

## PERSONNEL COMMISSION MEETING MINUTES

October 24, 2018

5:30 P.M.

El Dorado County Office of Education, Room B1

Commissioners Present: Mary Richardson, Chairperson; Norman Menzie, Vice-Chairperson,  
Ree Ann Wyly, Commissioner

Commissioners Absent: None

Present: Coleen Johnson, Executive Director, Personnel Services  
LuAnn Lantsberger, Personnel Coordinator  
Eileen Hartley, Recording Secretary

Guests: Robbie Montalbano, Deputy Superintendent

### CLOSED SESSION

#### 1. 5:10 P.M. CALL TO ORDER

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

#### 2. FLAG SALUTE

#### 3. MEMBERS PRESENT FOR CLOSED SESSION

Ms. Richardson, Chair, reported that all Commissioners were present for Closed Session. Also present was the Executive Director of Personnel Services, Coleen Johnson.

#### 4. CLOSED SESSION

The meeting convened to Closed Session at 5:10 p.m. regarding the Executive Director's goals completed for 2017-18. (Government Code §54954.2)

#### 5. RECONVENE TO OPEN SESSION

The Personnel Commission reconvened to open session at 5:27 p.m. Ms. Richardson, Chair, reported that no action was taken during closed session.

6. **APPROVAL OF AGENDA FOR OCTOBER 24, 2018 MEETING**

Mr. Menzie moved, seconded by Ms. Wyly to approve the agenda for the October 24, 2018 meeting.

Chairperson Richardson: Aye  
Vice-Chairperson Menzie: Aye  
Commissioner Wyly: Aye

8. **APPROVAL OF MINUTES OF REGULAR MEETING HELD ON SEPTEMBER 19, 2018**

Mr. Menzie moved, seconded by Ms. Richardson, to approve the minutes of the regular meeting held on September 19, 2018 as presented.

Chairperson Richardson: Aye  
Vice-Chairperson Menzie: Aye  
Commissioner Wyly: Abstain

9. **INTRODUCTION OF GUESTS**

None.

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)

Robbie Montalbano informed the Commission that Ms. Johnson was selected by her peers throughout the State of California to receive California County Superintendents Educational Services Association's (CCSESA) STAR Award for her contributions to the Personnel Administrative Services Steering Committee (PASSCo), including the Legislative Committee.

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

None.

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

None.

**INFORMATION ITEMS**

13. **MERIT SYSTEM 3.10.2 REVISION: FIRST READING**

**Explanation:** A first reading of a revision to Merit System Rules and Regulations 3.10.2 was presented by the Executive Director of Personnel Services. A second reading will be brought forward at the meeting on December 5, 2018.

14. **CLASSIFICATION/COMPENSATION STUDY COMMITTEE**

**Explanation:** The first meeting of the 2018-19 Classification/Compensation Study Committee will be held on October 30, 2018 at 2:30 p.m. in Conference Room G. The Executive Director of Personnel Services reviewed the positions to be studied. Ms. Richardson will be the Personnel Commission's representative on the Classification/Compensation Study Committee.

15. **ACCELERATED HIRING NOTIFICATION – SYSTEMS TECHNICIAN I**

**Explanation:** Merit System Rule and Regulation 8.20.1 provides for an accelerated hiring rate in cases where it is necessary to secure the appointment of an individual with exceptional qualifications. The Office has encountered this situation in the filling of the position of Systems Technician I in Information Services. The Superintendent has approved the initial placement at Step 2. This item served as notification to the Commission as required by Merit System Rule and Regulation 8.20.1.

**ACTION ITEMS**

16. **CREATION OF NEW CLASS SPECIFICATION (RETIREMENT SPECIALIST)**

**Explanation:** As a result of the 2016-17 Classification/Compensation Study, the classification of Retirement Specialist is being established in the Business Services Department. The Executive Director of Personnel Services presented the Class Specification with recommended placement for the position on Salary Schedule D, Range 35.

**Action:** Ms. Wyly moved, seconded by Mr. Menzie, to approve the proposed new job specification for Retirement Specialist as presented.

Chairperson Richardson: Aye  
Vice-Chairperson Menzie: Aye  
Commissioner Member: Aye

17. **REVIEW OF POSITION**

**Explanation:** In accordance with Merit System Rules and Regulations 3.20.8, and as a result of the 2016-17 Classification/Compensation Study, the Executive Director of Personnel Services has reviewed the job duties and skill level necessary to perform the required duties of Payroll Technician-External Payroll. The Executive Director of Personnel Services recommended that the Payroll Technician-External Payroll positions held by Hope Culp and Andrea Miller be reclassified to Retirement Specialist, Range 35, effective July 1, 2017.

**Action:** Ms. Wyly moved, seconded by Mr. Menzie, to approve the proposed reclassification of the position of Payroll Technician-External Payroll to Retirement Specialist, Range 35, as presented above, effective July 1, 2017.

Chairperson Richardson: Aye  
Vice-Chairperson Menzie: Aye  
Commissioner Member: Aye

18. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR ACCOUNT TECHNICIAN**

**Explanation:** Pursuant to recommendations made through the Classification Compensation Study approved by the Commission at its meeting on September 27, 2017, the Executive Director of Personnel Services presented the recommended revisions to the job specification for Account Technician, with changes to the job purpose statement, essential job functions, experience/education, skills, and knowledge. The revised job specification was provided in redline to the Commissioners for their review.

**Action:** Mr. Menzie moved, seconded by Ms. Wyly, to approve the proposed revisions to the job specification of Account Technician as presented.

