EDCOE
EL DORADO COUNTY OFFICE OF EDUCATION

EXCELLENCE IN EDUCATION FOR THE 21st CENTURY
Dr. Ed Manansala, County Superintendent of Schools

PERSONNEL COMMISSION MEETING
AGENDA

August 23, 2017
5:10 PM
El Dorado County Office of Education, Room B-1

If you are an individual with a disability and need an accommodation, please contact Kathy Daniels, the ADA Coordinator, at 530-295-2205 at least 48 hours in advance.

EDCOE strives to provide a fragrance free work environment. For the comfort of all participants, attendees are requested to refrain from using perfume, cologne and other fragrances.

CLOSED SESSION
AGENDA

1. 5:10 P.M. CALL TO ORDER
2. FLAG SALUTE
3. Secretary will record members present
4. 5:15 P.M. CLOSED SESSION (Government Code Section 54596.9)

   PUBLIC EMPLOYMENT

   Public Employee Complaint and/or Allegations
5. 5:30 P.M. CLOSED SESSION ACTION

REGULAR SESSION
AGENDA

6. CLOSED SESSION ACTION WILL BE REPORTED.

7. APPROVAL OF AGENDA FOR AUGUST 23, 2017 MEETING

   Action: _____

8. APPROVAL OF MINUTES OF REGULAR MEETING HELD ON JUNE 21, 2017

   Action: _____

9. INTRODUCTION OF GUESTS

   The Executive Director will introduce any visiting guests.

10. 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)

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

12. UNFINISHED BUSINESS, CORRESPONDENCE, AND LEGISLATION

INFORMATION ITEMS

13. **Explanation**: In accordance with Merit System Regulation 2.10.3 (Ed. Code 45247), the term of each Commissioner is for three years and expires at noon, December 1. The term of one Commissioner expires each year. The CSEA appointment of Ree Ann Wyly, Personnel Commissioner, will expire on December 1, 2017. The Executive Director of Personnel Services shall notify the County Board of the name and address of the Commissioner whose term will expire and whether or not he/she will accept reappointment.

ACTION ITEMS

14. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR ACCOUNTANT

Explanation: Pursuant to recommendations made through the Classification Compensation Study approved by the Commission at its meeting on June 21, 2017, the Executive Director of Personnel Services will present the recommended revisions to the job specification for Accountant, with changes to the job purpose statement, essential job functions, and skills, knowledge and abilities. The revised job specification is attached in redline for review by the Commission. **(Attachment 1)**

Recommendation: It is recommended that the Personnel Commission approve the proposed revisions to the job specification of Accountant as presented.

Action: _____

15. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR BUSINESS SERVICES ASSISTANT II

Explanation: Pursuant to recommendations made through the Classification Compensation Study approved by the Commission at its meeting on June 21, 2017, the Executive Director of Personnel Services will present the recommended revisions to the job specification for Business Services Assistant II, with changes to the job title (Manager, Business Services), job purpose statement, essential job functions, experience, and skills, knowledge and/or abilities. The revised job specification is attached in redline for review by the Commission. **(Attachment 2)**

Recommendation: It is recommended that the Personnel Commission approve the proposed revisions to the job specification of Business Services Assistant II (title change to Manager, Business Services), as presented.

Action: _____

16. CONTINUOUS ELIGIBILITY LISTS: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES; INSTRUCTIONAL ASSISTANT-AUTISM-SPECIAL SERVICES; CLASSROOM ASSISTANT I-CDP (WESTERN SLOPE); and CLASSROOM ASSISTANT II-CDP (WESTERN SLOPE).

Explanation: Continuous Eligibility Lists have been developed for Instructional Assistant-Special Services, consisting of forty nine (49) names; Instructional Assistant-Autism-Special Services, consisting of seven (7) names; Classroom Assistant I-CDP (Western Slope), consisting of sixteen (16) names; and, Classroom Assistant II-CDP (Western Slope), consisting of one (1) name. **(Attachment 3).**

Recommendation: It is recommended that the Personnel Commission approve the Continuous Eligibility Lists, as presented, with the expiration dates as noted for each candidate.

Action: _____

17. **ELIGIBILITY LIST: SECRETARY I-BILINGUAL (SOUTH LAKE TAHOE)**

Explanation: An Eligibility List has been developed for Secretary I-Bilingual (South Lake Tahoe) consisting of three (3) names. **(Attachment 4).**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Secretary I-Bilingual (South Lake Tahoe), as presented, with an expiration date of January 21, 2018.

Action: _____

18. **ELIGIBILITY LIST: SECRETARY II**

Explanation: An Eligibility List has been developed for Secretary II consisting of fourteen (14) names. **(Attachment 5).**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Secretary II, as presented, with an expiration date of December 26, 2017.

Action: _____

19. **ELIGIBILITY LIST: TOGETHER WE GROW FAMILY SPECIALIST-BILINGUAL (SOUTH LAKE TAHOE)**

Explanation: An Eligibility List has been developed for Together We Grow Family Specialist-Bilingual (South Lake Tahoe) consisting of one (1) name. **(Attachment 6).**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Together We Grow Family Specialist-Bilingual (South Lake Tahoe), as presented, with an expiration date of October 26, 2017.

