

PERSONNEL COMMISSION MEETING AGENDA

May 23, 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.

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AGENDA

1. 5:10 P.M. CALL TO ORDER
2. FLAG SALUTE
3. APPROVAL OF AGENDA FOR MAY 23, 2018 MEETING

Action:

4. APPROVAL OF MINUTES OF REGULAR MEETING OF APRIL 25, 2018

Action:

5. INTRODUCTION OF GUESTS

The Executive Director will introduce any visiting guests.

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)

7. COMMISSIONER REPORTS, COMMENTS AND QUESTIONS (ITEMS NOT ON AGENDA)
8. UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION

ACTION ITEMS

9. **PRELIMINARY BUDGET REVIEW**

Explanation: Merit System Rules and Regulations 2.40.2 requires the Executive Director to prepare a budget that will be considered at a public meeting not later than May 30th to coincide with the process of adoption of the County Superintendent of Schools budget. The budget adopted by the Commission shall be presented to the County Board of Education at its next meeting for their approval. The Executive Director will present the Personnel Commission Budget for 2018-19 and provide an overview of the proposed changes for next year and answer questions from the Commissioners. (Attachment 1)

Action:

10. **PUBLIC HEARING ON PERSONNEL COMMISSION 18-19 BUDGET**

The Executive Director will open the budget hearing and ask for public testimony or comment on the 2018-19 Personnel Commission budget.

Action:

11. **APPROVAL OF THE 18-19 PERSONNEL COMMISSION BUDGET**

Explanation: After review, discussion and public hearing, the 18-19 Personnel Commission budget is brought forward for approval.

Action:

12. **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 twenty one (21) names, Instructional Assistant-Autism-Special Services, consisting of three (3) names, and Classroom Assistant I-CDP (Western Slope), consisting of twenty two (22) names. **(Attachment 2)**

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:

13. **ELIGIBILITY LIST: PROGRAM ASSISTANT (CLASSIFIED)**

Explanation: An Eligibility List has been developed for Program Assistant (Classified), consisting of four (4) names. **(Attachment 3)**

Recommendation: It is recommended that the Personnel Commission approve the Eligibility List for Program Assistant (Classified), as presented, with an expiration date of November 7, 2018.

Action:

14. **REVISIONS TO THE 2016-17 SCHEDULE D CLASSIFICATION/COMPENSATION STUDY**

Explanation: A review of the 2016-17 Classification/Compensation Study for Schedule D positions revealed that the salary information provided by comparison agencies, in some instances, included longevity calculations. Research was conducted to determine whether adjustments to the calculations of the median and top salaries of certain comparison agencies should be made. It was determined that, in some instances, it was appropriate to use the new information regarding comparison agencies' salary schedules for recalculating the median and top salaries. The Executive Director of Personnel Services will present revised salary comparisons to the Commission for approval. **(Attachment 4)**

Recommendation: It is recommended that the Personnel Commission approve the revisions to the 2016-17 Classification/Compensation Study, Schedule D, as presented.

Action:

15. **REVISIONS TO THE 2016-17 SCHEDULE E CLASSIFICATION/COMPENSATION STUDY**

Explanation: A review of the 2016-17 Classification/Compensation Study for Schedule E positions revealed that the salary information provided by comparison agencies, in some

instances, included longevity calculations. Research was conducted to determine whether adjustments to the calculations of the median and top salaries of certain comparison agencies should be made. It was determined that, in some instances, it was appropriate to use the new information regarding comparison agencies' salary schedules for recalculating the median and top salaries. The Executive Director of Personnel Services will present revised salary comparisons to the Commission for approval. **(Attachment 5)**

Recommendation: It is recommended that the Personnel Commission approve the revisions to the 2016-17 Classification/Compensation Study, Schedule E, as presented.

Action:

16. **2017-18 CLASSIFICATION/COMPENSATION STUDY – CLASSIFICATION RECOMMENDATIONS FOR SALARY SCHEDULES D, F, AND J**

Explanation: The 2017-18 Classification Compensation Study results and recommendations for Instructional Services (Schedules D, F, and J) positions have been reviewed by Cabinet and the Classification/Compensation Committee. The Executive Director of Personnel Services will present the recommendations of the Committee to the Commission for approval. **(Attachment 6)**

Recommendation: It is recommended that the Personnel Commission approve the recommendations for Instructional Services positions (Salary Schedules D, F, and J), as presented, for the 2017-18 Classification Compensation Study.

Action:

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

17.1 Personnel Assignments – April 1-30, 2018. **(Attachment 7)**.

17.2 Other Reports.

18. **NEXT REGULAR MEETING:** Annual Luncheon and Meeting, June 13, 2018 at 11:30 a.m. at the El Dorado County Office of Education, Room B-3.

19. **ADJOURNMENT**

Notice: In compliance with the Americans with Disabilities Act, for those requiring special assistance to access public meeting rooms or to otherwise participate at a public meeting conducted by the El Dorado County Office of Education (EDCOE), please contact Kathy Daniels at 530.295.2205, kdaniels@edcoe.org at least 48 hours in advance of the meeting you wish to attend so that every reasonable effort to accommodate you, including requests for auxiliary aids or services, can be made. Meeting documents are provided online at

<http://edcoe.org/meetings?tag=personnel%20commission%20merit%20system> . If you require documents being discussed at a public meeting be made accessible, please contact **Eileen Hartley, 530.295.2250, ehartley@edcoe.org** at least 48 hours in advance of the meeting. 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.

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