 DIRECTOR'S REPORT

- Personnel Actions – January 2024 *p. 11*
- Historical data – Comparing the month of January to previous years *p. 12*
- WRIPAC Meeting and Training: Cyclical Compensation Studies (1/25/24)
- WRIPAC Training: Compensation 101 (2/26/24 & 3/1/24)

- Director Calendar

5.0 NEW BUSINESS

5.1 Action: Approve Classified Management Salary Schedule p. 13

Background: The SCCS Board of Education requested a salary study for Classified Management. Based on the findings of the study, they approved increases to the Classified Management Salary Schedule at their meeting on January 17, 2024. The changes are now going to the Personnel Commission for approval.

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

5.2 Action: Approve Reclassification Request and Plan for Review p. 14-24

Background: Merit Rule 600 includes the following:

Initial Review

On or before February 1 of each year, the Classified Personnel Director will make an initial review to determine if the information in the request(s) justifies making a study of the classification. Employees whose requests do not meet the initial review will be notified in writing and shall have the right to appeal to the Commission.

Pending Commission approval, a list of classifications to be studied and the person making the request shall be prepared. One copy of the bargaining unit positions shall be submitted to the union president and a second copy, including all requests, shall be submitted to the Superintendent and to the Commission at the Commission's regularly scheduled meeting in February. The Classified Personnel Director will report to the Commission at their regular meeting the number of requests received as well as a plan for review.

The Reclassification Request and Supervisor forms are included along with a plan for review.

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

6.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, March 5, 2024, at the SCCS District Office, 133 Mission Street, Suite 100.

7.0 GOOD OF THE ORDER

8.0 ADJOURNMENT

Adjournment at (time) _____

SANTA CRUZ CITY SCHOOLS
Regular Meeting of the Personnel Commission

Minutes

Tuesday, Jan. 9, 2024
Time: 4:00 PM

1.0 CALL TO ORDER

1.1 Meeting called to order at 4:05 PM.

Members Present (Via Zoom):

- Carol McKee, Chairperson
- Brian Murtha, Vice Chairperson

Personnel Department Present:

- Keneé Houser, Director - Classified Personnel
- Denice Grogan, Human Resources Specialist
- Ally Stutzman, Human Resources Specialist

Public Attendees Present:

- Molly Parks, Assistant Superintendent-Human Resources
- Jon Wells, Classified Union President

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 – 5.25% tentative agreement going to the board.

Jon Wells – Union working on the tentative agreement with the district.

3.0 PUBLIC BUSINESS

3.1 Consider Approval of Minutes

Motion: Approve the minutes for the meeting of Dec.5, 2023, as submitted.

Motion: Brian Second: Carol Yes: 2 Absent: 1

3.2 Consent Agenda

Motion: Approve the Consent Agenda as submitted.

Motion: Brian Second: Carol Yes: 2 Absent: 1

3.3 2022-23 Budget Expenditures for this Period

Information: Expenditures for the month of December 2023.

Motion: Brian Second: Carol Yes: 2 Absent: 1

4.0 DIRECTOR'S REPORT

- Personnel Actions – December 2023 – Reviewed
- Historical data – Comparing the month of December to previous years.
- Reclassification update: Window closes January 16, 2024.
- Upcoming WRIPAC Training Seminars: There are two virtual trainings being offered: The Art of Classification Analysis (February 20 & 23) and Compensation 101 (February 26 & March 1). Keneé Houser will be attending Compensation 101.

5.0 NEW BUSINESS

5.1 Action: Revise Job Description – Mental Health Specialist / Social Emotional Counselor

Background: The Special Education Department is requesting that a California PPS Credential (Pupil Personnel Services) be added to the job requirements as an alternative to a California Marriage and Family Therapist or Clinical Social Worker license. With a PPS Credential, they are qualified to meet with students and provide the necessary support.

Motion: Mark Second: Carol Yes:3

5.2 Action: Determine Chair and Vice-Chair for Personnel Commission

Motion: Carol McKee to be Chairperson for another term.
Motion: Mark Second: Carol Yes:2 Absent: 1

Motion: Brian to be Vice Chairperson for another term.
Motion: Mark Second: Carol Yes:2 Absent: 1

6.0 INFORMATION AND FUTURE MEETINGS

The next meeting will be held at 4:00 p.m. on Tuesday, Feb. 6, 2024, at the SCCS District Office, 133 Mission Street, Suite 100.

7.0 GOOD OF THE ORDER

- Jon Wells and Ally Stutzman are both looking for a commissioner to see if there is anyone who could be a new commissioner for Mark Violante's position.
- Carol McKee wishes a Happy New Year to all.
- Keneé Houser states that Mark has been asking for a commissioner to replace him and she will now be working with the Union to find a new commissioner. She suggested that The Personnel Commission Department and the Union work together to see if there is anything else we can do to recruit.
- Brian Murtha suggested making a pitch at the next meeting for the Union.