Action: _____

20. **ELIGIBILITY LIST: MANAGER, BUSINESS SERVICES (BSA II)**

Explanation: An Eligibility List has been developed for Manager, Business Services (BSA II) consisting of five (5) names. **(Attachment 7).**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Manager, Business Services (BSA II) as presented, with an expiration date of February 11, 2018.

Action: _____

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

21.1 Personnel Assignments – June 1-30, 2017 **(Attachment 8)** and July 1-31, 2017. **(Attachment 9)**

21.2 Other Reports

22. **NEXT REGULAR MEETING** – SEPTEMBER 27, 2017 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

23. **ADJOURNMENT**

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EL DORADO COUNTY OFFICE OF EDUCATION

CLASS SPECIFICATION

CLASS TITLE: Accountant
(Administrative - Overtime Exempt)

Job Purpose Statement: Under general supervision of the Director of Business Services or Manager of Business Services , perform accounting work requiring full professional competency for accounting records, ~~budgetary controls~~ budgets, ~~exhibits~~ analyses and reports.

Distinguishing Characteristics: This position may perform accounting work related to specific internal departments and programs; specific district fiscal support/oversight; or a specific Special Education Local Plan Area (SELPA). This position is distinguished from the Manager of Business Services in that the latter is responsible for supervision of accounting staff and management of fiscal services for the entirety of the county office budget, district support/oversight or SELPAs.

Essential Job Functions:
(Any one position may not include all of the representative duties listed, nor do the listed examples include all tasks which may be found in positions within this classification.)

- **Analyze and Report**
  - Develop and maintain confidential information pertaining to negotiations.
  - Develop ~~and~~, compile, and communicate a variety of fiscal information and reports e.g. payroll, special project allocations, benefits, income/expenditure analyses, Local Control Accountability Plan (LCAP) ~~data, budgets~~data, budgets, etc. for the purpose of providing others with information and/or complying with relevant state, federal and/or program accounting requirements.
  - Prepare and submit state, federal and/or local project budgets and reports (financial, student information, pupil attendance, etc.) using business and state software applications for the purpose of complying with relevant state, federal and/or program accounting requirements.
- **Collaborate and Support**
  - Provide backup for Director of Business Services, Manager of Business Services, payroll, and accounts payable staff for the purpose of supporting their job functions.
  - ~~Assist Director of Business Services with supervision of~~ Collaborate with ~~accounting~~ department staff, other departments, programs, districts, charter schools and other agencies for the purpose of providing direction and/or conveying information that allows them to complete their functions.

ATTACHMENT "1"

- Serve as a resource person to in-house staff and school district personnel for the purpose of providing technical expertise and information regarding financial and accounting issues and related activities and coordinating communication between county office/school districts and federal, state and local agencies.

- Assist in the development of office practices and procedures for the purpose of providing written procedures for work flow purposes.

Accounting and Budget

- ~~Apply data processing software to accounting.~~
- Analyze and reconcile financial statements and cash fund balances for the purpose of maintaining accurate records and complying with related policies, practices and/or regulations.

- Prepare distributions of apportionments or other revenue for the purpose of allocating funds accurately to appropriate programs and/or ~~school districts~~local educational agencies (LEAs).

County Office and District Departments/Programs

- Maintain, prepare, monitor and provide complete sets of financial, accounting, and budgetary records including annual budgets, interim reports and unaudited actuals for the purpose of ensuring accurate identification of transactions and complying with accounting policies, procedures and/or regulations.

- Analyze contracts and purchase orders for the purpose of determining account coding within budget parameters and clear language regarding payment and other terms.

- Confer with administrators on program financial status for the purpose of providing necessary information for them to make decisions, taking appropriate action and/or maintain compliance with established guidelines.

District Fiscal Support / Oversight

- Review financial, accounting, and budgetary records including annual budgets, interim reports, and unaudited actuals for the purpose of providing fiscal oversight in accordance with applicable laws, codes, regulations, and procedures.

- Analyze, prepare and process cash transfers between funds and districts, general ledger beginning balances, transfers in-lieu of property taxes, local control funding formula and other revenue projections, county auditor-controller and treasury documents, and automated clearing house (ACH) vendor forms and payments for the purpose of facilitating and supporting district accounting and budgeting activity.

- Confer with administrators and district staff on fiscal support and oversight issues for the purpose of providing necessary information for them to make decisions, taking appropriate action and/or maintain compliance with established guidelines.

SELPAs

- Compile and analyze financial, accounting, ~~and~~ budgetary and audit records for the purpose of meeting SELPA requirements, which include ~~for~~ ~~federal~~ expenditure reporting, federal maintenance of effort and excess costs ~~levels~~compliance, data submissions and compliance with accounting policies, procedures and/or regulations.

- Analyze, prepare and process district and charter school ~~SELPA~~ special education data, funding requests, special education revenue projections and certifications, and allocation plan distributions for the purpose of providing accounting and administrative support in the ~~and coordinating~~ implementation of the SELPA ~~local~~ allocation plan.

- Confer with district, charter school and SELPA administrators and staff on SELPA accounting and budget issues for the purpose of providing necessary information for them to make decisions, take~~ing~~ appropriate action and/or maintain compliance with established guidelines.

Job Requirements - Qualifications:

Experience: Experience in accounting and/or budgeting. Work experience in an educational setting is preferred.

Education: Two years of higher education including course work in accounting procedures and/or practices. Four years of experience may be substituted for one year of education.

