

# Santa Clara County Office of Education

PERSONNEL COMMISSION  
UNADOPTED MINUTES  
REGULAR MEETING #391  
January 11, 2012

Members Present: Nick Gervase, President  
Rodney Martin, Vice President  
Libby Spector, Member

Staff Present: Philip J. Gordillo, Ex-Officio Secretary  
Barbara Monges, Assistant to the Director, Classified Personnel  
Sheila Lopez, Personnel Analyst  
Matthew Cottrell, SEIU  
Michelle Del Real, Head Start

The meeting was called to order by President Gervase at 10:05 A.M.

## Approval of Agenda

**MOTION #391-1** by Ms. Spector, seconded by Mr. Martin to approve Agenda #391, January 11, 2012

**MOTION #391-1** carried unanimously.

## Approval of Minutes #389 – October 19, 2011

**MOTION #390-2** by Mr. Martin, seconded by Ms. Spector to approve minutes #390, November 8, 2011

**MOTION #390-2** carried unanimously.

## Hearing of Persons Desiring to Address the Commission to Present Petitions

Michelle Del Real, Administrative Assistant III-Restricted in Head start spoke of the impending elimination of her position in Head Start. As an employee who held the position of School Office Coordinator she appealed to the Commission to allow her to bump back to that position. Ex Officio Secretary Gordillo reviewed with the Commission the deficit that Head Start foresees and the impact that this shortage will have on the program, he also explained that the request that Michelle has made is against the Ed Code and the contract. As he had previously explained to Michelle she may apply for any lateral or demotion position in the office. After considering this request the Commission agreed that it not set a precedent by allowing this reinstatement into a prior held classification.

## New Business

### A. Reallocation Request-Graphic Design Specialist (OTBS Unit)

**#391-3** by Ms. Spector, seconded by Mr. Martin to approve the reallocation Graphic Design Specialist position (Position #2939) to the position of Graphic Designer (OTBS Unit Range 46.0) and reassign the incumbent, in the position stated above, to the Graphic Designer position, effective February 1, 2012. Seniority shall not be carried forward to the higher classification.

**MOTION #391-3** carried unanimously.

### B. Revision of Classification Specifications: Supervisor-Warehousing Services (CL SUPV Unit), Lead, Warehouse Person (OSS Unit), Warehouse Person (OSS Unit)

**MOTION #391-4** by Mr. Martin, seconded by Ms. Spector to approve the revision of the class specifications for the above positions effective February 1, 2012.

**MOTION #391-4** carried unanimously.

C. Approval of Eligibility Lists

Merit Rule 9.02 states that “*Eligibility Lists shall be presented to the Personnel Commission for approval.*”

Therefore, the Executive Director respectfully recommends the Personnel Commission approve the establishment of the following lists:

	<b>Classification</b>	<b>Date</b>	<b>Unit</b>	<b>Number Eligible Persons</b>	<b>Number Ranks</b>
1.	Accountant I/II	12-14-2011	OTBS	5	4
2.	Assistant Controller	12-08-11	MGT	9	7
3.	Budget Officer	12-08-11	MGT	2	2
4.	Communications/Staff Liaison	12-08-11	OTBS	9	7
5.	Early Learning Services Specialist (.50)	12-21-2011	OTBS	3	3
6.	Education Outreach Specialist, CSH	12-2-11	OTBS	1	1
7.	Foster Youth Liaison	12-12-11	OTBS	6	6
8.	Senior Executive Assistant	11-16-11	MGT	2	<b>UNRANKED</b>
9.	Transition/Student Specialist	11-09-11	OTBS	2	2

(ACS): Alternate Class Series

D. Secretary's Report

Ex-Officio Secretary Gordillo reported on the following:

- Ex-Officio Secretary Gordillo reported on the upcoming classification and compensation study for SCCOE staff. This study is expected to take three years and the office has contracted with Mr. Bill Ewing to conduct the study.
- Ex-Officio Secretary Gordillo reported that the office is moving ahead with implementing the NeoGov system. This is an applicant tracking system, similar to EdJoin. The office will still be using the EdJoin system and NeoGov is meant to be an enhancement to that system.
- Ex-Officio Secretary Gordillo reported on the difficulty of the December Parent Policy meeting. Topics discussed were the deficit that Head Start will be facing, the increased indirect that SCCOE is now charging the program, and the possible staff reductions.
- Ex-Officio Secretary Gordillo reported that he has worked on his goals and objectives with the Superintendent and will be bringing these forward to the Commission.
- Ex-Officio Secretary Gordillo reported that Ray & Associates are conducting the Superintendent search and are expecting to have a recommendation by March 2012.

E. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for February 8, 2012

F. Adjournment

The meeting adjourned at 11:10 A.M.

Respectfully submitted,



Philip J. Gordillo  
Ex-Officio Secretary, Personnel Commission