8.0 CLOSED SESSION

- None

9.0 ADJOURNMENT

Adjournment at: 4:22PM

CLASSIFIED EMPLOYEE ACTIONS

Reviewed by Director-Classified Personnel: *Keneé Houser 2/2/24*

• Employment Actions Concerning Regular Assignments •

Probationary (New Hires or Temporary Employees Made Regular):

Baker, Brooklyn, Paraeducator-Sped - BV, 3 hrs/9 mos, effective 1/12/24
Duran, Xzicli, Behavior Technician-Sped - BV, 6.2 hrs/9 mos, effective 2/1/24
Flores, Olivia, Paraeducator-After School - BV, 3.9 hrs/9 mos, effective 1/11/24
Kirby, Eric, School Bus Driver - TR, 8 hrs/9 mos, effective 2/12/24
Nevarez, Emmanuel, Parent/School Community Coordinator - WL, 1/16/24
Robbins, Taylor, Behavior Technician-Sped - HHS, 7 hrs/9 mos, effective 2/5/24
Rogers, Nathan, Paraeducator-Academic Intervention - HHS, 3.9 hrs/9 mos, effective 1/10/24
Scheuermann, Elise, Paraeducator-Academic Intervention - BV, 3.95 hrs/9 mos, effective 1/29/24
Solares, Sofia, Library/Media Assistant - MHMS, 7 hrs/9 mos, effective 2/5/24

Increase Hours:

Stayerman, Melissa, Behavior Technician-Sped - HHS, from to 6.2 hrs/9 mos to 7 hrs/9 mos, effective 1/10/24

Decrease Hours:

Forbus, Sonya, Yard Duty Monitor - DL, from 3.5 hrs/9 mos to 3 hrs/9 mos, effective 1/24/24

Additional Position:

Nevarez Garcia, Emmanuel, Paraeducator-After School - GA, 2.5 hrs/9 mos, effective 1/30/24

Separation from Service:

Chateauvert, Stephanie, Paraeducator-Academic Intervention - BMS, 7 hrs/9 mos, effective 1/31/24
Eskilson, Joanna, Behavior Technician-Sped - BV, 6.5 hrs/9 mos, effective 1/1/24
Espinoza-Saldana, Efrain - BSS, Paraeducator-Academic Intervention, 3 hrs/9 mos and Paraeducator, .9 hrs/9 mos, effective 1/1/2024
Ggalindo Ramirez, Rosa, Food Service Worker I - FS, 3.5 hrs/9 mos effective
Garcia, Chris, Project Manager-Construction/Facilities - M/O, 8 hrs/12 mos, effective 1/31/24
Myers, Jacob, Paraeducator-Special Education - SHS, 5 hrs/9 mos, effective 1/7/24
Pope, Katharine, Paraeducator-Academic Intervention - MHMS, 3.95 hrs/9 mos, effective 1/26/24

• Short Term (not to exceed 126 days) and Substitutes •

New Substitute and Short Term Employees:

Gullen Perez, Luis, Night Custodian - Various, effective 1/24/24
Noria, Allan, Paraeducator-Academic Intervention - MHMS, not to exceed 30 hrs, 1/10 - 4/15/24
Scarpace, Sofia, Paraeducator-Special Education - BV, effective 1/17/24

Existing Substitute and Short Term Employees:

Acosta-Marquez, Kinan, Night Custodian - BV, not to exceed 40 hrs, 12/18/23 - 1/15/24
Almond, Cassidy, Paraeducator-Academic Intervention - MHMS, not to exceed 150 hrs, 1/15 - 5/24/24
Barrett, Courtney, Yard Duty monitor - DL, not to exceed 90 hrs, 11/16/23 - 6/15/24
Chu, Nathaniel, Paraeducator - WL, not to exceed 6.5 hrs, 1/12 - 1/15/24
Chu, Nathaniel, Paraeducator-TK - WL, not to exceed 20 hrs, 1/16 - 2/15/24
Flores, Elliot, Night Custodian - HHS, not to exceed 300 hrs, 12/16/23 - 6/15/24
Gomez Rosales, Justino, Night Custodian - BSS, not to exceed 680 hrs, 1/16 - 6/15/24
Gomez Rosales, Justino, Night Custodian - HHS, not to exceed 100 hrs, 1/16 - 6/15/24
Gomez Rosales, Justino, Night Custodian - SHS, not to exceed 100 hrs, 12/16/23 - 6/30/24
Gompertz, Julia, Behavior Technician-Sped - SP, not to exceed 175 hrs, 11/16/23 - 6/15/24
Hamrouni, Zina, Paraeducator-Sped - WL, not to exceed 50 hrs, 1/15 - 2/16/24
Hamrouni, Zina, Paraeducator-TK - WL, not to exceed 12 hrs, 1/16 - 2/15/24
Harper, Camille, Student Data Technician-Sped - SP, not to exceed 40 hrs, 8/30/23 - 2/15/24
Kern, Kim, Paraeducator-After School - BV, not to exceed 150 hrs, 12/18/23 - 5/30/24
Lawrence, Isabel, Paraeducator-Academic Intervention - DL, not to exceed 65 hrs, 11/16/23 - 6/15/24
Mahady, Joseph, Paraeducator-Academic Intervention - MHMS, not to exceed 160 hrs, 1/16 - 5/31/24
Navarro Ortiz, Melissa, Behavior Technician-PBIS - WL, not to exceed 3.5 hrs, 12/16/23 - 1/15/24
Navarro Ortiz, Melissa, Office Assistant - WL, not to exceed 46 hrs, 12/16/23 - 3/15/24
Navarro Ortiz, Melissa, Paraeducator - WL, not to exceed 225 hrs, 12/15/23 - 6/15/24
Navarro Ortiz, Melissa, Paraeducator-Sped - WL, not to exceed 46 hrs, 12/15/23 - 3/15/24
Navarro Ortiz, Melissa, Paraeducator-TK - WL, not to exceed 18 hrs, 1/16 - 2/15/24
Ortiz Pantoja, Julian, Night Custodian - WL, not to exceed 200 hrs, 2/16 - 6/15/24
Rincon, Isai, Behavior Technician-Sped - BV, not to exceed 4 hrs, 12/18/23 - 2/15/24
Rincon, Isai, Paraeducator-Academic Intervention - MHMS, not to exceed 160 hrs, 1/16 - 5/31/24
Rodas de Madrid, Mirna, Night Custodian - BMS, not to exceed 120 hrs, 12/16/23 - 6/30/24
Rodas de Madrid, Mirna, Night Custodian - HHS, not to exceed 100 hrs, 12/16/23 - 6/15/24
Rodas de Madrid, Mirna, Night Custodian - SCHS, not to exceed 32 hrs, 12/16/23 - 1/15/24
Samuel, Araceli, Paraeducator-Academic Intervention - MHMS, not to exceed 144 hrs, 1/15 - 3/15/24
Santiago, Atanacio, Night Custodian - DL, not to exceed 80 hrs, 1/16 - 6/15/24
Santiago, Atanacio, Night Custodian - SHS, not to exceed 100 hrs, 12/16/23 - 6/30/24
Shimasaki, Lindsay, Behavior Technician-Sped - HHS, not to exceed 385 hrs, 1/16 - 4/15/24
Stewart, Kay, Paraeducator-Academic Intervention - BSS, not to exceed 42 hrs, 1/16 - 6/15/24