Skills, Knowledge and/or Abilities:

Skills to design, implement, and maintain accounting systems; use computers at a skilled level; create and maintain spreadsheets; carry out complex and simultaneous projects independently; compile fiscal information from various sources; analyze and interpret financial records and reports; apply pertinent laws and regulations; communicate effectively in both oral and written form; maintain positive, cooperative work relationships.

Knowledge of generally accepted accounting principles, ~~and~~ methods of California school accounting, auditing, and budget preparation and control; Microsoft Office, intermediate Excel ~~and electronic spreadsheets~~, data bases, and computer data processing.

Ability to sit for prolonged periods, work with minimal supervision, think logically with attention to detail, adapt to changing needs and priorities, prepare clear and accurate reports~~;~~, organize and prioritize work to successfully meet established timelines. Significant physical abilities include reaching/ handling/fingering, talking/hearing ordinary conversations, near vision/visual accommodation.

Licenses, Certifications, Bonding, and/or Testing Required: TB Test clearance, Criminal Justice Fingerprint clearance. If required to operate a vehicle during the course of employment, must possess a valid California Driver's License and evidence of insurability.

Salary Schedule 19 (E)

Revised: 7/18/17, 12/12/12, 4/13/05, 5/13/02, 11/99
Approved: 11/7/96

EL DORADO COUNTY OFFICE OF EDUCATION

CLASS SPECIFICATION

CLASS TITLE: **Manager, Business Services ~~Assistant II~~**
(Administrative - Overtime Exempt)

Job Purpose Statement: Under general supervision of the Director of Business Services, ~~does the work of Business Services Assistant, including performing a range of chief fiscal officer type business services, but takes on an added level of responsibility, complexity of duties, and consequence of error~~ manage operations of a payroll or fiscal services unit. Supervise business staff and perform complex accounting/payroll and management tasks.

Distinguishing Characteristics: This position may manage a payroll services unit or a fiscal services unit related to services for the county office, districts, or Special Education Local Plan Area (SELPA). This position is distinguished from the Business Services Director in that the latter is responsible for leadership and direction of all business services functions.

Essential Job Functions:
(Any one position may not include all of the representative duties listed, nor do the listed examples include all tasks which may be found in positions within this classification.)

Supervision

- Selects, trains, supervises, and evaluates the performance of ~~business staff~~ accountants, data analysts, payroll technicians and/or account technicians for the purpose of maximizing the effectiveness and efficiency of the workforce in achieving operational objectives.

Support

~~* Attends, plans and conducts a variety of meetings, workshops and trainings, both regionally and statewide~~
~~* Provides assistance and guidance in the areas of business operations, accounting, and reporting~~
~~* Research, interpret, and make recommendations regarding state and federal legislation and regulations, board policy and bargaining unit agreements for the purpose of insuring compliance with financial, legal and/or administrative requirements~~
~~* Communicate with federal, state and local agencies on behalf of county office, school districts, and/or instructional programs~~
~~* Assists other personnel as may be required to support them in the completion of their work activities~~

- Prepares and delivers management tools, communication, information and/or training for the purpose of providing technical expertise and support.

ATTACHMENT "2"

- Researches technical issues~~,~~ implements payroll/accounting systems and processes, and resolves difficult and sensitive inquiries and problems for the purpose of providing assistance and guidance in the areas of business operations.

Management

~~* Coordinates tasks and work of staff leading to completion of projects~~
~~* Manages special projects requiring considerable initiative and independent judgment for the purpose of meeting deadlines~~
~~* Prepares, monitors, reviews, updates and presents budgets and financial reports~~
~~* Coordinates year-end close accounting activities to accurately close the financial records~~

Payroll Services[DL1]

- Manages daily operations and activities of the payroll services unit including payroll systems, processing and reporting for the purpose of ensuring timely payroll activities, accuracy and compliance with standards, requirements, laws, codes, regulations, policies and procedures.

County Office Payroll Services

- Coordinates and supports preparation of the County office regular end-of-month and supplemental payrolls and payroll system operations for the purpose of completing payrolls correctly and on time.

- Oversees County office payroll activities including calculation of wages, deductions, taxes, leaves, benefits and retirement contributions; benefit vendor payments; liability account reconciliation; and maintenance of payroll records and files for the purpose of assuring accuracy, compliance, and staff understanding of established requirements.

District Payroll Services

- Coordinates and supports review and production of local educational agency (LEA) regular end-of-month and supplemental payrolls, timely tax deposits, automatic payroll deposits and W-2 processing for the purpose of completing payroll production correctly and on time.

- Oversees district payroll services activity including garnishments, small district payroll preparation, payroll prelist audits, payroll warrant processing, vendor deduction payments and retirement system payments and reporting for the purpose of assuring accuracy, compliance, and staff understanding of established requirements.

Fiscal Services[DL2]

- Manages daily operations and activities of the fiscal services unit including accounting, budgeting, financial reporting and fiscal oversight for the purpose of meeting financial obligations and objectives in delivering services and programs in accordance with applicable standards, requirements, laws, codes, regulations, policies and procedures.

County Office Fiscal Services

- Coordinates and supports preparation of the County office annual budget, interim reports, year-end close and annual audit for the purpose of completing financial reporting correctly and on time.

- Oversees County office fiscal services activity including billing, accounts payable (AP), accounts receivable, deposits, revenue projections, fixed assets, account reconciliations, journal transfers, auditing, and financial reporting for the purpose of assuring accuracy, compliance, and staff understanding of established requirements.

