



2018-2019

Personnel Commission Annual Report

Santa Cruz City Schools





About Santa Cruz City Schools

Santa Cruz City Schools (SCCS) is comprised of an elementary and a secondary district, governed by one Board of Education. The district serves students residing in the City of Santa Cruz and in county locations from Davenport to Soquel. Santa Cruz City Schools is comprised of approximately 6,550 K-12 students, 450 certificated teachers, librarians, and administrators, and 350 classified employees. SCCS offers preschool and pre-kindergarten programs, comprehensive K-12 programs, a home-school program, a continuation high school, and independent studies.

Introduction

Merit System

The merit system is a method of personnel management which is designed to promote the efficiency and economy of the workforce and the good of the public by providing for the selection and retention of employees, promotional opportunities, in-service training, and other related matters on the basis of merit, fitness, and the principle of “like pay for like work.”

The first merit system law for school districts was established in 1936. California led the national movement to implement the merit system in school districts when, as a result of a disgraceful patronage system in the Los Angeles Unified School District, more than 700 non-teaching employees were fired on the day after a school board election in order to make room for hiring political “spoilsmen” for their positions.

The Merit System was created to ensure that school districts hire and promote qualified classified employees through consistent and lawful testing and hiring practices. This is accomplished through a set of rules adopted by the Personnel Commission and is subject to the provisions of the California Education Code. Santa Cruz City Schools adopted the Merit System in 1967. The Merit System operates in approximately 96 California school districts. Almost 60% of all classified school personnel in the state work under the Merit System.



Personnel Commission

The Personnel Commission establishes and enforces rules to ensure equitable selection, promotion and retention of employees based on merit and fitness, without favoritism or prejudice. It recruits and tests applicants for all classified positions within the District in such a manner as to obtain the best employees possible.

Responsibilities for the Personnel Commission are provided by Sections 45240-45320 of the Education Code. The following activities fall under the purview of the Personnel Commission:

- Recruit and advertise to fill vacant classified positions
- Accept and screen applications
- Set procedures for determining applicant eligibility
- Determine type of qualifying examination to be given
- Construct and administer examinations
- Set up interview panels and score examinations
- Establish eligibility lists for appointment and promotion
- Certify top three ranks to site administrator for employment
- Establish and maintain personnel records for all classified employees
- Classify new positions
- Allocate classes to appropriate ranges on the salary schedule
- Maintain a classification plan and conduct classification studies
- Reclassify positions within occupational groups
- Set procedures to follow for layoff
- Maintain seniority lists
- Notify employees of disciplinary actions
- Hear appeals of suspension, demotion, dismissal, or layoff

The Personnel Commission is an independent body composed of three Personnel Commissioners.

Commissioners:

Mark Violante: Mr. Violante has served on the Commission since December 1, 2013 and is the union's appointee to the Commission. His term expires on December 1, 2022.



Brian Murtha: Mr. Murtha has served on the Commission since August 4, 2015 and is the joint appointee to the Commission. His term expires on December 1, 2020.

Pamela Hernandez: Ms. Hernandez has served on the Commission since October 3, 2017 and is the Board's appointee to the Commission. Her term expires on December 1, 2021.

Staff:

Keneé Houser: Director, Classified Personnel

Denice Grogan: Human Resource Specialist: Personnel Commission

Highlights of 2018-2019

- Revised Job Descriptions:
 - Campus Safety Supervisor
 - Executive Assistant II - Superintendent
 - Playground Recess Coach

- New Job Description:
 - Project Assistant

- Revised Job Title:
 - Associate Mental Health Specialist

- Assembly Bill 2160:
 - Approved by Governor on September 18, 2018
 - Changed all playground employees from exempt to regular effective January 1, 2019.
 - Affected 5 Playground Recess Coaches and 8 Yard Duty Monitors.

- Merit Rule 1400.3:
 - Revised Merit Rule 1400.3 regarding promotions on November 6, 2018. Changed it so that employees who promote are placed on the same step as their prior position.



Highlights of 2018-2019 Continued:

- Recruitment:
 - In December, 2018, we took over the management of the Santa Cruz City Schools Facebook account and created Instagram and Twitter accounts for the Personnel Commission. Since then, in addition to our traditional recruitment methods (Edjoin.org and district wide email), every opening has been posted using those social media platforms.

- Branding:
 - To help get the word out about Santa Cruz City Schools, we post daily on our social media accounts. Using the hashtag “#lovesccs” to bring attention to all the activities that are happening at our school sites.

Personnel Actions

Appointments:

	2018-2019	2017-2018
New Hire	92	67
Promotions	18	14
Transfers	11	8
Reinstated	0	4
New Subs or Temp Hires	46	52
Add FTE	18	11
Decrease FTE	3	2
Reclass	1	0

Separations:

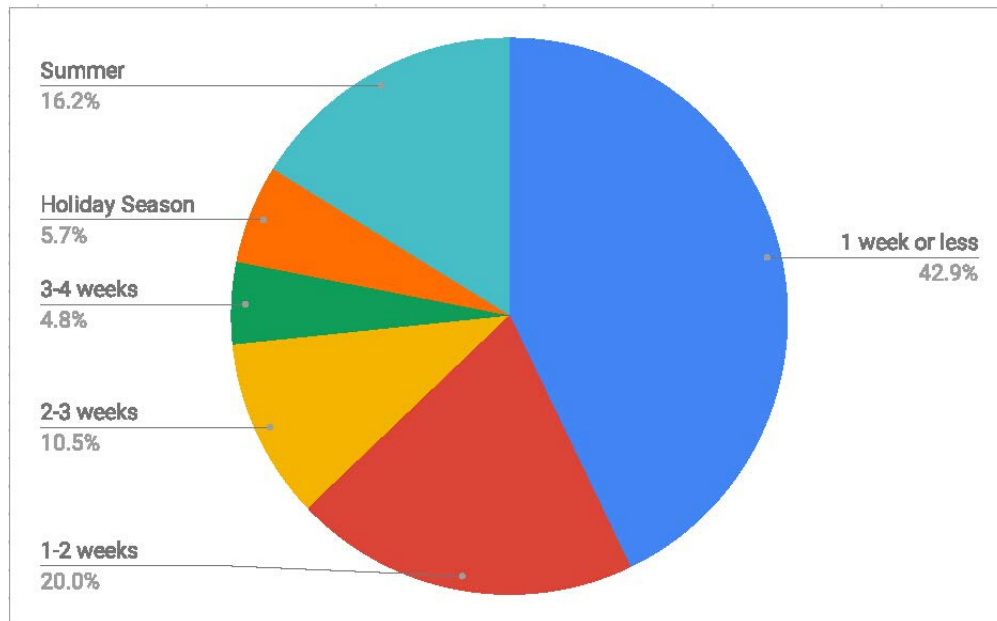
	2018-2019	2017-2018
Resignations	58	46
Dismissed	0	1
Deceased	1	1
Retired	9	14
Released During Probation	5	4
Layoff	4	0
Placed on 39-Month Rehire List	1	3



Applicants Tested/Interviewed in 2018-2019

Recruitments	136
Applicants	645
Written Exams	299
Technical Interviews	140
Hiring Interviews	248

Days from Job Offer to Start Date



Special Thanks

The Personnel Commission and staff would like to thank the Classified Employees for the work they do to serve the students and staff of Santa Cruz City Schools. We also express our gratitude to the numerous employees who served as panel members on our interview teams. Their assistance is invaluable to the recruitment process and is greatly appreciated.