Regular Employees (Extra Hours, Short Term Assignments, or Substitute Assignments):

Arnold, Steve, Campus Safety Supervisor - HR, not to exceed 24 hrs, 1/8 - 1/10/24
Bachar, William, Playground/Recess Coach - DL, not to exceed 6 hrs, 12/16/23 - 6/15/24

Baker, Brooklyn, Paraeducator-Sped - HR, not to exceed 1 hr, 1/16 - 2/15/24
 Balke, Sean, Lead Technology Specialist - IT, not to exceed 5 hrs, 11/16 - 12/15/23
 Brandi, Taylor, Paraeducator-After School - BV, not to exceed 40 hrs, 1/16 - 5/30/24
 Byrd, Sierra, Textbook/Media Assistant - SCHS, not to exceed 134.5 hrs, 1/16 - 6/15/24
 Camberos Rosas, Maria, Yard Duty Monitor - HR, not to exceed 1 hr, 1/16 - 2/15/24
 Carrillo, David, Campus Safety Supervisor - HR, not to exceed 24 hrs, 1/8 - 1/10/24
 Castillo-Musante, Carolyn, Paraeducator-TK, not to exceed 2.25 hrs, 1/16 - 2/15/24
 Cirillo, Rika, Yard Duty Monitor - BV, not to exceed 100 hrs, 12/18/23 - 4/15/24
 Diaz, Jose, Campus Safety Supervisor - HR, not to exceed 24 hrs, 1/8 - 1/10/24
 Escobar-Gaona, Sergio, Campus Safety Supervisor - HR, not to exceed 24 hrs, 1/8 - 1/10/24
 Fette, Leslie, Paraeducator-Sped - HR, not to exceed 4 hrs, 12/16/23 - 1/15/24
 Fitch, Marina, Library/Media Assistant - PC, not to exceed 2 hrs, 1/9 - 1/15/24
 Garcia Morales, Ana, Food Service Worker I - HR, not to exceed 1 hr, 1/16 - 2/15/24
 Iniguez, Chris, Campus Safety Supervisor - HR, not to exceed 24 hrs, 1/8 - 1/10/24
 Jimenez-Olivas, Jacqueline, Paraeducator - WL, not to exceed 14 hrs, 12/16/23 - 1/15/24
 Jimenez-Olivas, Jacqueline, Paraeducator-Sped - WL, not to exceed 50 hrs, 12/16/23 - 2/15/24
 Jimenez-Olivas, Jacqueline, Paraeducator-TK - WL, not to exceed 6 hrs, 1/16 - 2/15/24
 Keenan, Mia, Paraeducator-Sped - HR, not to exceed 4 hrs, 12/16/23 - 1/15/24
 Limas, Sonia, Paraeducator-Sped - HR, not to exceed 4 hrs, 12/16/23 - 1/15/24
 Lopez, Areli, Paraeducator-After School - GA, not to exceed 85 hrs, 12/16/23 - 6/15/24
 Lopez, Isabel, Food Service Worker I - HR, not to exceed 1 hr, 1/16 - 2/15/24
 MacDonald, Kris, Administrative Assistant - M/O, not to exceed 80 hrs, 12/16/23 - 6/15/24
 May, Julianne, Yard Duty Monitor - WL, not to exceed 50 hrs, 1/15 - 3/16/24
 McCombie-Murray, Paula, Behavior Tech-Sped - HR, not to exceed 4 hrs, 12/16/23 - 1/15/24
 Nevarez Garcia, Emmanuel, Parent/School Community Coordinator - HR, not to exceed 1 hr, 1/16 - 2/15/24
 Novak, Theresa, Paraeducator-Sped - HR, not to exceed 4 hrs, 12/16/23 - 1/15/24
 Palacios-Oseguera, Celeste, Paraeducator-Academic Intervention - HR, not to exceed 1 hr, 1/16 - 2/15/24
 Perry, Theresa, Paraeducator-After School - WL, not to exceed 100 hrs, 1/16 - 6/15/24
 Pimental, Josefina, Campus Safety Supervisor - HR, not to exceed 24 hrs, 1/8 - 1/10/24
 Pio, Isaias, Campus Safety Supervisor - HR, not to exceed 24 hrs, 1/8 - 1/10/24
 Reinero, Eden, Campus Safety Supervisor - HR, not to exceed 24 hrs, 1/8 - 1/10/24
 Ripley, Sophie, Paraeducator-After School - DL, not to exceed 30 hrs, 12/16/23 - 6/15/24
 Ramirez, Angelica, Food Service Worker I - FS, not to exceed 30 hrs, 1/15 - 5/31/24
 Ramirez, Gustavo, Campus Safety Supervisor - HR, not to exceed 24 hrs, 1/8 - 1/10/24
 Rodriguez, Linda, Yard Duty Monitor - HR, not to exceed 1 hr, 1/16 - 2/15/24