District Fiscal Services

- Coordinates and supports review of local educational agency (LEA) annual budgets, interims, and audits and the preparation of these documents for small LEAs for the purpose of completing financial reporting and fiscal oversight activities correctly and on time.

- Oversees district fiscal services activity including AP warrant processing, distribution of apportionments and taxes, account reconciliations, cash transfers, 1099 processing, student data reporting, and financial reporting for the purpose of assuring accuracy, compliance, and staff understanding of established requirements.

SELPA Fiscal Services

- Coordinates and supports fiscal administration of SELPA allocation plans and year-end reporting, and preparation of the annual SELPA budget for the purpose of completing allocations and financial reporting correctly and on time.

- Oversees SELPA fiscal services activity including budget and cash flow projections, distribution of revenues, federal reporting, audit review, data submissions, funding request processing, account reconciliations, and financial reporting for the purpose of assuring accuracy, compliance, and staff understanding of established requirements.

Job Requirements - Qualifications:

Education: Bachelor's Degree from an accredited institution with a major in business or education; this requirement may be waived if the individual has demonstrated five years of increasingly responsible successful experience in the area of school finance and administration. Completion of a Chief Business Official (CBO) training program is beneficial.

Experience: Prior job related experience in California school accounting/school finance or payroll/retirement reporting, and electronic spreadsheet, data bases and computer data processing. Previous supervisory experience preferred.

Skills, Knowledge and/or Abilities:

Skills to design, implement and maintain payroll and accounting systems; analyze financial records and reports; interpret and comprehend legislative proposals, federal, state, county, and local rules and regulations as they pertain to school finance; carry out projects independently; apply district policies, pertinent laws and regulations; maintain cooperative work relationships; collect, assemble, and present various data with well-defined recommended or alternate courses of action for administrative decision; work with diverse audiences and present financial information in clearly understandable format. Supervisory skills including motivation, training and evaluation of staff.

Knowledge of modern business methods and techniques; principle and methods of California school accounting, accounts payable/receivable process, banking and credit cards, payroll, retirement system reporting, auditing, and budget preparation and control; Microsoft Office, intermediate Excel, electronic spreadsheets, data bases and computer data processing; applicable standards, requirements, ~~school~~ laws, codes, regulations, policies, procedures and insurance requirements.

Abilities to sit for prolonged periods; work with minimal supervision; think logically; be attentive to detail; utilize problem solving methodology; work with diverse audiences, communicate and present information in clear understandable formats, both orally and in written form; organize and prioritize work to successfully meet established timelines; and to travel regionally and statewide. ***Significant physical abilities*** include reaching/handling/fingering, talking/hearing, near visual acuity.

Licenses, Certifications, Bonding, and/or Testing Required: Valid Driver's License and evidence of insurability, TB test clearance, Criminal Justice Fingerprint clearance.

Salary Schedule E, Range 33
Approved: 6/26/13
Revised: 7/18/17, 9/26/12
Approved by Personnel Commission 12/14/11

EL DORADO COUNTY OFFICE OF EDUCATION
CONTINUOUS ELIGIBILITY LIST
CLASSIFICATION: Instructional Assistant - Special Services
EXPIRATION DATE: As noted for candidate, 12 month eligibility
Updated: August 14, 2017

Total Candidates: 49

Number of candidates in top 3 ranks: 4

ATTACHMENT "3"

EL DORADO COUNTY OFFICE OF EDUCATION
CONTINUOUS ELIGIBILITY LIST
CLASSIFICATION: Instructional Assistant - Autism - Special Services
EXPIRATION DATE: As noted for candidate, 6 month eligibility
UPDATED: August 4, 2017

Total Candidates: 7

Number of candidates in top 3 ranks: 3

EL DORADO COUNTY OFFICE OF EDUCATION
CONTINUOUS ELIGIBILITY LIST
CLASSIFICATION: Classroom Assistant I – Child Development Program – Western Slope
EXPIRATION DATE: As noted for candidate, 12 month eligibility
UPDATED: August 14, 2017

Total Candidates: 16

Number of candidates in top 3 ranks: 3

EL DORADO COUNTY OFFICE OF EDUCATION
CONTINUOUS ELIGIBILITY LIST
CLASSIFICATION: Classroom Assistant II – Child Development Program – Western Slope
EXPIRATION DATE: Continuous Recruitment, 12 month eligibility
Updated: August 14, 2017

Total Candidates: 1

Number of candidates in top 3 ranks: 1

EL DORADO COUNTY OFFICE OF EDUCATION

ELIGIBILITY LIST

CLASSIFICATION: Secretary I – Bilingual – South Lake Tahoe

EXPIRATION DATE: January 21, 2018, 6 month eligibility

Updated: July 21, 2017

Total Candidates: 3

Number of candidates in top 3 ranks: 3

ATTACHMENT "4"

EL DORADO COUNTY OFFICE OF EDUCATION

ELIGIBILITY LIST

CLASSIFICATION: Secretary II

EXPIRATION DATE: December 26, 2017, 6 month eligibility

Updated: June 26, 2017

Total Candidates: 14

Number of candidates in top 3 ranks: 3

ATTACHMENT "5"

