

Personnel Commission

Sacramento
Office of Education
County

2018–2019 ANNUAL REPORT

The Commission

The Sacramento County Office of Education (SCOE) Personnel Commission's primary function is to *develop and maintain a Merit System for classified employees* employed by the Sacramento County Superintendent of Schools.

What is the Merit System?

The Merit System is a set of rules and procedures, similar to Civil Service, governing all classified employees. It is authorized by California Education Code sections 45240–45320, and is administered by the Personnel Commission.

Employment Principles of the Merit System

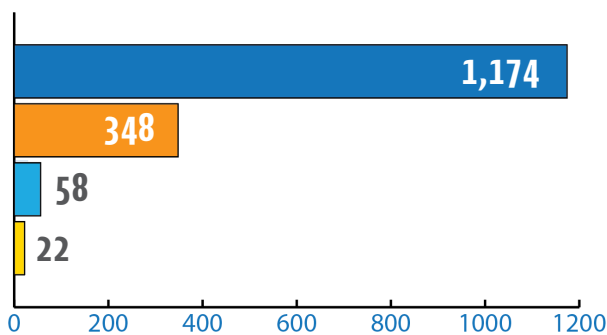
- Selection, retention, and promotion of the best qualified candidates, without favoritism or prejudice, to serve our students, programs, and districts
- Employee discipline is protected from arbitrary actions, with rights of appeal

SCOE's Mission

The mission of the Sacramento County Office of Education is to ensure our students are prepared for success in college, career, and community; provide educational leadership to the diverse groups we serve; work creatively and collaboratively with partners; and give educators and support staff the training and tools they need for success.

Personnel Commission Activities, 2018–2019

RECRUITMENT



- Applicants
- Applicants Tested
- Applicants Hired
- Employees Promoted

OTHER ACTIVITIES

47

Personnel Transactions Processed

Transfers, promotions, voluntary demotions, reclassifications, limited term/provisional appointments

27

Job Studies Completed

11 Management, 16 Non-Management

169

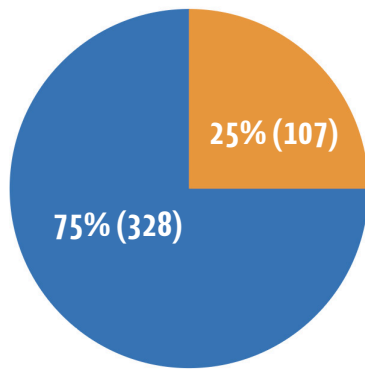
Eligibles Certified

Eligibles are applicants who have qualified to be on the hiring list through the testing/oral exam process.

40

Substitute Employees Hired

Classified Employees as of June 30, 2019



■ Classified

■ Classified Management/Confidential

Classified Employee Retention

| Years of Service | # of Employees | % of Employees |
|------------------|----------------|----------------|
| Fewer than 5 | 156 | 36% |
| 5–9 | 38 | 9% |
| 10–14 | 73 | 17% |
| 15–19 | 65 | 15% |
| 20–24 | 70 | 16% |
| 25–29 | 17 | 4% |
| 30 or more | 12 | 3% |

Meetings

The Personnel Commission meets regularly, typically on the second Tuesday of the month, at 4:30 PM in the Cy Young building Personnel Conference Room. Meetings are open to the public and comply with the Brown Act. Agendas and minutes are posted on the SCOE website, Personnel page. During the 2018–2019 school year, the Commission held 12 regular meetings.



Our Commissioners

Our Personnel Commissioners are appointed on staggered three-year terms. One Commissioner is appointed by the Sacramento County Board of Education, one is appointed by the Classified School Employees Association (CSEA) local chapter, and one Commissioner is jointly appointed by the other two Commissioners.

Christine Robinson, Chair, Joint appointee

Ms. Robinson has served on the Commission for the past 12 years. A CSUS graduate in Social Welfare whose career was in education, Ms. Robinson retired from the Elk Grove Unified School District's Personnel Office in 2007. Her greatest joy is being a grandmother and spending time with her family.

Cathy Broyles, SCOE appointee

As the newest member to the Commission, Ms. Broyles began her term December 1, 2018. Her SCOE career spanned 10 years, working as an executive assistant in the Special Education Department. Ms. Broyles retired in December 2012, and enjoys traveling to new countries every year.

Gail Mullen, CSEA appointee

Ms. Mullen began her Commission service in July 2012 and considers it an honor and privilege to serve. When not serving on the Personnel Commission, she works at a local law firm and enjoys weekend getaways with her husband. Ms. Mullen is also an avid San Francisco Giants fan.



Personnel Commissioners Gail Mullen, Christine Robinson, and Cathy Broyles

- The Personnel Commission and staff of the Sacramento County Office of Education extend their gratitude to all who have supported and assisted the Commission's activities throughout the year.
- Special appreciation goes to the Board of Education, Superintendent David W. Gordon, administrators, classified employees, CSEA Chapter 480 officers, and all SCOE employees.