Ryan, Sara, Paraeducator-After School - HR, not to exceed 1 hr, 1/16 - 2/15/24
Sanchez-Reyes, Emily, Paraeducator-After School - BSS, not to exceed 120 hrs, 1/16 - 6/15/24
Sanchez-Reyes, Emily, Translator - BSS, not to exceed 8 hrs, 1/16 - 6/15/24
Serna Castaneda, Jessica, ELPAC Proctor - BMS, not to exceed 10 hrs, 8/16/23 - 5/31/24
Trumbull, Jesse, Campus Safety Supervisor - HR, not to exceed 24 hrs, 1/8 - 1/10/24
Woods, Emily, Yard Duty Monitor - HR, not to exceed 1 hr, 1/16 - 2/15/24

Retired (Short Term Assignments, or Substitute Assignments):

Clark, School Administrative Assistant IV - SHS, not to exceed 6 hrs, 1/1 - 2/15/24
Della Mora, Ebby, Attendance Technician - HR, not to exceed 5 hrs, 1/10 - 1/16/24
Routh, Patricia, School Administrative Assistant IV - SHS, not to exceed 24 hrs, 1/1 - 6/15/24
Young, Jacqueline, Food Service Worker I - FS, not to exceed 100 hrs, 12/16/23 - 5/31/24

• Eligibility Lists Established •

Assistant Warehouse Worker
Executive Assistant I
Library Media Assistant
School Bus Driver

MATERIALS & SUPPLIES

01-0000-0-0000-7400-4300-047-0000				
7/1/2023	Budgeted	\$1,000.00		\$1,000.00
7/13/2023	Palace Office Supplies - Blanket PO		\$200.00	\$800.00
7/22/2023	Office Depot - Poster - Job Fair		\$40.41	\$759.59
8/14/2023	Costco - Flowers - HHS Job Fair		\$43.66	\$715.93
9/25/2023	Costco - Flowers - WL Job Fair		\$26.19	\$689.74
12/1/2023	Palace Office Supplies - Blanket PO - change order		\$100.00	\$589.74

FOOD

01-0000-0-0000-7400-4395-047-0000				
7/1/2023	Budgeted	\$350.00		\$350.00
07/20/2023	Trader Joes		\$17.26	\$332.74
08/23/2023	Surf City Cafe - HHS Job Fair		\$68.00	\$264.74
09/26/2023	Surf City Cafe - WL Job Fair		\$68.00	\$196.74
10/02/2023	Trader Joes		\$12.47	\$184.27
10/30/2023	Ferrell's Donut House - NEO meeting		\$40.00	\$144.27
10/30/2023	Allbrights Donuts - NEO Meeting		\$7.95	\$136.32
12/05/2023	Trader Joes		\$7.78	\$128.54
01/22/2024	Ferrell's Donut House - NEO meeting		\$28.00	\$100.54

MILEAGE, TRAVEL, & CONFERENCES

01-0000-0-0000-7400-5200-047-0000				
7/1/2023	Budgeted	\$6,000.00		\$6,000.00
7/13/2023	CSPCA Hotel (Monterey) - 2 rooms		\$478.00	\$5,522.00
10/12/2023	Parking - Coconut Grove - Job Fair		\$5.00	\$5,517.00
12/21/2023	WRIPAC Compensation 101 Seminar		\$100.00	\$5,417.00
01/09/2024	KH - CSPCA Conf. Reservation		\$799.00	\$4,618.00
01/09/2024	DG - CSPCA Conf. Reservation		\$799.00	\$3,819.00
01/09/2024	AS - CSPCA Conf. Reservation		\$799.00	\$3,020.00
01/09/2024	JW - CSPCA Conf. Reservation		\$799.00	\$2,221.00
01/10/2024	DG - Toll / Enterrpise Rental Car / Recruitment Conf.		\$9.45	\$2,211.55

CONTRACTUAL BENEFIT

01-9010-0-0000-7400-5200-047-0006				
7/1/2023	Budgeted	\$1,000.00		\$1,000.00
9/2/2023	Carryover	\$2,155.00		\$3,155.00

DUES & MEMBERSHIP

01-0000-0-0000-7400-5300-047-0000				
7/1/2023	Budgeted	\$6,700.00		\$6,700.00
7/12/2023	Eskill		\$3,000.00	\$3,700.00
7/12/2023	CSPCA Membership		\$700.00	\$3,000.00
07/19/2023	SPCA/NC Membership		\$95.00	\$2,905.00
08/14/2023	CODESP		\$2,500.00	\$405.00

