

## **PERSONNEL COMMISSION MEETING AGENDA**

October 24, 2018

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)  
Conference with Personnel Commission on Personnel Director's Goals for 2017-18
5. 5:30 P.M. RECONVENE TO OPEN SESSION

## **AGENDA**

6. REPORT OUT ON CLOSED SESSION
7. APPROVAL OF AGENDA FOR OCTOBER 24, 2018 MEETING

**Action:**

8. APPROVAL OF MINUTES OF REGULAR MEETING OF SEPTEMBER 19, 2018

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

### **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 will be presented by the Executive Director of Personnel Services. **(Attachment 1)**

14. **CLASSIFICATION/COMPENSATION STUDY COMMITTEE**

**Explanation:** The first meeting of the 2018-19 Classification/Compensation Study Committee will be held on October 25, 2018 at 2:30 p.m. in Conference Room G. The Executive Director of Personnel Services will review the positions to be studied. Ms. Richardson will be the Personnel Commission's representative for this year's study.

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 will present the Class Specification with recommended placement for the position on Salary Schedule D, Range 35. **(Attachment 2)**

**Recommendation:** It is recommended that the Personnel Commission approve the proposed new job specification for Retirement Specialist as presented.

**Action:**

### **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 has recommended that the Payroll Technician-External Payroll positions held by Hope Culp and Andrea Miller be reclassified to Retirement Specialist effective July 1, 2017.

**Recommendation:** It is recommended that the Personnel Commission approve the proposed reclassification of the position of Payroll Technician-External Payroll to Retirement Specialist as presented above, effective July 1, 2017.

### **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 will present 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 is attached in redline for review by the Commission. **(Attachment 3)**

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

**Action:**

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 will present 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 is attached in redline for review by the Commission. **(Attachment 4)**

**Recommendation:** It is recommended that the Personnel Commission approve the proposed revisions to the job specification of Help Desk Technician I as presented.

**Action:**

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 will present 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 is attached in redline for review by the Commission. **(Attachment 5)**

**Recommendation:** It is recommended that the Personnel Commission approve the proposed revisions to the job specification of Help Desk Technician II as presented.

**Action:**

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 will present 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 is attached in redline for review by the Commission. **(Attachment 6)**

**Recommendation:** It is recommended that the Personnel Commission approve the proposed revisions to the job specification of Help Desk Technician III as presented.

**Action:**

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 will present 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 is attached in redline for review by the Commission. **(Attachment 7)**

**Recommendation:** It is recommended that the Personnel Commission approve the proposed revisions to the job specification of Payroll Technician, revised to Payroll Specialist, as presented.

**Action:**

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. **(Attachment 8)**

**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:**

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

**Explanation:** An Eligibility List has been developed for Lead Driver, Special Services consisting of two (2) names. **(Attachment 9)**

**Recommendation:** It is recommended that the Personnel Commission approve the Eligibility List for Lead Driver, Special Services, as presented, with an expiration date of March 13, 2019.

**Action:**

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

**Explanation:** An Eligibility List has been developed for Network/System Administrator consisting of seven (7) names. **(Attachment 10)**

**Recommendation:** It is recommended that the Personnel Commission approve the Eligibility List for Network/System Administrator, as presented, with an expiration date of March 26, 2019.

**Action:**

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

**Explanation:** An Eligibility List has been developed for Personnel Technician II consisting of five (5) names. **(Attachment 11)**

**Recommendation:** It is recommended that the Personnel Commission approve the Eligibility List for Personnel Technician II, as presented, with an expiration date of March 14, 2019.

**Action:**

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

**Explanation:** An Eligibility List has been developed for Systems Technician III consisting of four (4) names. **(Attachment 12)**

**Recommendation:** It is recommended that the Personnel Commission approve the Eligibility List for Network/System Administrator, as presented, with an expiration date of March 25, 2019.

**Action:**

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

28.1 Personnel Assignments – September 1-30, 2018 **(Attachment 13)**.

28.2 Other Reports.

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**