PERSONNEL COMMISSION MEETING
AGENDA

September 23, 2020
5:10 PM
Virtual Meeting
https://edcoe.zoom.us/j/96362837107?pwd=c3lwMGhC50pjuUWRTVmxIV0twbW1EQT09
Web Link (copy and paste into browser):

Dial in option: 1-669-900-6833, Meeting ID: 963 6283 7107, Meeting Password: 569210

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

2. ANNOUNCEMENT: EXECUTIVE ORDER N-29-20 TELECONFERENCE FLEXIBILITY

This meeting is held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All commission members will be attending the meeting by teleconference. This meeting will be a virtual meeting only. The public may observe and address the meeting via Zoom.

3. ANNOUNCEMENT: PUBLIC ACCESS TO THE EL DORADO COUNTY PERSONNEL COMMISSION MEETING

The public will have access to the El Dorado County Personnel Commission meeting through Zoom Teleconferencing. There are two options for those individuals who wish to make a public comment. 1.) During the meeting, comments can be sent through the Zoom meeting chat feature, or 2.) Prior to, or during the meeting, comments may be sent to the recording secretary of the Commission via email at ehartley@edcoe.org. A moderator for the meeting will read your comments for the record.

4. ANNOUNCEMENT: SHOULD THIS COMMISSION MEETING ENCOUNTER ANY SECURITY BREACH OR INAPPROPRIATE ISSUES, THE MEETING WILL BE ENDED IMMEDIATELY AND RESCHEDULED AS SOON AS PRACTICAL.

5. PLEDGE OF ALLEGIANCE

6. APPROVAL OF AGENDA FOR SEPTEMBER 23, 2020 MEETING

7. APPROVAL OF MINUTES OF REGULAR MEETING OF AUGUST 26, 2020
8. INTRODUCTION OF GUESTS
The Executive Director will introduce any visiting guests.

9. 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)

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

11. UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION.

PRESENTATION:

12. Dr. Ed Manansala, Superintendent, will present his bi-annual report to the Personnel Commission.

INFORMATION ITEMS:

13. PERSONNEL COMMISSION ANNUAL REPORT
The Executive Director shall present an annual report of Commission activities for review and approval by the Commission. Upon approval, the annual report shall be submitted to the Superintendent. (Attachment 1)

ACTION ITEMS:

14. CONTINUOUS ELIGIBILITY LIST INSTRUCTIONAL ASSISTANT-SPECIAL SERVICES
A Continuous Eligibility List has been developed for Instructional Assistant-Special Services (Attachment 2)

15. CONTINUOUS ELIGIBILITY LIST FOR INSTRUCTIONAL ASSISTANT-AUTISM-SPECIAL SERVICES
A Continuous Eligibility List has been developed for Instructional Assistant-Autism-Special Services. (Attachment 3)

16. ELIGIBILITY LIST FOR PAYROLL SPECIALIST
An Eligibility List has been developed for Payroll Specialist. (Attachment 4)

17. CONSOLIDATED ELIGIBILITY LIST FOR TOGETHER WE GROW FAMILY SPECIALIST
A Consolidated Eligibility List has been developed for Together We Grow Family Specialist. (Attachment 5)
18. **EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT**

18.1 Personnel Assignments – August 1-31, 2020 *(Attachment 6)*

18.2 Other Reports.

19. **NEXT REGULAR MEETING:** Wednesday, October 28, 2020 at 5:10 p.m. *via Zoom.*

20. **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 Phil Jones at 530.295.2205, pjones@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 on the Personnel Commission’s webpage at edcoe.org. 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.
THE EL DORADO COUNTY OFFICE OF EDUCATION COMMISSIONERS

The Personnel Commission is composed of three persons appointed for a three-year term, with the term of one member expiring each year. To be eligible for appointment to the Commission, Education Code (45244) requires that each appointee: "(a) Be a registered voter, and (b) A resident within the territorial jurisdiction of the El Dorado County Office of Education and (c) Be a known adherent to the principles of the Merit System".