EL DORADO COUNTY OFFICE OF EDUCATION
ELIGIBILITY LIST
CLASSIFICATION: Together We Grow Family Specialist – Bilingual SLT
EXPIRATION DATE: October 26, 2017 (6 month eligibility)
UPDATED: April 26, 2017

Total Candidates: 1

Number of candidates in top 3 ranks: 1

ATTACHMENT "6"

EL DORADO COUNTY OFFICE OF EDUCATION
ELIGIBILITY LIST
CLASSIFICATION: Manager, Business Services (BSAII)
EXPIRATION DATE: February 11, 2018 (6 month eligibility)
UPDATED: August 11, 2017

Total Candidates: 5

Number of candidates in top 3 ranks: 3

ATTACHMENT "7"

Personnel Transaction Report

June, 2017

CLASSIFIED

Last	First	Effective Date	Transaction	Job Title	Program	Employee Type
Ashmead	Sierra	5/25/2017	Resignation	Family Service Specialist	Child Development	Regular
Pardo	Stephanie	6/8/2017	Resignation	Family Service Specialist	Child Development	Regular
Reason	Amy	6/21/2017	Resignation	Secretary I	Child Development	Probationary
Calderon	MaryLou	6/6/2017	Longevity Stipend	Secretary I (Biling/Biliterate)	Child Development	Regular
Yarbrough	Leigh-Ellen	6/5/2017	Hire	Together We Grow Fam. Spec.	Child Development	Probationary
Fly	Kaitlyn	6/6/2017	Hire	Summer Intern	Communications	Classified Lim. Term
Suske	Annette	6/19/2017	Hire	Secretary II	Court School	Classified Lim. Term
Baumann-Herndon	Bryce	6/5/2017	Hire	Summer Intern	Foster Youth	Classified Lim. Term
Canales	April	6/5/2017	Hire	Summer Intern	Foster Youth	Classified Lim. Term
Cook	Adam	6/5/2017	Hire	Summer Intern	Foster Youth	Classified Lim. Term
Craden	Zackary	6/5/2017	Hire	Summer Intern	Foster Youth	Classified Lim. Term
Harper	Phineas	6/5/2017	Hire	Summer Intern	Foster Youth	Classified Lim. Term
Jimenez	Jacob	6/5/2017	Hire	Summer Intern	Foster Youth	Classified Lim. Term
Lewis	Ashley	6/5/2017	Hire	Summer Intern	Foster Youth	Classified Lim. Term
Lincourt	Michael	6/5/2017	Hire	Summer Intern	Foster Youth	Classified Lim. Term
Hall	Dwight	6/26/2017	Hire	Program Technician	SELPA	Probationary
Harris	Alma	6/26/2017	Hire	Program Technician	SELPA	Probationary
Gleese	Nancy	5/1/2017	Extra Hours	Instructional Asst.	Special Services	Regular
Lawrence	Cathy	5/2/2017	Longevity Stipend	Instructional Asst.	Special Services	Regular
McDonald	Kelly	6/2/2017	Return to Full Duty	Instructional Asst.	Special Services	Regular
Parker	Dawn	6/9/2017	Extra Hours	Instructional Asst.	Special Services	Regular
Smith	Jacqueline	5/1/2017	Extra Hours	Instructional Asst.-Autism	Special Services	Regular
Gordon	Kelley	6/14/2017	Extra Hours	Registered Nurse	Special Services	Probationary
Carney	Susan	5/16/2017	Intermittent Leave	Administrative Assistant	Superintendent's Off.	Regular
Mattson	Christy	6/23/2017	Resignation	Driver	Transportation	Regular

ATTACHMENT "8"

Personnel Transaction Report

July, 2017

CLASSIFIED

Last	First	Effective Date	Transaction	Job Title	Program	Employee Type
Fitzgerald	Sean	7/1/2017	Longevity Stipend	Graph. Arts, Print., Prod. Spec.	Business Services	Regular
Ralphs	Peggy	7/1/2017	Promotion	Secty I/Secty II	Child Dev./SARB	Regular
Beckman	Rosemarie	8/10/2017	Site Change	Classroom Asst. I	Child Development	Regular
Ellis	Maureen	8/10/2017	Site Change	Classroom Asst. I	Child Development	Regular
Flores	LuAnn	8/10/2017	Site Change	Classroom Asst. I	Child Development	Regular
Gomez	Angelica	7/1/2017	Longevity Stipend	Classroom Asst. I	Child Development	Regular
Smith	Amy	5/26/2017	Resignation	Classroom Asst. I	Child Development	Regular
Flores	LuAnn	8/10/2017	Promotion	Classroom Asst. II	Child Development	Regular
Schablaske	Shelby	5/25/2017	Resignation	Classroom Asst. II	Child Development	Regular
Vilt	Nicole	8/10/2017	Voluntary Demotion	Classroom Asst. II	Child Development	Regular
Nelson	Darlene	7/11/2017	Resignation	Cook	Child Development	Probationary
Franchi	Frances	6/19/2017	Intermittent FMLA	Secretary I	Child Development	Regular
Rangel	Jeanna	7/19/2017	Resignation	Secretary I	Child Development	Regular
Fly	Kaitlyn	7/5/2017	Extend Internship	Summer Intern	Communications	Class. Limited Term
Hawley	Rex	7/10/2017	Decrease Days	Instructional Asst.	Court School	Regular
Smith	Jacqueline	6/1/2017	Additional Hours	Instructional Asst.	Court School	Regular
Isham	Bridget	7/19/2017	Hire	Secretary II	Court School	Probationary
Anderson	Denise	6/14/2017	Hire	Bus Driver	Extended School Year	Limited Term
Cannon	Tami	6/14/2017	Hire	Bus Driver	Extended School Year	Limited Term
England	Daniel	6/14/2017	Hire	Bus Driver	Extended School Year	Limited Term
Murphy	Katie	6/14/2017	Hire	Bus Driver	Extended School Year	Limited Term
Ware	Loveneus	6/14/2017	Hire	Bus Driver	Extended School Year	Limited Term
Artz	Terrie	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Bott	Gregory	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Bowker	Janette	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Braun	Joseph	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Breibart	Craig	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Buchanan	Gregory	6/14/2017	Hire	Driver	Extended School Year	Limited Term