ADVERTISING & RECRUITMENT

01-0000-0-0000-7400-5800-047-0000

7/1/2023	Budgeted	\$8,500.00		\$8,500.00
7/1/2023	Indeed		\$300.00	\$6,200.00
7/12/2023	A Sign ASAP		\$197.55	\$6,002.45
7/12/2023	Clutch Courier		\$300.00	\$5,702.45
7/12/2023	Edjoin 2023-2024		\$802.75	\$4,899.70
08/01/2023	Indeed		\$300.00	\$4,599.70
08/02/2023	Eventbrite - Access 2 Employment Santa Cruz		\$25.00	\$4,574.70
08/21/2023	Business Credit card - Reversal of Late Fee	\$49.00		\$4,623.70
09/01/2023	Indeed		\$300.00	\$4,323.70
09/14/2023	A Sign ASAP		\$274.38	\$4,049.32
09/25/2023	PedX - Flyer distribution		\$225.00	\$3,824.32
09/30/2023	Indeed		\$300.00	\$3,524.32
10/31/2023	Indeed		\$300.00	\$3,224.32
11/30/2023	Indeed		\$300.00	\$2,924.32
12/31/2023	Indeed		\$300.00	\$2,624.32
01/26/2024	QR Code Generator - Advanced Plan		\$191.88	\$2,432.44

OTHER SERVICES/OPERATING EXPENSES

01-0000-0-0000-7400-5800-047-0000

7/1/2023	Budgeted	\$500.00		\$500.00
TOTALS		\$24,254.00	\$14,859.73	<u>\$9,394.27</u>

<u>Date</u>	<u>Description</u>	<u>Budgeted</u>	<u>Expended</u>	<u>Balance</u>
OTHER CLASSIFIED WAGES				
01-0000-0-0000-7400-2930-847-0000				
7/1/2023	Budgeted	\$ 2,000.00		\$ 2,000.00
08/04/2023	Eddie Moreno - Interview Panel		\$57.40	\$1,942.60
08/07/2023	New Employee Orientation		\$628.56	\$1,314.04
01/09/2024	Marina Fitch - Interview Panel		\$57.58	\$1,256.46
01/29/2024	Substitute - Nat Chu		\$111.09	\$1,145.37

PC STIPENDS

01-0000-0-0000-7400-2360-047-0000

7/1/2023	Budgeted	\$ 1,650.00		\$ 1,650.00
7/13/2023	PC Stipends April - June 2023, Brian Murtha		\$150.00	\$ 1,500.00
7/13/2023	PC Stipends April - June 2023, Mark Violante		\$100.00	\$ 1,400.00
7/13/2023	PC Stipends April - June 2023, Carol McKee		\$150.00	\$ 1,250.00
11/3/2023	PC Stipends Aug - Sept 2023, Brian Murtha		\$100.00	\$ 1,150.00
11/3/2023	PC Stipends Aug - Sept 2023, Mark Violante		\$100.00	\$ 1,050.00
11/3/2023	PC Stipends Aug - Sept 2023, Carol McKee		\$100.00	\$ 950.00
12/21/2023	PC Stipends Oct - Dec 2023, Brian Murtha		\$150.00	\$ 800.00
12/21/2023	PC Stipends Oct - Dec 2023, Mark Violante		\$150.00	\$ 650.00
12/21/2023	PC Stipends Oct - Dec 2023, Carol McKee		\$150.00	\$ 500.00

**Personnel Actions
2023-2024**

	Jan	Dec	Nov	Oct	Sept	Aug	July	Totals
New Hire	10	6	5	17	14	28	9	89
Increase hours	2	8	3	1		5		19
Decrease hours	2			1	2	3		8
Add position	1				3		1	5
Lateral move				1	1			2
Lateral move/ Increase hours					1		1	2
Resign position				3		2		5
Promotion	1			3	5	1	2	12
Voluntary Demotion						2		2
Reinstate					1	2		3
Transfer					2	2		4
Transfer/Increase hours			1			2	1	4
Temp Hire	4	7	4	12	11	9	2	49

39-month rehire list						1		1
Release from probation		1				1		2
Resign	6	7	3	11	4	14	7	52
Retire		1			1		1	3

Open	11	18	24	27	14	34	38
Pending	7	8	3		15	10	12
Pending Temp		2	1	1	5		5

Reasons for Resignation:

- 1 - Job: Better Fit
- 1 - Education
- 1 - Moved
- 1 - Not a Good Fit
- 1 - Not a Good Fit
- 2 - Other

Historical Perspective

January	2024	2023	2022	2021	2020	2019
New Hire	10	7	17	7	4	17
Increase hours	2	5	2	2		2
Decrease hours	2	1	1			
Add position	1					
Lateral move		1				
Lateral move/Increase hrs						
Resign position						
Rehire						
Promotion	1	2	1	3	1	
Voluntary Demotion					1	
Reinstate		2				
Transfer			1	3		1
Transfer/Increase hours						
Temp Hire	4	1	2	4	7	6

39-Mo Reemployment Plan						
Layoff						
Release from probation		2				1
Resign	6	2	8	3	3	4
Retire						1

Open	11	30	25	18	13	12
Pending	7	1	4	2	4	4

Santa Cruz City Schools
2023-2024 Classified Management Salary Schedule
 Effective July 1, 2023