One member of the Commission is appointed by the Superintendent and one member is nominated by the classified employees of the County Office of Education. These two members shall, in turn, appoint the third member.

Mary Richardson, Chair
Norm Menzie, Vice Chair
Janet Maruniak, Member

Wendy Frederickson, Executive Director,
Personnel Services
Secretary to the Committee
The Personnel Director acts as Secretary to the Commission and issues and receives all notifications on its behalf.

LuAnn Lantsberger
Personnel Coordinator

Eileen Hartley
Program Assistant, Personnel Services

Jana Rapetti
Personnel Tech. II, Personnel Services

MISSION STATEMENT

The County Office of Education will provide leadership into the 21st century through quality service to school districts, students, parents, and community, while promoting educational excellence for all learners through the following means:

- Providing leadership and advocacy support on behalf of public education;
- Developing and implementing student programs, as requested by school districts or in response to community needs;
- Serving as an intermediate educational agency between school districts and state control agencies as mandated through legislative or administrative acts;
- Coordinating educational programs and services to maximize effectiveness and reduce duplication of efforts and provide technical assistance as needed;
- Acting as a catalyst for innovative and engaging educational practices.

El Dorado County Office of Education
6767 Green Valley Road
Placerville, California 95667
Phone: 530-622-7130
Fax: 530-621-1395
www.edcoe.org

Dr. Ed Manansala
County Superintendent of Schools

Wendy Frederickson, Executive Director
Personnel Services

COMMISSIONERS:
Mary Richardson, Chair
Norm Menzie, Vice Chair
Janet Maruniak, Member

ATTACHMENT “1”
THE MERIT SYSTEM

The primary function of the El Dorado County Office of Education Personnel Commission is to develop and maintain a Merit System for the classified employees (except Charter employees) of the El Dorado County Office of Education. The system of personnel management called the Merit System was established as state law (Education Code Sections 45240 - 45320).

The Personnel Commission's fundamental purpose is to ensure that classified employees are selected, promoted and retained without favoritism or prejudice, on the basis of merit and fitness, and given protection against arbitrary dismissal through rights of appeal. Some of the services are as follows:

- Establish and keep up-to-date a classification plan and allocate all positions within the Classified Service to classes within this plan;
- Conduct or participate in salary surveys to assure that salary rates are based on the principle of "equal pay for equal work" and allocate each class in the Classified Service to the proper schedule;
- Review/approve class specifications, including recommended minimum qualifications that meet local state and federal requirements;
- Formulate and prescribe rules and regulations necessary to ensure the efficiency of the service and the selection and retention of employees on the basis of merit and fitness;
- Formulate and implement the process for performance ratings for all employees;
- Prescribe procedures to establish eligibility lists which may be extended by order of the Personnel Commission;
- Designate classes for which examinations will be open-competitive or promotional;
- Conduct hearings on appeals from such administrative actions as suspensions, demotions and dismissals;
- Certify employees have been recruited by competitive procedures and assigned in accordance with the compensation schedule.

MEETINGS

The Personnel Commission meets regularly on the fourth Wednesday of each month (except July). All meetings are held at the El Dorado County Office of Education at 5:10 p.m. in Conference Room B-1 and are open to the public. Agendas and Minutes are posted on the EDCOE website. During the 2019-20 school year, the Personnel Commission held nine regular meetings. Three of these meetings were held via Zoom.

REPORT OF ACTIVITIES

EXAMINATIONS

Number of Applicants: 549
Applicants Tested\(^1\): 225
Eligibility Lists Certified: 49

PERSONNEL ACTIONS PROCESSED\(^2\)

New Hires: 41
Promotions: 11
Change of Status\(^3\): 97
Leave of Absence: 20
Resignation/Termination: 33
Retirements: 10
TOTAL 212

EMPLOYEES AS OF JUNE 30, 2020\(^4\)

Classified Personnel (Perm.): 216
Classified Personnel (Prob.): 9
Management/Confidential (Perm.): 26
Management/Confidential (Prob.): 8
Restricted: 2
TOTAL: 261