ATTACHMENT "9"

CLASSIFIED

Last	First	Effective Date	Transaction	Job Title	Program	Employee Type
Cardoza	Cynthia	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Cardwell	Sandra	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Christner	Kristoffer	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Jarrett	Robin	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Kaufman	Pamala	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Kerns	Thomas	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Marsden	Robert	6/14/2017	Hire	Driver	Extended School Year	Limited Term
McNicholas	Michael	6/14/2017	Hire	Driver	Extended School Year	Limited Term
McNicholas	Sally	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Morgan	Lisa	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Munson	James	6/14/2017	Hire	Driver	Extended School Year	Limited Term
O'Brien	Kathleen	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Patti	Anthony	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Perryman	Sylvia	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Poe	Arlis	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Provance	Sandra	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Smith	Terry	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Stephens	Douglas	6/14/2017	Hire	Driver	Extended School Year	Limited Term
VanVleet	Carl	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Woicekowski	Anthony	6/14/2017	Hire	Driver	Extended School Year	Limited Term
Baer-Turner	Susan	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Barisone	Barbara	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Beard	Jennifer	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Braun	Marcella	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Crowley	Emma	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Davis	Christina	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
DeSantiago	Angelica	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Devany	Hannah	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Dollarhide	Ann	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Donahue	Devon	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Drake	Kenna	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term

CLASSIFIED

Last	First	Effective Date	Transaction	Job Title	Program	Employee Type
Dunkel	Aimee	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Edwards	Pamela	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Ellis	Maureen	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Elmore	Dominique	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Fadala	Kimberly	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Flores	LuAnn	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Foster	Holly	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Fuller	Teresa	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Gates	Mesha	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Germaine	Therese	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Gonzales	Eron	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Hall	Shelby	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Hawkins	Breezy	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Haynes	Janet	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Heckendorn	Loretta	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Hernandez Contreras	Mickey	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Holder	Victoria	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Holsey	Kristin	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Koll	Therese	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Kraatz	Marcella	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Kynett	Caitlin	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
LaRosa	Marianna	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Lucchesi	Tiffany	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Malcolm	Darrell	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Massey	Shalene	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
McDonald	Kelly	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Murry	Catherine	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Neilsen	Dakota	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Neilsen	Melaine	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Peterson	Deborah	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Poreider	Cassi	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term

CLASSIFIED

Last	First	Effective Date	Transaction	Job Title	Program	Employee Type
Qualls	Zachary	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Quigley	Frances	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Raley	Shawna	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Ralph	Claire	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Rhodes	Shawna	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Roeca	Davin	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Ronningen	Angelina	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Slusher	Cynthia	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Soik	Abigail	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Sosa	Gabriela	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Spence	Debora	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Sullivan	Snyodner (Cindy)	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Wiles	AnnaLouise	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Winings	LeeAnn	6/14/2017	Hire	Instructional Assistant	Extended School Year	Limited Term
Alderman	Kelli	6/14/2017	Hire	Instructional Asst.-Autism	Extended School Year	Limited Term
Allen	Stephanie	6/14/2017	Hire	Instructional Asst.-Autism	Extended School Year	Limited Term
Edwards	Jessica	6/14/2017	Hire	Instructional Asst.-Autism	Extended School Year	Limited Term
Gosk	Kelly	6/14/2017	Hire	Instructional Asst.-Autism	Extended School Year	Limited Term
Hernandez-Rivera	Christine	6/14/2017	Hire	Instructional Asst.-Autism	Extended School Year	Limited Term
Kavasch	Shana	6/14/2017	Hire	Instructional Asst.-Autism	Extended School Year	Limited Term
Mendonca	Dana	6/14/2017	Hire	Instructional Asst.-Autism	Extended School Year	Limited Term
Peterson	Heather	6/14/2017	Hire	Instructional Asst.-Autism	Extended School Year	Limited Term
Smith	Jacqueline	6/14/2017	Hire	Instructional Asst.-Autism	Extended School Year	Limited Term
Sullivan	Melissa	6/14/2017	Hire	Instructional Asst.-Autism	Extended School Year	Limited Term
West	Edith	6/14/2017	Hire	Intptr/IA-VisImp Level II	Extended School Year	Limited Term
Gordon	Kelley	6/14/2017	Hire	Licensed Vocational Nurse/RN	Extended School Year	Limited Term
Golden-Perkins	Teresa	6/14/2017	Hire	LVN	Extended School Year	Limited Term
Kuhn	Kristine	6/14/2017	Hire	LVN/IA	Extended School Year	Limited Term
Richards	Jacob	7/24/2017	Hire	Student Intern	IT	Classified Limited Te
Gavin	Brett	7/1/2017	Longevity Stipend	Systems Administator	IT	Regular
Maynard	Robert	7/1/2017	Continuation of LOA	Bldg/Grounds Maint. Wkr.	M&O	Regular

