

DRAFT

Budget and Administration/Personnel Committee

MINUTES

Thursday, December 9, 2004

2:00 pm

SCCRTC Conference Room
Commission Office
1523 Pacific Avenue
Santa Cruz, CA 95060

ATTENDEES:

Members: Commissioner Jan Beautz
Commissioner Mike Keogh
Commission Alternate Andy Schiffrin
Commission Alternate Edenilson Quintanilla

Others: Pat Dellin, SCCRTC staff
Susan Mauriello, County CAO
Ligi Leong, County CAO's Office
Dania Torres-Wong, County Personnel Director
Karena Pushnik, staff

Serving as Committee Chair, Commission Alternate Schiffrin opened the meeting.

1. Introductions – Introductions were deemed unnecessary.
2. Additions/Changes to Agenda - None
3. Oral Communications

Commission Alternate Quintanilla asked that the next agenda include an item discussing the possibility of the Regional Transportation Commission separating from the County.

4. Approve Minutes of October 22, 2004 Meeting - (Beautz/Quintanilla) Approved Unanimously
5. Consider County Administrative Officer's Recommendations Regarding Job Specification for SCCRTC Executive Director

Susan Mauriello, the County Administrative Officer (CAO), handed out the existing job description for the Executive Director of the SCCRTC. She said that she was looking for Commissioner input on the draft job description in the agenda packet, and that the job description would be finalized after the Civil Service Commission approves exempting the position from Civil Service.

In response to questions, Ms. Mauriello clarified that the position will still be part of the County Personnel system after it is exempted from Civil Service; that the exemption from Civil Service allows the CAO with concurrence from the RTC to make hiring and firing decisions without the involvement of the Civil Service Commission or its rules; and that the County Board of Supervisors must approve the exemption by a 4/5 vote after the Civil Service Commission approves it.

Committee members discussed how to incorporate direction by the RTC in the revised job description. Ultimately, Committee members reached consensus that the first sentence should be revised to: “Under general direction of the Regional Transportation Commission,....”

Committee members discussed the second paragraph that calls for the position being designated by the CAO. Members agreed that the current language from the County’s Memorandum of Understanding with the Commission should be used.

There was discussion about the level of civil engineering knowledge to be required, and the Committee decided to leave it as is: “Some knowledge of civil engineering”. There was also discussion about the Minimum Qualifications and the committee did not ask to change them.

The CAO said she would bring a revised draft job description to the next meeting. She added that the Committee had already directed her to return to the next meeting with a recommended recruitment process. Also, County Counsel will return with a report on the ability of the RTC to enter into an employment contract with its Executive Director.

6. Adjournment – Set Next Meeting Date

The meeting adjourned at 3:00 pm.

The next meeting was set for Thursday, January 27, 2005 from 3:00-5:00 pm.

Respectfully submitted,

Pat Dellin, Deputy Director

\\Rtcserv1\internal\B&ACOM\2004\1204\BAMINUTES 12-04.doc