Chairperson Richardson: Aye  
Vice-Chairperson Menzie: Aye  
Commissioner Member: Aye

19. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR HELP DESK TECHNICIAN I**

**Explanation:** Pursuant to recommendations made through the Classification Compensation Study approved by the Commission at its meeting on September 27, 2017, the Executive Director of Personnel Services presented the recommended revisions to the job specification for Help Desk Technician I, with changes to the job purpose statement, essential job functions, skills, and abilities. The revised job specification was provided in redline to the Commissioners for their review.

**Action:** Mr. Menzie moved, seconded by Ms. Wyly, to approve the proposed revisions to the job specification of Help Desk Technician I as presented.

Chairperson Richardson: Aye  
Vice-Chairperson Menzie: Aye  
Commissioner Member: Aye

20. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR HELP DESK TECHNICIAN II**

**Explanation:** Pursuant to recommendations made through the Classification Compensation Study approved by the Commission at its meeting on September 27, 2017, the Executive Director of Personnel Services presented the recommended revisions to the job specification for Help Desk Technician II, with changes to the job purpose statement, essential job functions, experience, skills, and abilities. The revised job specification was provided in redline to the Commissioners for their review.

**Action:** Mr. Menzie moved, seconded by Ms. Wyly, to approve the proposed revisions to the job specification of Help Desk Technician II as presented.

Chairperson Richardson: Aye  
Vice-Chairperson Menzie: Aye  
Commissioner Member: Aye

21. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR HELP DESK TECHNICIAN III**

**Explanation:** Pursuant to recommendations made through the Classification Compensation Study approved by the Commission at its meeting on September 27, 2017, the Executive Director of Personnel Services presented the recommended revisions to the job specification for Help Desk Technician III, with changes to the job purpose statement, essential job functions, experience, skills, and abilities. The revised job specification was provided in redline to the Commissioners for their review.

**Action:** Mr. Menzie moved, seconded by Ms. Wyly, to approve the proposed revisions to the job specification of Help Desk Technician III as presented.

Chairperson Richardson: Aye  
Vice-Chairperson Menzie: Aye  
Commissioner Member: Aye

22. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR PAYROLL TECHNICIAN (REVISED TO PAYROLL SPECIALIST)**

**Explanation:** Pursuant to recommendations made through the Classification Compensation Study approved by the Commission at its meeting on September 27, 2017, the Executive Director of Personnel Services presented the recommended revisions to the job specification for Payroll Technician, with changes to the job title, essential job functions, skills, and knowledge. The revised job specification was provided in redline to the Commissioners for their review.

**Action:** Mr. Menzie moved, seconded by Ms. Wyly, to approve the proposed revisions to the job specification of Payroll Technician, revised to Payroll Specialist, as presented.

Chairperson Richardson: Aye  
Vice-Chairperson Menzie: Aye  
Commissioner Member: Aye

23. **CONTINUOUS ELIGIBILITY LISTS: INSTRUCTIONAL ASSISTANT-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 nineteen (19) names; Classroom Assistant I-CDP (Western Slope), consisting of twenty five (25) names; and Classroom Assistant II-CDP (Western Slope), consisting of one (1) name.

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

Chairperson Richardson: Aye  
Vice-Chairperson Menzie: Aye  
Commissioner Member: Aye

24. **ELIGIBILITY LIST: LEAD DRIVER, SPECIAL SERVICES**

**Explanation:** An Eligibility List has been developed for Lead Driver, Special Services consisting of two (2) names.

**Action:** Mr. Menzie moved, seconded by Ms. Wyly, to approve the Eligibility List for Lead Driver, Special Services, as presented, with an expiration date of March 13, 2019.

Chairperson Richardson: Aye  
Vice-Chairperson Menzie: Aye  
Commissioner Member: Aye

25. **ELIGIBILITY LIST: NETWORK/SYSTEM ADMINISTRATOR**

**Explanation:** An Eligibility List has been developed for Network/System Administrator consisting of seven (7) names.

**Action:** Mr. Menzie moved, seconded by Ms. Wyly, to approve the Eligibility List for Network/System Administrator, as presented, with an expiration date of March 26, 2019.

Chairperson Richardson: Aye  
Vice-Chairperson Menzie: Aye  
Commissioner Member: Aye

26. **ELIGIBILITY LIST: PERSONNEL TECHNICIAN II**

**Explanation:** An Eligibility List has been developed for Personnel Technician II consisting of five (5) names.

**Action:** Mr. Menzie moved, seconded by Ms. Wyly, to approve the Eligibility List for Personnel Technician II, as presented, with an expiration date of March 14, 2019.

Chairperson Richardson: Aye  
Vice-Chairperson Menzie: Aye  
Commissioner Member: Aye

27. **ELIGIBILITY LIST: SYSTEMS TECHNICIAN III**

**Explanation:** An Eligibility List has been developed for Systems Technician III consisting of four (4) names.

**Action:** Mr. Menzie moved, seconded by Ms. Wyly, to approve the Eligibility List for Systems Technician III, as presented, with an expiration date of March 25, 2019.

Chairperson Richardson: Aye

Vice-Chairperson Menzie: Aye  
Commissioner Member: Aye

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

28.1 Personnel Assignments – September 1-30, 2018 were presented and reviewed.

28.2 Other Reports:

- Ms. Johnson distributed a Legislative Update handout reviewing legislation taking effect on January 1, 2019 relating to Parental Leave, Harassment Prevention, Playground Positions, and AB 2282 (Salary History).
- A flier with details on EDCOE's Annual Coat Drive was provided to Commissioners.
- EDCOE will be holding a Flu Vaccine Clinic on October 29, 2018.

29. **NEXT REGULAR MEETING:** December 5, 2018 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

30. **ADJOURNMENT:** The meeting adjourned at 6:00 p.m. on a motion by Mr. Menzie, seconded by Ms. Wyly.

Chairperson Richardson: Aye  
Vice-Chairperson Menzie: Aye  
Commissioner Member: Aye