CLASSIFIED

Last	First	Effective Date	Transaction	Job Title	Program	Employee Type
Franchi	Michael	7/3/2017	Increase Hours	Building/Grounds Maint. Wkr.	M&O	Classified Sub
Peart	Derek	7/10/2017	Leave of Absence	Building/Grounds Maint. Wkr.	M&O	Regular
Harbaugh	William	7/1/2017	Out of Class Pay 17/18	Grounds Maintenance Worker	M&O	Regular
Hawthorne	Gregory	7/1/2017	Out of Class Pay 17/18	Warehouser/Courier	M&O	Regular
Bettencourt	Suzanne	6/14/2017	Hire	Driver	MORE	Limited Term
Hoff	Linda	6/14/2017	Hire	Driver	MORE	Limited Term
Mattson	Christy	6/14/2017	Hire	Driver	MORE	Limited Term
Franchi	Frances	2014-2017	Salary Change	Secretary II	SARB	Regular
Ralphs	Peggy	2015-2017	Salary Change	Secretary II	SARB	Regular
Ramirez	Amanda	6/21/2017	Leave of Absence	Program Technician	SELPA	Regular
Ramirez	Amanda	7/6/2017	Return from LOA	Program Technician	SELPA	Regular
Gilbert	Julia	8/4/2017	Resignation	Behavior Analyst III	Special Services	Regular
Devany	Hannah	8/3/2017	Site Change	Instructional Assistant	Special Services	Regular
Gleese	Nancy	8/1/2017	Site Change	Instructional Assistant	Special Services	Regular
Holsey	Kristin	8/10/2017	Increase Hours	Instructional Assistant	Special Services	Regular
Koder	Nancy	8/1/2017	Site Change	Instructional Assistant	Special Services	Regular
Neilsen	Melaine	8/16/2017	Site Change	Instructional Assistant	Special Services	Regular
Neilsen	Dakota	8/1/2017	Increase Hours	Instructional Assistant	Special Services	Regular
Streif	Emilie	8/1/2017	Voluntary Demotion	Instructional Assistant	Special Services	Regular
Tegley	Michelle	8/1/2017	Site Change	Instructional Assistant	Special Services	Regular
Tegley	Michelle	8/1/2017	Increase Hours	Instructional Assistant	Special Services	Regular
Alderman	Kelli	8/1/2017	Site Change	Instructional Asst.-Autism	Special Services	Regular
Hernandez-Rivera	Christina	8/4/2017	Site Change	Instructional Asst.-Autism	Special Services	Regular
Kynett	Caitlin	8/1/2017	Site Change	Instructional Asst.-Autism	Special Services	Regular
Peterson	Heather	8/1/2017	Increase Hours	Instructional Asst.-Autism	Special Services	Regular
McGonigle	Patricia	8/11/1971	Voluntary Reduction in Hour	Physical Therapist	Special Services	Regular
Golden-Perkins	Teresa	6/1/2017	Additional Hours	Licensed Vocational Nurse/RN	Special Services-IDP	Regular
Gomez	Ethan	7/9/2017	Hire	Activities Assistant	Sugarloaf	Limited Term
Lacombe	Meghan	7/9/2017	Hire	Activities Assistant	Sugarloaf	Limited Term
Drennan	Liam	7/9/2017	Hire	Campfire Assistant	Sugarloaf	Limited Term
Howlett	Matt	7/9/2017	Hire	Campfire Assistant	Sugarloaf	Limited Term

CLASSIFIED

Last	First	Effective Date	Transaction	Job Title	Program	Employee Type
Piazza	Elise	7/9/2017	Hire	Child Care	Sugarloaf	Limited Term
Short	Theodore (TED)	7/9/2017	Hire	Child Care	Sugarloaf	Limited Term
Gerstle	Samantha	7/9/2017	Hire	Child Care NIGHT	Sugarloaf	Limited Term
Musker	Susan	7/9/2017	Hire	Crafts Assistant	Sugarloaf	Limited Term
McWoodson	Saumirah	7/9/2017	Hire	Dance Assistant	Sugarloaf	Limited Term
Lin	David	7/9/2017	Hire	Digital Audio Assistant	Sugarloaf	Limited Term
Isenhour	Ally	7/9/2017	Hire	Driver/Store	Sugarloaf	Limited Term
Musker	Dave	7/9/2017	Hire	Driver/Store	Sugarloaf	Limited Term
Vargas	Perry	7/9/2017	Hire	Driver/Store	Sugarloaf	Limited Term
Szanto D'Angelo	Mark	7/9/2017	Hire	Lighting Coordinator	Sugarloaf	Limited Term
Hayes	Maxwell	7/9/2017	Hire	Live Sound Engineer	Sugarloaf	Limited Term
Godwin	Haley	7/9/2017	Hire	Photo Assistant	Sugarloaf	Limited Term
Pesses	Sarah	7/9/2017	Hire	Photo Assistant	Sugarloaf	Limited Term
Wasserman	Teague	7/9/2017	Hire	Photo Assistant	Sugarloaf	Limited Term
Herriott	Laura	7/9/2017	Hire	Secretary	Sugarloaf	Limited Term
Gerstle	Samantha (Sam)	7/9/2017	Hire	Store	Sugarloaf	Limited Term
Dita	Alex	7/9/2017	Hire	Video Assistant	Sugarloaf	Limited Term
Braun	Joseph	8/2/2017	Hire	Driver	Transportation	Probationary
Breibart	Craig	8/2/2017	Hire	Driver	Transportation	Probationary
Cardwell	Sandra	8/2/2017	Hire	Driver	Transportation	Probationary
Morgan	Lisa	8/2/2017	Hire	Driver	Transportation	Probationary
O'Rourke	Judith	8/14/2017	Return from LOA	Driver	Transportation	Regular
Plummer	Rachel	8/2/2017	Hire	Driver	Transportation	Probationary
Stephens	Douglas	8/2/2017	Hire	Driver	Transportation	Probationary

