

# San Lorenzo Unified School District

## Special Meeting of the Personnel Commission

Monday, January 14, 2019 at 8:30 a.m.

The Child Nutrition Conference Room

15510 Usher Street

San Lorenzo, CA 94580

In accordance with Government Code § 54957.5 (b) (1), writings relating to a Personnel Commission meeting agenda item that are distributed to at least a majority of Commissioners less than 72 hours before a noticed meeting, and that are public records not otherwise exempt from disclosure, will be available for inspection at the District administrative offices, 15510 Usher Street, San Lorenzo, CA 94580 during normal business hours. In addition, such writings and documents may be posted on the Personnel Commission’s website at [www.slzusd.org](http://www.slzusd.org)

**1. Call to Order**

**2. Commissioner Roll Call**

Marvin Kingdon, Chair	<input type="checkbox"/> present	<input type="checkbox"/> absent
Diana Souza, Vice-Chair	<input type="checkbox"/> present	<input type="checkbox"/> absent
Justin Hutchison, Member	<input type="checkbox"/> present	<input type="checkbox"/> absent

**3. Approve the Meeting Agenda of January 14, 2019** **ACTION**

**4. Public Comment**

*Persons may comment at this time on items not listed on the agenda. The Commissioners will hear such comments but may not discuss nor act upon them unless and until the items appear on a posted agenda.*

**5. Conference Items**

The following items are presented for discussion and action. **DISCUSSION & ACTION**

- a) Approve Recommended Human Resources Coordinator Salary Range

**6. Public Comment**

*Persons may comment at this time on items not listed on the agenda. The Commissioners will hear such comments but may not discuss nor act upon them unless and until the items appear on a posted agenda.*

**Adjournment**

**SAN LORENZO UNIFIED SCHOOL DISTRICT**

Special Meeting of the Personnel Commission

Item: 5 (a)  
Subject: Recommended Salary Range of Human Resources Coordinator  
Prepared By: Randy Perez, Director of Classified Personnel  
Type of Item: Discussion and Action

**BACKGROUND INFORMATION:**

At the regular meeting of the Personnel Commission on October 19, 2018, the Personnel Commission approved the Human Resources Coordinator job description and the recommended salary range of 19 on the SLMA salary schedule.

After conducting an extensive recruitment effort, we were not able to obtain an adequate pool of qualified and experienced candidates for the position. As such, Personnel Commission staff conducted a compensation study to determine whether the class was compensated correctly. Initially, we used an internal alignment method to determine the initial compensation.

The results of the compensation study show that districts with classes similar to our Human Resources Coordinator pay the position at a median annual salary rate of approximately \$122,000. We are requesting that the Personnel Commission approve the salary range to 30 on the SLMA salary schedule, which amounts to an annual salary rate of \$119,782, based on the comp data we obtained.

**RECOMMENDATION:**

I request a motion to approve the recommended salary of the Human Resources Coordinator class at range 30 of the SLMA salary schedule.