Title	Days	(cl)	Step1	Step2	Step3	Step4	Step5	Step6
Class A	223	(cl)						
Director-Classified Personnel	Daily		625.62	645.92	665.96	686.06	706.15	726.62
Director-Finance	Annual		139,514	144,041	148,509	152,992	157,472	162,036
Director-Food Service and Nutrition								
Director-Human Resources*								
Director-Information Technology								
Director-Maintenance, Operations and Transportation								
Class B	223	(cl)						
Chief of Communications & Community Engagement*	Daily		578.56	598.53	618.48	638.36	658.27	677.36
	Annual		129,019	133,472	137,920	142,354	146,795	151,052
Class C	223	(cl)						
Assistant Director-Maintenance & Operations*	Daily		553.39	573.75	589.21	614.42	632.60	653.18
	Annual		123,407	127,947	131,393	137,016	141,070	145,659
Class D	223	(cl)						
Construction & Facilities Liaison	Daily		518.60	538.90	559.21	579.49	594.90	612.15
Food Services Manager	Annual		115,648	120,174	124,703	129,227	132,662	136,510
Projects Manager-Construction/Facility								
Supervisor-Finance								
Supervisor-Transportation								

Effective 7/1/2023 - 5.25% Salary Increase
 AB 1200 Board Approved on January 17, 2024
 1/17/2024 Restructure of Classes
 PC approval pending

Kris Munro, Superintendent

Santa Cruz City Schools
PERSONNEL COMMISSION

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



February 2024

Reclassification Request

Maria Luna, Administrative Assistant: Maria has requested a study of her position. The position of Administrative Assistant currently has five (5) employees in different departments: two (2) in Maintenance and Operations, one (1) in Special Education, one (1) in Learning & Achievement and one (1) in Student Services.

Following the Director's initial review, it has been determined that a study of this classification is warranted.

Plan for Review

The Director will study the classification of Administrative Assistant, meeting with the incumbent to review their job duties and the existing job description. Working with the supervisor(s) and the impacted employee(s), the Director will revise the existing job description or propose a new job description.

As outlined in Merit Rule 600, on or before April 1st, a report of the study will be provided to the employee, supervisor, Union President, and Superintendent prior to presentation to the Reclassification Committee.

**SANTA CRUZ CITY SCHOOLS
RE-CLASSIFICATION INSTRUCTIONS**

1. Call or email Keneé Houser, Director – Classified Personnel to inform Human Resources that you intend to apply for reclassification.
2. Print your current job description from the SCCS website. Cross out the duties you don't do.
3. On a separate page, list the duties you are doing that are not included in your current job description.
4. On the job description and on the separate page, indicate the frequency of each duty as follows:
 - D: Daily
 - W: Weekly
 - M: Monthly
 - A: Annually
 - N: As Needed
5. Schedule an appointment with your supervisor to go over your request. Give them the Supervisor's page to complete.
6. Return the materials from steps 2 - 4 to Keneé Houser, Director-Classified Personnel.

Questions? Call 831-429-3410 ext. 48239 or email khouser@sccs.net.

Materials are due by January 16, 2024

SANTA CRUZ CITY SCHOOLS

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

DEFINITION:

Under the direction of the assigned Director, perform clerical and complex secretarial duties in support of a District service division; prepare reports, memos, letters and school bulletins; plan, coordinate and organize office activities and coordinate flow of communications; schedules conferences and meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide clerical, administrative and operational support to a District division office; perform public relations and communication services; screen and route telephone calls; take and relay messages as appropriate; schedule and arrange appointments, conferences and other events.
- Enter and maintain current information in computerized system; prepare supplemental documentation to process employee pay; create requisitions; collaborate and confer with Director, Human Resources and Finance Departments to acquire approval and appropriate account numbers; correct errors as required.
- Maintain records of employee timesheets and payroll entries; create "extra work agreements" and timesheets; enter employee hours and extra work completed into timesheet information system; process payroll; prepare hiring documentation for certificated and classified staff as directed; prepare student plans, class and service provider lists as requested.
- Receive visitors, including administrators, staff and the public and provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues and refer difficult issues to the Director as necessary; provide technical information and assistance related to office or program operations, policies and procedures.
- Prepare and maintain a variety of data, school bulletins, memos, letters, records and reports related to division services, financial activity, student information, personnel and assigned duties; ensure accuracy and completeness of data, records and reports; manage division's record-keeping and bookkeeping systems and records.
- Manage, monitor and maintain a variety of data, records, budgets, and reports related to office programs, financial activity, student information, personnel and assigned duties; track hours for and expenditures in funding accounts and within received grant funds; ensure accuracy and completeness of data, records and reports; establish and maintain filing systems.
- Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for meetings, projects and conferences; take, transcribe and distribute minutes as directed; arrange for presenters; ensure consultant services agreement is on file for presenters; assist presenter in making copies of needed materials as needed.
- Compose, independently or from oral instructions a variety of materials including inter-office communications, requisitions, forms, contracts, letters, memoranda, bulletins, flyers, agenda items and other materials; review and proofread a variety of documents.
- Coordinate a variety of applications and requests including open enrollments or inter-district transfers, in-home instruction, facility rentals, work orders, transportation requests and meeting room set-ups; prepare work orders and purchase orders as needed.
- Manage facility rentals; arrange for meeting room equipment and IT support; set-up maintain records of rental fees and send out invoices for past due rents, make copies of materials needed in meetings; set-up and take down of meeting rooms; pick-up and make food delivery; ensure proper clean-up of facility upon event completion.
- Approve invoices for payments; monitor inventory levels of office supplies; order, receive and maintaining inventory of office supplies; monitor program and office expenditures.
- Operate a variety of office equipment including a computer and assigned software.

