

PERSONNEL COMMISSION MEETING MINUTES

August 22, 2018

5:30 P.M.

El Dorado County Office of Education, Room B1

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

Commissioners Absent: None

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

Guests: Dr. Ed Manansala, Superintendent
Dina Gentry, Communications Director

1. **5:30 P.M. CALL TO ORDER**

2. **FLAG SALUTE**

3. **APPROVAL OF AGENDA FOR AUGUST 22, 2018 MEETING**

Mr. Menzie moved, seconded by Ms. Wyly, to approve the agenda for the August 22, 2018 meeting.

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

4. **APPROVAL OF MINUTES OF REGULAR MEETING HELD ON JUNE 13, 2018**

Mr. Menzie moved, seconded by Ms. Wyly, to approve the minutes of the regular meeting held on June 13, 2018 as presented.

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

5. **INTRODUCTION OF GUESTS**

Guests were introduced to the Commission.

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)**

Ms. Wyly notified the Commission that she will not be attending the September meeting.

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

None.

INFORMATION ITEMS

9. Dr. Ed Manansala, Superintendent, presented his bi-annual report to the Personnel Commission.

10. **APPOINTMENT OF PERSONNEL COMMISSIONER**

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 Personnel Commission's appointment of Mary Richardson, Personnel Commissioner, will expire on December 1, 2018. 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.

Ms. Richardson accepted the appointment for the term December 1, 2018 through December 1, 2021 and the Board will be notified.

11. **ACCELERATED HIRING NOTIFICATION – PROGRAM TECHNICIAN**

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 two positions of Program Technician in the SELPA program. The Superintendent has approved the initial placement at Step 3. This item served as notification to the Commission as required by Merit System Rule and Regulation 8.20.1.

ACTION ITEMS

12. **CHANGE IN REGULAR MEETING DATE**

Explanation: Merit System Rules and Regulations Section 2.20.1 states that the Commission shall meet on the Fourth Wednesday of each month. A conflict has arisen with regard to the meeting currently scheduled for September 26, 2018. The Executive Director requested a change in meeting date for the September meeting, with a suggested meeting date of Wednesday, September 19, 2018.

Action: Mr. Menzie moved, seconded by Ms. Wyly, to reschedule the September 26, 2018 meeting to September 19, 2018 as requested.

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

13. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR DATA ANALYST**

Explanation: In accordance with Merit System Rules and Regulations 3.20.8, revisions have been proposed to the job specification for the position of Data Analyst reflecting changes to the Job Purpose Statement, Essential Job Functions, Qualifications, and Job Knowledge. The Executive Director of Personnel Services presented the proposed revisions for review by the Commission.

Action: Ms. Wyly moved, seconded by Mr. Wyly, to approve the proposed revisions to the job specification of Data Analyst as presented.

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

14. **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 thirty one (31) names; Instructional Assistant-Autism, Special Services, consisting of three (3) names; Classroom Assistant I-CDP (Western Slope), consisting of twenty three (23) names; and Classroom Assistant II-CDP (Western Slope), consisting of two (2) names.

Action: Ms. Wyly moved, seconded by Mr. Menzie, 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 Wyly: Aye

15. **CONSOLIDATED ELIGIBILITY LIST: CLASSIFIED PROGRAM ASSISTANT**

Explanation: A Consolidated Eligibility List has been developed for Classified Program Assistant, consisting of six (6) names.

Action: Ms. Wyly moved, seconded by Mr. Menzie, to approve the Consolidated Eligibility List for Classified Program Assistant, as presented, with the expiration dates as noted for each candidate.

Chairperson Richardson: Aye

Vice-Chairperson Menzie: Aye

Commissioner Wyly: Aye

16. **ELIGIBILITY LIST: DATA ANALYST**

Explanation: An Eligibility List has been developed for Data Analyst, consisting of two (2) names.

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

Chairperson Richardson: Aye

Vice-Chairperson Menzie: Aye

Commissioner Wyly: Aye

17. **UNRANKED ELIGIBILITY LIST: LVN/INSTRUCTIONAL ASSISTANT**

Explanation: An Unranked Eligibility List has been developed for LVN/Instructional Assistant, consisting of two (2) names.

Action: Ms. Wyly moved, seconded by Mr. Menzie, to approve the Unranked Eligibility List for LVN/Instructional Assistant, as presented, with the expiration dates as noted for each candidate.

Chairperson Richardson: Aye

Vice-Chairperson Menzie: Aye

Commissioner Wyly: Aye

18. **ELIGIBILITY LIST: PROGRAM TECHNICIAN**

Explanation: An Eligibility List has been developed for Program Technician, consisting of five (5) names.

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

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

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

19.1 Personnel Assignments – June 1-30, 2018 and July 1-31, 2018 were presented and reviewed.

19.2 Other Reports.

- Two new modules have been added to the Administrator Orientation series; P301 (Evaluations) and P401 (Complaints and Investigations).
- Many openings remains for the new school year.
- Mandated trainings are now being provided to EDCOE employees through Public School Works.
- EDCOE's Annual Rodeo and BBQ Event is scheduled for September 5, 2018. LuAnn gave an overview of the fall Workplace Wellness Roundup and BINGO Challenge.
- CVT's open enrollment period runs from September 1-30, 2018.
- LuAnn will be attending the Tri County Job Fair in Rancho Cordova on August 23, 2018.
- CSEA negotiations will be opening in the next couple of weeks.
- The fall bus bids are scheduled for September 17, 2018.
- Laura Land, a Personnel Technician II in Personnel Services, has resigned.
- EDCOE's new emergency notification system is now operating, with systems in all offices and conference rooms on the EDCOE campus.
- Coleen and LuAnn are attending the CSR Retreat in Lake Tahoe on August 27-28, 2018.

20. **NEXT REGULAR MEETING:** Wednesday, September 19, 2018 at 5:10 p.m. at the El Dorado County Office of Education, Room B-1.

21. **ADJOURNMENT:** The meeting adjourned at 5:50 p.m. on a motion by Ms. Wyly, seconded by Mr. Menzie.

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