

**HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION – SPECIAL SESSION**

901 Myrtle Avenue, Eureka, CA. 95501

MINUTES**July 18, 2023**

1.0 CALL TO ORDER The Personnel Commission of the Humboldt County Office of Education met in person in a special session on July 18, 2023. Commissioner Will Folger called the meeting to order at 3:08 p.m.

Present - Commissioners Danette Demello, Will Folger and Joe McKinzie

Others Present- Michael Davies-Hughes – County Superintendent of Schools; Colby Smart – Deputy Superintendent; Katie Cavanagh – Assistant Superintendent, Student Programs and Services; Corey Weber – Assistant Superintendent, Business Services

Public-None present

2.0 PUBLIC COMMENT No comment.

3.0 ACTION ITEMS**3.1 Reclassification of select classified management positions – Colby Smart & Corey Weber**

Superintendent Davies-Hughes advised the purpose of this item is for an accurate reflection of position levels and commensurate pay after researching comparables and job responsibilities. Speaking to the specifics were Assistant Superintendent Weber and Deputy Superintendent Smart (Deputy Superintendent Smart oversees the Educational Services, and therefore Foster & Homeless Youth, department). Assistant Superintendent Weber began by informing the commissioners that this review was done in the same format as the one for classified positions. HCOE wishes to be fair to both classified and classified management employees. The majority of the HCOE positions seem to be in line with those around other counties, with the exception of the seven positions provided today. On the fiscal side of things, these positions are providing additional services and help to districts and preparing their budget packages for their boards, whereas other counties require simply a review after the district performs those tasks themselves. Our districts cannot all afford to do so on their own (they are also impacted by lack of staff), so HCOE has stepped in with support. The positions currently are \$10k-\$30k lower than other counties. Job descriptions from other counties were reviewed and compared – salaries and wages for HCOE positions were lower (where some even overlapped the manager salary).

The Maintenance and Operations Supervisor position was close to other counties, but still lower. The Transportation Supervisor position is up for this reclassification due to the number of drivers being overseen, the number of districts and the fact that the employee is also responsible for the Fleet System. Commissioner McKinzie clarified that this reclassification is based simply upon comparing job descriptions and salary – nothing else changing. Assistant Superintendent Weber confirmed; at a later date, current job descriptions will have responsibilities adjusted to better reflect the current duties of the positions. Commissioner Demello expressed concern that salaries for some compacted positions may not have grown along with cost of living.

Superintendent Davies-Hughes noted that there has been a lack of consistency and that the goal is for HCOE to attract, hire and retain high quality employees and we must be competitive with salary in order to do so. The point is to be among the top one-third of similar counties within this region. Commissioner Folger expressed concern as to why there is not a request to change job descriptions now as it is typically done at the same time as salary reclassifications. It was explained that priority now is to adjust salary first and job specifications second. Commissioner Folger was concerned that there would be additional salary adjustments once the duties were adjusted. Assistant Superintendent Weber advised that it is really the terminology within the description that will change – not necessarily how to perform the job or the functioning. Deputy Superintendent Smart, spoke to the same issues with the Foster and Homeless Youth position. Commissioner McKinzie moved to approve the salary reclassifications. Commissioner Demello seconded. Motion carries.

3.2 New Job Description – Michael Davies-Hughes

3.2.1 Early Childhood Education (ECE) Manager – Special Beginnings

Assistant Superintendent Cavanagh supplied commissioners with additional documentation (job description and comparables of salary and days with recommendation). She advised that this position supervises the Early Childhood Educators and oversees multiple sites, while handling all reporting for preschool. The Director position is different from the Manager, as the Early Education Director supervises the integrated preschool, which is inclusive of those both with and without disabilities. Currently, the program is comprised of 40% - 50% students with disabilities. For the Manager, she spoke to the need for a 216 day calendar (runs during the school year and before and after, but is not a 260 day position). Currently, for this position, HCOE only has a salary schedule for 260 days. She confirmed the new schedule for 216 would still earn a full year of service credit within the CalPERS system. Commissioners Demello and McKinzie asked for clarification regarding the 216 day and the 220 day schedules; Assistant Superintendent Cavanagh explained that a lower FTE is not what we need from a staffing standpoint and also would not earn the same service credit and the 220 day schedule is much higher in compensation and not close in description. She believes what has been provided within the documentation is a fair wage recommendation (based upon a 216 day schedule). Commissioner Folger

stated the documentation was appreciated and helpful for understanding the conclusion and the justification. He moved to approve the position as it stands. Commissioner Demello seconded. Motion carries. The 216 day salary schedule will be brought to the next Personnel Commission meeting in August.

4.0 CLOSED SESSION

4.1 Public Employment – Personnel Director

5.0 RECONVENE TO OPEN SESSION

Commissioner Folger reopened the session at 3:51 p.m.

6.0 REPORT OUT ON CLOSED SESSION ITEMS

No items or actions to report out on the closed session discussion.

7.0 ADJOURNMENT Commissioner Folger adjourned the meeting at 3:55 p.m.