OTHER DUTIES:

Administrative Assistant

Page 1 of 3

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years of clerical and secretarial experience including work with spreadsheets, data bases and frequent public contact. Bachelor's Degree can be substituted for experience.

Knowledge of:

- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Policies and objectives of assigned program and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.

Ability to:

- Perform varied and responsible secretarial and administrative assistant duties.
- Serve as secretary to the Director and coordinate communications between administrators, personnel, parents, students and the public.
- Ensure smooth and efficient office operations.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Work independently with little direction.
- Compose correspondence and written materials independently or from oral instructions.
- Type or input data at an acceptable rate of speed.
- Understand and resolve issues, complaints or problems.
- Maintain confidentiality of sensitive and privileged information.
- Determine appropriate action within clearly defined guidelines.
- Establish and maintain cooperative and effective working relationships with others and maintain regular attendance.
- Maintain records and files.
- Compile and verify data and prepare reports.
- Operate a variety of office equipment including a computer and assigned software.
- Complete work with many interruptions.
- Plan and organize work.
- Meet schedules and time lines.
- Make arithmetical calculations with speed and accuracy.

WORKING CONDITIONS:

Work Environment:

- Indoor, office environment.
- Fast paced work environment with changing needs.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting heavy deliveries.
- Climbing stairs.
- Pushing and pulling food carts.

Hazards:

- Dissatisfied, hostile 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: 1/14/2020

Approved by Governing Board: 1/15/2020

Salary Range: 32

Reclassification Work

Maria Luna

3/9/2023

Are you doing things that are not in your job description? If so, which job description are they in? Yes - please see list below

What tasks are not in your current job description? Are the duties significant enough to warrant a reclassification or is a change to the existing job description more appropriate?

I listed many tasks below that are not in my job description. Yes, my job duties are significant enough to warrant a reclassification of my current position.

There is a bullet in my job description that states the following:

Coordinate a variety of applications and requests including open enrollments or inter-district transfers, in-home instruction, facility rentals, work orders, transportation requests and meeting room set-ups; prepare work orders and purchase orders as needed.

I do coordinate open enrollment and interdistrict transfers; however, the work associated with these tasks are extensive and significant enough to warrant a reclassification of my current position. Here is a list of my current job responsibilities. As you will see, the majority of my tasks are not in my current job description:

Processing outgoing and incoming Interdistrict Transfers, which includes:

- Sending released Interdistrict Transfers to the appropriate school districts
- Requesting recommendations from site Administrators when processing a renewal Interdistrict Transfer - Admin
- Request IEPs and transcripts when needed to process the Interdistrict Transfers
- Communicating with the school site and the home district when approving or denying transfers
- Flagging all transfers in our student information system
- Creating google spreadsheets to log each outgoing and incoming Interdistrict Transfer
 - Sharing of spreadsheets of incoming Interdistrict Transfers with the counseling secretaries, registrars, site administrators, counselors, elementary office staff, and elementary principal secretaries
- Sending reminder letters to all of our current families who are attending our district on an Interdistrict Transfer

Processing Intradistrict Transfers, which includes:

- Receiving intradistrict transfer applications and working with the Director of Student Services to approve or deny the applications
- Communicating the final decision to all families, the school of residence, and the approved school
- Requesting IEPs and transcripts needed to process the Intradistrict Transfers
- Communicating with the site Administrator regarding space availability when we are close to capacity prior to processing any new transfer requests - Admin
- Flagging all transfers in our student information system
- Creating google spreadsheets to log each outgoing and incoming Intradistrict Transfer
 - Sharing of spreadsheets of incoming Intradistrict Transfers with the counseling secretaries, registrars, site administrators, counselors, elementary office staff, and elementary principal secretaries

Monarch and Two Way Immersion Lottery Program duties including:

- Verifying that all enrollments, parent participation forms, student language survey, and transfer application have been completed
- Meeting with the community coordinators when the open enrollment window closes to go over all the documentation and make sure their lists match our Student Services lists and that we did not miss any students/transfers
- Facilitate the entire lottery processes for both schools (Admin) including making phone calls and sending letters to notify the families if they were selected/not selected by the lottery; send the approved/denied transfers to the sites

Prepare the Elementary and Secondary Timeline for the proceeding school year, which includes:

- Communicating with site administrators to request the open house dates and times, counselors visitation dates to SCCS middle schools and feeder schools, parent/student orientation dates, testing dates for math academy and Spanish assessments - Admin
- Requesting eighth grade contact information from our feeder Middle Schools and the sixth grade students from the Elementary feeder schools
- Exporting the fifth and eighth grade student contact information and assigning their correct High and Middle Schools according to their home addresses; this must be completed for each student including those from the feeder schools
- Preparing the open enrollment letters, which are personalized to each student/family and providing them with their assigned HS or MS based on their home address

- Communicate with the COE SMAA and the Medical Billing Technology when certifying the staffing list and the calendars when codings need to be corrected, and at any time there are inconsistencies
- Storing all yearly coding records, staff list spreadsheets, and all communication for auditing purposes