PERSONNEL COMMISSION MEETING
MINUTES

June 21, 2017
11:30 A.M.
El Dorado County Office of Education, Room B-3

Commissioners Present:	Mary Turcotte, Vice-Chairperson, and Norm Menzie, Member
Commissioners Absent:	Ree Ann Wyly, Chair
Present:	Coleen Johnson, Executive Director, Personnel Services LuAnn Lantsberger, Personnel Coordinator Eileen Hartley, Recording Secretary
Guests:	Robbie Montalbano, Deputy Superintendent Kevin Monsma, Associate Superintendent Andrea Miller, Payroll Technician, External Business Services Hope Culp, Payroll Technician, External Business Services Carla Brown, Payroll Technician, Internal Business Services Leslie Myrick, Payroll Technician, Internal Business Services Kimberly Brandt, Payroll Technician, Internal Business Services

1. **CALL TO ORDER**

The meeting was called to order at 11:30 a.m. by Vice Chairperson, Mary Turcotte.

2. **FLAG SALUTE**

3. **APPROVAL OF AGENDA**

Ms. Menzie moved, seconded by Ms. Turcotte, to approve the agenda for the June 21, 2017 meeting.

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

4. **APPROVAL OF MINUTES OF REGULAR MEETING ON MAY 24, 2017**

Mr. Menzie moved, seconded by Ms. Turcotte, to approve the minutes of the regular meeting held on May 24, 2017 as presented.

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

5. **INTRODUCTION OF GUESTS**

The guests, noted above, each introduced themselves to the Personnel Commissioners, with name and job title.

6. **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.

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

None.

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

None.

ACTION ITEMS

9. **2017-18 CLASSIFICATION/COMPENSATION STUDY – CLASSIFICATION RECOMMENDATIONS**

Explanation: The 2017-18 Classification Compensation Study results and recommendations for Professional/Technical Services (Schedule D and Schedule E) positions have been reviewed by Cabinet and the Classification/Compensation Committee. The Executive Director of Personnel Services presented the recommendations of the Committee to the Commission for approval.

Action: The Executive Director reviewed the Classification/Compensation Study results and recommendations for both Salary Schedule D and Salary Schedule E Professional/Technical Services positions.

With regard to both studies, Ms. Johnson requested that the language in the Classification/Compensation Study documents indicating that "A draft of the proposed class specification is attached for review and approval" be struck from the study, as the class

specifications were not provided at the meeting. Any revisions to the class specifications for Salary Schedule D positions must be negotiated prior to Personnel Commission approval. Any revisions to the class specifications for Salary Schedule E positions will be brought forward for approval at the August meeting.

Guests from the Business Services Department requested that approval of the study for Salary Schedule D be put on hold after voicing a number of concerns about the process. After much discussion, the Commission took action to postpone approval of the Schedule D study, allowing the Executive Director of Personnel Services time to investigate the complaints. Mr. Menzie moved, seconded by Ms. Turcotte, to postpone approval of the Classification/Compensation Study for Salary Schedule D until a later date.

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

With regard to the Salary Schedule E positions, Mr. Menzie moved, seconded by Ms. Turcotte, to approve the recommendations brought forward through the 2016-17 Classification/Compensation Study.

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

10. CONTINUOUS ELIGIBILITY LISTS: INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES

Explanation: A Continuous Eligibility List has been developed for Instructional Assistant-Special Services, consisting of forty two (42) names.

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

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

11. EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT

11.1 Personnel Assignments – May 1-31, 2017 were presented and reviewed.

11.2 Other Reports

- The Special Services Extended School Year Session is under way.
- EDCOE's annual Rodeo and Chili Cook-Off event is scheduled for Thursday, August 17, 2017.
- CVT rates increased from between 1.8%-4.0% for the time period October 1, 2017 through September 30, 2018. There was a small decrease in dental and vision rates.

- Some departments have offered a summer flex work schedule to their staff for the months of June and July.
- Personnel Services staff are busy with the 2017-18 recruitments.
- Ms. Johnson notified the Commission that, in the future, the annual Personnel Commission Meeting/Luncheon will be held at EDCOE.

12. **NEXT REGULAR MEETING** – AUGUST 23, 2017 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1. A Personnel Commission meeting will not be held in July 2017.

13. **ADJOURNMENT**: The meeting adjourned at 12:15 p.m. on a motion by Mr. Menzie, seconded by Ms. Turcotte.

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