

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

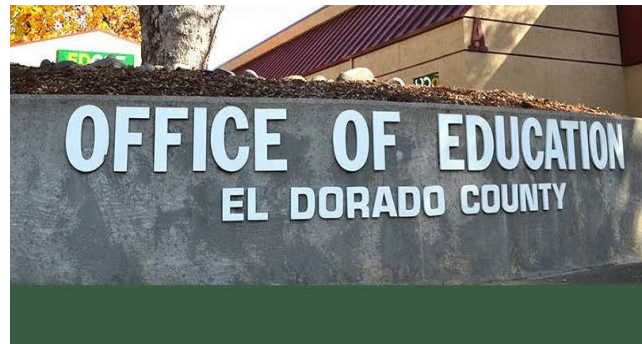
Eileen Hartley
Program Assistant, Personnel Services

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.



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El Dorado County
Office of Education

Personnel Commission
Annual Report

2019-20

Dr. Ed Manansala
County Superintendent of Schools

Wendy Frederickson, Executive Director
Personnel Services

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

THE MERIT SYSTEM

REPORT OF ACTIVITIES

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).

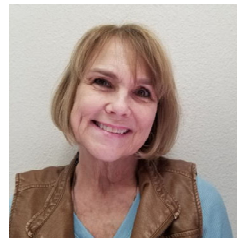
The Personnel Commission's fundamental purpose is to ensure that classified employees are selected, promoted and retained without favoritism or prejudice, on the basis of merit and fitness, and given protection against arbitrary dismissal through rights of appeal. Some of the services are as follows:

- 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.



EXAMINATIONS

Number of Applicants:	549
Applicants Tested ¹ :	225
Eligibility Lists Certified:	49

PERSONNEL ACTIONS PROCESSED²

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**

Classified Personnel (Perm.) ⁴	216
Classified Personnel (Prob.)	9
Management/Confidential (Perm.)	26
Management/Confidential (Prob.)	8
Restricted:	2
TOTAL	261

¹Applicants tested have met the minimum qualifications for the position for which they have applied.

²Classified, Merit System Staff Only

³Change of status includes: Increase/decrease in FTE, site transfers, layoffs, reclassifications, etc.

⁴Does not include unfilled positions