\(^1\) Applicants tested have met the minimum qualifications for the position for which they have applied.
\(^2\) Classified, Merit System Staff Only
\(^3\) Change of status includes: Increase/decrease in FTE, site transfers, layoffs, reclassifications, etc.
\(^4\) Does not include unfilled positions
EL DORADO COUNTY OFFICE OF EDUCATION
CONTINUOUS ELIGIBILITY LIST
CLASSIFICATION: Instructional Assistant - Special Services
EXPIRATION DATE: February 12, 2021, as noted per candidate, 12 month eligibility
Updated: February 12, 2020
Page 1 of 2

Total Candidates: 7

Number of candidates in top 3 ranks: 3
Total Candidates: 4

Number of candidates in top 3 ranks: 4
Total Candidates: 3
Number of candidates in top 3 ranks: 3
Total Candidates: 9

Number of candidates in top 3 ranks: 5
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PERSONNEL COMMISSION MEETING
MINUTES

August 26, 2020
5:00 PM
Virtual Meeting

Commissioners Present: Mary Richardson, Chair; Norm Menzie, Vice-Chair; Janet Maruniak, Commissioner

Commissioners Absent: None

Present: Wendy Frederickson, Outgoing Executive Director
LuAnn Lantsberger, Personnel Coordinator
Eileen Hartley, Recording Secretary

Guests: Amy Andersen, Incoming Executive Director

1. 5:12 P.M. CALL TO ORDER

2. ANNOUNCEMENT: EXECUTIVE ORDER N-29-20 TELECONFERENCE FLEXIBILITY

This meeting was held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All commission members attended the meeting by teleconference. This meeting was held as a virtual meeting only. The public could observe and address the meeting via Zoom.

3. ANNOUNCEMENT: PUBLIC ACCESS TO THE EL DORADO COUNTY PERSONNEL COMMISSION MEETING

The public had access to the El Dorado County Personnel Commission meeting through Zoom Teleconferencing. There were two options for those individuals who wished to make a public comment. 1.) During the meeting, comments could be sent through the Zoom meeting chat feature, or 2.) Prior to, or during the meeting, comments could be sent to the recording secretary of the Commission via email at ehartley@edcoe.org. A moderator for the meeting was available to read any comments for the record.
4. ANNOUNCEMENT: SHOULD THIS COMMISSION MEETING ENCOUNTER ANY SECURITY BREACH OR INAPPROPRIATE ISSUES, THE MEETING WOULD BE ENDED IMMEDIATELY AND RESCHEDULED AS SOON AS PRACTICAL.

5. PLEDGE OF ALLEGIANCE

6. APPROVAL OF AGENDA FOR AUGUST 26, 2020 MEETING

Commissioner Menzie motioned to approve the agenda for the August 26, 2020 meeting, seconded by Commissioner Maruniak. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carried.

7. APPROVAL OF MINUTES OF REGULAR MEETING OF JUNE 24, 2020

Commissioner Menzie motioned to approve the minutes of the June 24, 2020 meeting, seconded by Commissioner Maruniak. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carried.

8. INTRODUCTION OF GUESTS

Wendy Frederickson, outgoing Executive Director, introduced Amy Andersen, incoming Executive Director.

9. VISITOR COMMENTS AND QUESTIONS

None.

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

None.

11. UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION.

None.

ACTION ITEMS:

12. ELIGIBILITY LIST FOR ACCOUNT TECHNICIAN

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the Eligibility List for Account Technician, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

13. ELIGIBILITY LIST FOR JOB COACH

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the Eligibility List for Job Coach, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.
14. ELIGIBILITY LIST FOR PROGRAM ASSISTANT

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the Eligibility List for Program Assistant, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

15. ELIGIBILITY LIST FOR PROGRAM TECHNICIAN

Commissioner Maruniak moved, seconded by Commissioner Menzie, to approve the Eligibility List for Program Technician, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

16. ELIGIBILITY LIST FOR RETIREMENT SPECIALIST

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the Eligibility List for Retirement Specialist, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

