

PERSONNEL COMMISSION MEETING MINUTES

December 7, 2016

5:10 p.m.

El Dorado County Office of Education, Room B-1

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MINUTES

1. CALL TO ORDER

The meeting was called to order at 5:10 p.m. by Chair, Norm Menzie.

2. FLAG SALUTE

3. APPROVAL OF AGENDA

Ms. Wyly moved, seconded by Ms. Turcotte, to approve the revised agenda for the December 7, 2016 meeting as presented.

Chairperson Menzie: Aye
Vice Chairperson Wyly: Aye
Commissioner Turcotte: Aye

4. APPROVAL OF MINUTES OF REGULAR MEETING ON SEPTEMBER 19, 2016.

Ms. Turcotte moved, seconded by Mr. Menzie, to approve the minutes of the September 19, 2016 meeting as presented.

Chairperson Menzie: Aye
Vice Chairperson Wyly: Abstain
Commissioner Turcotte: Aye

5. **APPROVAL OF MINUTES OF REGULAR MEETING ON OCTOBER 26, 2016.**

Ms. Wyly moved, seconded by Ms. Turcotte, to approve the minutes of the October 26, 2016 meeting as presented.

Chairperson Menzie: Abstain
Vice Chairperson Wyly: Aye
Commissioner Turcotte: Aye

6. **INTRODUCTION OF GUESTS**

Ms. Johnson, Executive Director of Personnel Services, introduced LuAnn Lantsberger, the new Personnel Coordinator in Personnel Services.

7. **VISITOR COMMENTS AND QUESTIONS** – Persons may comment at this time on items not listed on the agenda. Each person is limited to three minutes. The Commissioners may hear such comments, but may not act upon any item which is not on the agenda. (Govt. Code §54954.3)

None.

8. **COMMISSIONER REPORTS, COMMENTS, AND QUESTIONS (ITEMS NOT ON THE AGENDA)**

None.

9. **UNFINISHED BUSINESS, CORRESPONDENCE, AND LEGISLATION**

None

INFORMATION ITEMS

10. **MERIT SYSTEM 4.20.17 REVISION: FIRST READING**

Explanation: A first reading of a revision to Merit System Rules and Regulations 4.20.17 was presented by the Executive Director of Personnel Services. It was requested that research be made to determine the status of National Guard and Red Cross nurse as it relates to this regulation.

11. **MERIT SYSTEM 6.30.2C REVISION: FIRST READING**

Explanation: A first reading of a revision to Merit System Rules and Regulations 6.30.2C was presented by the Executive Director of Personnel Services.

12. **MERIT SYSTEM 8.60A REVISION: FIRST READING**

Explanation: A first reading of a revision to Merit System Rules and Regulations 8.60A was presented by the Executive Director of Personnel Services.

ACTION ITEMS

13. **CREATION OF NEW CLASS SPECIFICATION (DISPATCHER)**

Explanation: As a result of the 2015-16 Classification Compensation Study, the classification of Dispatcher is being established in the Transportation Department. The Executive Director of Personnel Services presented the Class Specification with recommended placement for the position on Salary Schedule D, Range 29.

Action: Ms. Turcotte moved, seconded by Ms. Wyly, to approve the new job specification for Dispatcher as presented.

Chairperson Menzie: Aye
Vice Chairperson Wyly: Aye
Commissioner Turcotte: Aye

14. **CREATION OF NEW CLASS SPECIFICATION (COMMUNICATIONS SPECIALIST)**

Explanation: As a result of the 2015-16 Classification Compensation Study, the classification of Communications Specialist is being established in the SELPA Program. The Executive Director of Personnel Services presented the Class Specification with recommended placement for the position on Salary Schedule D, Range 40.

Action: Ms. Wyly moved, seconded by Ms. Turcotte, to approve the new job specification for Dispatcher as presented.

Chairperson Menzie: Aye
Vice Chairperson Wyly: Aye
Commissioner Turcotte: Aye

15. **DUTY CHANGES AND REVIEW OF POSITION FOR LEAD DRIVER**

Explanation: In accordance with Merit System Rules and Regulations 3.20.8, and as a result of the 2015-16 Classification Compensation Study, the Executive Director of Personnel Services has reviewed the substantial changes to the duties of the Lead Driver position in the Transportation Department occupied by Janette Hartman. Based upon the specific job duties and skill level necessary to perform the required duties, the Executive Director of Personnel Services has recommended to the Superintendent that this employee be reclassified to Dispatcher, Schedule D, Range 29, effective October 1, 2014.

Action: Ms. Wyly moved, seconded by Ms. Turcotte, to approve the reclassification of Janette Hartman from Lead Driver to Dispatcher as presented.

Chairperson Menzie: Aye
Vice Chairperson Wyly: Aye
Commissioner Turcotte: Aye

16. DUTY CHANGES AND REVIEW OF POSITION PROGRAM TECHNICIAN

Explanation: In accordance with Merit System Rules and Regulations 3.20.8, and as a result of the 2015-16 Classification Compensation Study, the Executive Director of Personnel Services has reviewed the substantial changes to the duties of a Program Technician position in the SELPA program occupied by Andrew Lawton. Based upon the specific job duties and skill level necessary to perform the required duties, the Executive Director of Personnel Services has recommended to the Superintendent that this employee be reclassified to Communications Specialist, Salary Schedule D, Range 40, effective July 1, 2015.

Action: Ms. Turcotte moved, seconded by Ms. Wyly, to approve the reclassification of Andrew Lawton from Program Technician to Communications Specialist as presented.