Student Attendance Review Hearings (SARB) responsibilities including:

- Monthly
b/fw*
- Arranging and calendaring the dates for SARB
 - Preparing the SARB student folders, monthly agendas, and sending the certified and snail mail letters to summon the families to the hearings
 - Emailing the SARB agendas to the SARB panel and request confirmation of their attendance
 - Contacting SARB families the week of the hearing to confirm their attendance for the hearing
 - Preparing the meeting room for the day of the hearing, greeting the families and walking them into their scheduled hearing

Students in Transition, Foster Youth, Safe Program (students are not logged) including: Admin

- D*
- Logging all students in the yearly shared document
 - Flagging students in our student information system
 - Providing any additional services available and purchasing school supplies
 - Communicating with sites when they are not able to provide the required documentation for enrollment
 - Sending monthly bus passes to site coordinators to be distributed to students in transition - **Admin Asst**
 - Communicating with the COE Homeless and Foster Youth Liaisons as needed

Court orders and Subpoenas responsibilities including: Admin

- N*
- Receiving court orders and subpoenas and sending correspondence
 - Communicating with sites and requesting documentation

Home and Hospital responsibilities include:

- N*
- Receiving Home and Hospital Application, review with the Nurse and Director of Student Services for approval
 - Recruitment as Home and Hospital teacher to provide the Home and Hospital Instruction - **Admin**

- These letters include the Open Houses offered at our middle and high school and our Open Enrollment dates

Create a google document to log the Intradistrict Transfers. Share the document for Intradistrict Transfers with the counseling secretaries, registrars, site administrators, counselors, elementary office staff, and elementary principal secretaries.

Training and supporting classified staff responsibilities, which includes: - Admin

Quarterly
D

- Facilitating enrollment training to site office staff (elementary), principal secretaries (elementary), counselor secretaries, and registrars
- Providing enrollment support to sites daily
- Supporting sites by reviewing the proof of address or custodial documentation when sites are unsure if the documents are acceptable
- Resetting parent portal passwords for families
- Updating contact information and adding/removing new or old relationships or emergency contacts
- Sending email reminders to the sites to follow the enrollment procedures and updating them with new information
- Processing, reviewing, and approving new and existing registrations when sites are impacted or not in session

Elementary Staffing list duties, which include: - Admin

*Feb-
Sep.
Daily
or weekly*

- Managing and providing human resources support
- Providing training to sites as needed to accurately enter the information in the staffing list and better understand the process
- Ongoing communication with sites and human resources as we enroll elementary students; this is critical for staffing purposes
- Communicating with sites when students need to be overflowed to a different site when their home school is at capacity
- Communicating with sites and families when students are placed at new schools

Facilitating and supporting our SMAA (Random Moment Time Survey) Coordinator, which include: Admin

Quarterly

- Reviewing quarterly staffing lists, certifying that correct staff are employed and participating, and ensuring our elementary and secondary school calendars match the SMAA quarterly calendar
- Reviewing the codings after each quarter and making any changes as necessary
- Following up with a staff member when receiving late notification due to them not submitting their RMTS when summoned

- Contacting the family and providing them with the Home and Hospital information; hours, and teacher's name and contact information
- Sending the approved Home and Hospital Instruction application to all parties involved to providing the start and end dates
- Communicating with IT and the Business Department to change the enrollment and enter the Home and Hospital attendance in our student information system
- Logging all students receiving Home and Hospital Instruction into a Google document
- Requesting the monthly attendance for each student for attendance purposes and to compare their attendance to the Home and Hospital teacher's timesheets for payroll
- Requesting and processing the Home and Hospital teacher's monthly time sheets
- Requesting Human Resources to advertise Home and Hospital positions as needed
- Providing training for the new Home and Hospital teachers

Did duties just get added to your job all at once or has this been a gradual build-up of new responsibilities? If this happened suddenly, it's not reclassification but you should still contact the Director-Classified Personnel to discuss your assignment. If this happened over a period of time, at least two years, it may qualify as a reclassification.

New responsibilities were gradually added to my position over the last seven years

SANTA CRUZ CITY SCHOOLS
RECLASSIFICATION INFORMATION & FORM FOR SUPERVISORS

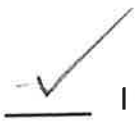
Reclassification has a fiscal impact on your department and the district. If employees are doing work outside of their classification on a regular basis and have been doing so for two years or longer, they are entitled to be compensated for this work. Supervisors should be aware of the financial consequences of assigning duties to employees outside of their established job descriptions.

Reclassification is

- A gradual accretion of duties over a period of at least two years that are not in the current job description.

Reclassification is not

- An increase in workload.
- The use of new methods or tools (software programs or equipment, etc.).
- Picking up duties from another classification on occasion to cover for an employee's absence.



I have reviewed the job description and additional pages with the employee and agree with what they have presented.



I have reviewed the job description and additional pages with the employee and do not agree with what they have presented. My rationale is included on a separate page.

Additional Comments: I have seen the immense

Volume and extreme detail required by the Admin
Asst in this office - much of her work was done
by my position which has expanded greatly over the past
3-5 years so it makes sense that she would have
picked much of it up. I support the re-class and

Supervisor: Casey O'Brien [Signature] 1/11/24
Name Signature Date

suggest even considering a new position name because
it is very different than other admin assistants,