

## 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](mailto: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.