Chairperson Menzie: Aye
Vice Chairperson Wyly: Aye
Commissioner Turcotte: Aye

17. DUTY CHANGES AND REVIEW OF POSITION FOR DRIVER

Explanation: In accordance with Merit System Rules and Regulations 3.20.8, and as a result of the 2015-16 Classification Compensation Study, the Executive Director of Personnel Services has reviewed the substantial changes to the duties of a Driver position in Transportation occupied by Barbara DeHekker. Based upon the specific job duties and skill level necessary to perform the required duties, the Executive Director of Personnel Services has recommended to the Superintendent that this position be reclassified to Lead Driver II effective July 1, 2016.

Action: Ms. Turcotte moved, seconded by Ms. Wyly, to approve the reclassification of Barbara DeHekker from Driver to Lead Driver II as presented.

Chairperson Menzie: Aye
Vice Chairperson Wyly: Aye
Commissioner Turcotte: Aye

18. **REVISION TO SALARY RANGE PLACEMENT FOR CREDENTIALS ANALYST**

Explanation: As a result of the 2015-16 Classification Compensation Study, the Executive Director of Personnel Services will present a recommendation for the revision of the salary range placement for the position of Credentials Analyst from Schedule D, Range 33 to Schedule D, Range 34, effective July 1, 2016.

Action: Ms. Turcotte moved, seconded by Ms. Wyly, to approve the revision to the salary range placement for Credentials Analyst from Schedule D, Range 33 to Schedule D, Range 34, as presented.

Chairperson Menzie: Aye
Vice Chairperson Wyly: Aye
Commissioner Turcotte: Aye

19. **ELECTION OF OFFICERS**

Explanation: In accordance with Merit System Rules and Regulations 2.10.5, at the first meeting following December 1 of each year, the Commission will elect one of its members as Chairperson and another member as Vice Chairperson to serve a term of one year or until their successors are duly elected.

Action: The Personnel Commission held an election. Ms. Wyly was elected to the Chair position, by a motion from Ms. Turcotte, seconded by Mr. Menzie. Ms. Turcotte was elected to the Vice-Chair position, by a motion from Ms. Wyly, seconded by Mr. Menzie.

Chairperson Menzie: Aye
Vice Chairperson Wyly: Aye
Commissioner Turcotte: Aye

20. **REGULAR MEETING CALENDAR**

Explanation: Merit System Rules and Regulations 2.20.1, Regular Meetings, requires that the Personnel Commission set their calendar at the first regular meeting following December 1 of each year. Coleen Johnson, Executive Director of Personnel Services, presented a calendar for 2017.

Action: Ms. Wyly moved, seconded by Ms. Turcotte, to approve the meeting calendar for 2017 as presented.

Chairperson Menzie: Aye
Vice Chairperson Wyly: Aye
Commissioner Turcotte: Aye

21. **CONTINUOUS ELIGIBILITY LISTS: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES; INSTRUCTIONAL ASSISTANT-AUTISM-SPECIAL SERVICES; and CLASSROOM ASSISTANT I, CDP, WESTERN SLOPE**

Explanation: Continuous Eligibility Lists have been developed for Instructional Assistant-Special Services, consisting of fifty-one (51) names; Instructional Assistant-Autism-Special Services, consisting of three (3) names; and Classroom Assistant I, CDP, Western Slope, consisting of eleven (11) names.

Action: Ms. Wyly moved, seconded by Ms. Turcotte, to approve the Continuous Eligibility Lists, as presented, with the expiration dates as noted for each candidate.

Chairperson Menzie: Aye
Vice Chairperson Wyly: Aye
Commissioner Turcotte: Aye

22. **ELIGIBILITY LIST: SECRETARY I**

Explanation: An Eligibility List has been developed for Secretary I consisting of eight (8) names.

Action: Ms. Turcotte moved, seconded by Ms. Wyly, to approve the Eligibility List for Secretary I, as presented, with an expiration date of June 1, 2017.

Chairperson Menzie: Aye
Vice Chairperson Wyly: Aye
Commissioner Turcotte: Aye

23. **ELIGIBILITY LIST: SECRETARY II**

Explanation: An Eligibility List has been developed for Secretary II consisting of eleven (11) names.

Action: Ms. Wyly moved, seconded by Ms. Turcotte, to approve the Eligibility List for Secretary II, as presented, with an expiration date of May 21, 2017.

Chairperson Menzie: Aye
Vice Chairperson Wyly: Aye
Commissioner Turcotte: Aye

24. **EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT**

24.1 Personnel Assignments – October 1-31, 2016 and November 1-30, 2016 were presented and reviewed.

24.2 Other Reports:

- Gail Healy is retiring. Her last work day is December 12, 2016.
- Sharon Cooper, the Benefits Technician in Personnel Services, is retiring on February 3, 2017.
- A Fact Sheet was provided to Commissioners outlining changes to military service credit for CalPERS members.
- A Fact Sheet was provided to Commissioners outlining the new parental leave regulations for classified employees.
- EDCOE's Annual Winter Holiday Luncheon is being held on December 13, 2016.
- The Annual Child Development Gift Basket Chamber Auction is being held on December 14, 2016.

20. **NEXT REGULAR MEETING** – JANUARY 25, 2017 at 5:10 P.M. in Conference Room B-1.

21. **ADJOURNMENT:** The meeting adjourned at 5:45 p.m. on a motion by Ms. Turcotte, seconded by Ms. Wyly.

Chairperson Menzie: Aye
Vice Chairperson Wyly: Aye
Commissioner Turcotte: Aye