17. ELIGIBILITY LIST FOR TOGETHER WE GROW FAMILY SPECIALIST

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the Eligibility List for Together We Grow Family Specialist, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

18. CREATION OF NEW JOB SPECIFICATION – LEAD DRIVER/INSTRUCTOR

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the new job specification for Lead Driver/Instructor, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

19. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR BENEFITS TECHNICIAN

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Benefits Technician, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

20. APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR BUILDING AND GROUNDS MAINTENANCE WORKER

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Building and Grounds Maintenance Worker, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.
21. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR COOK**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Cook, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

22. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR COURIER**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Courier, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

23. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR CUSTODIAN**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Custodian, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

24. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR DISPATCHER**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Dispatcher, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

25. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR DRIVER**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Driver, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

26. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR GROUNDS MAINTENANCE WORKER**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Grounds Maintenance Worker, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

27. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR LEAD CUSTODIAN**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Lead Custodian, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

28. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR LEAD DRIVER I/II**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Lead Driver I/II, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.
29. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR PERSONNEL TECHNICIAN I**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Personnel Technician I, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

30. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR PERSONNEL TECHNICIAN II**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Personnel Technician II, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

31. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR PROGRAM ASSISTANT**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Program Assistant, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

32. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR PROGRAM TECHNICIAN**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Program Technician, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

33. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR SECRETARY II**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Secretary II, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

34. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR WAREHOUSER**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Warehouser, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

35. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR CLASSROOM ASSISTANT I**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Classroom Assistant I, renaming to Child Development Classroom Assistant I, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

36. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR CLASSROOM ASSISTANT II**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Classroom Assistant II, renaming to Child Development Classroom
Assistant II, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

37. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR TOGETHER WE GROW FAMILY SPECIALIST**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Together We Grow Family Specialist, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

38. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR FAMILY SERVICE ASSOCIATE**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Family Service Associate, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

39. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR FAMILY SERVICE SPECIALIST**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Family Service Specialist, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

40. **APPROVAL OF REVISIONS TO JOB SPECIFICATION FOR INSTRUCTIONAL ASSISTANT-AUTISM**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the revisions to the job specification for Instructional Assistant-Autism, as presented. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carries.

**INFORMATION ITEMS:**

41. **ACCELERATED HIRING NOTIFICATION – ADMINISTRATIVE ASSISTANT**

The Superintendent has approved an accelerated placement for the position of Administrative Assistant in Educational Services at Step 2. (Merit System Rule and Regulation 8.20.1)

42. **APPOINTMENT OF PERSONNEL COMMISSIONER**

The term for Personnel Commissioner, Janet Maruniak, CSEA appointee, will expire on December 1, 2020. The Executive Director of Personnel Services shall notify the County Board that Commissioner Maruniak has accepted reappointment.
43. **EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT**

43.1 Personnel Assignments – June 1-30, 2020 and July 1-31, 2020 were presented and reviewed.

43.2 Other Reports

1. Wendy welcomed Amy as the new Executive Director of Personnel Services and Executive Director to the Personnel Commission.

2. Barbara Hickman will be replacing Amy as Executive Director of Special Services, on an interim basis. Kevin Monsma will be overseeing Transportation and Michael Gillespie will be overseeing the Court School program until a new Executive Director is hired.

3. Wendy gave a brief update on COVID-19 re-entry. MOUs have been signed with both ECTA and CSEA regarding re-entry. EDCOE employees who are reporting to work are required to complete a self-assessment prior to coming into work. Placerville and Rescue school districts are opening on September 8, 2020 in a hybrid model.

44. **NEXT REGULAR MEETING:** Wednesday, September 23, 2020 at 5:10 p.m. via Zoom.

45. **ADJOURNMENT:** The meeting adjourned at 6:00 p.m. on a motion by Commissioner Menzie, seconded by Commissioner Maruniak. Ayes: M. Richardson, N. Menzie, J. Maruniak. Noes: None. Motion carried.