

# Santa Clara County Office of Education

PERSONNEL COMMISSION  
UNADOPTED MINUTES  
REGULAR MEETING #382  
FEBRUARY 10, 2011

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

Staff Present: Philip J. Gordillo, Ex-Officio Secretary  
Barbara Monges, Administrative Assistant to the Director  
Sheila Lopez, Personnel Analyst

Others Present: Alicia Salas, Manager, Benefits/Workplace Compliance  
Laura Kidwiler, Chief Human Resources Officer  
Matthew Cottrell, SEIU, #521  
Elva Collins, Education Interpreter/Tutor, DHOH  
Adina Kaplan, Education Interpreter/Tutor, DHOH

The meeting was called to order by President Spector at 10:00 A.M.

#### Approval of Agenda

**MOTION #382-1** by Mr. Martin, seconded by Mr. Gervase to approve Agenda #382, February 10, 2011

**MOTION #382-1** carried unanimously.

#### Approval of Minutes #381 – January 13, 2011

**MOTION #381-2** by Mr. Gervase, seconded by Mr. Martin to approve minutes #381, January 13, 2011

**MOTION #381-2** carried unanimously.

#### Hearing of Persons Desiring to Address the Commission to Present Petitions - None

##### A. Unfinished Business - Request for Salary Adjustment – Education Interpreter/Tutor, DHOH

A written request, dated January 6, 2011, from Matthew Cottrell, SEIU Workplace Organizer, was submitted to the Personnel Commission asking that the Commission reconsider its June 10, 2009 action and 'correct the wrong step placements' for the Interpreter Tutors. SEIU requested that that the salary step adjustments be based on the month/year each interpreter achieved his/her 4.0 Certification. The Commission upheld the decision of the Director to dismiss this request without prejudice enabling the employees to address this issue through the normal negotiation procedure.

#### New Business

##### A. Revision of Job Description for Technology Support Specialist

Revise the classification specifications belonging to Technology Support Specialist (OTBS Unit, Range 46.0/\$4,466-\$5,293). This action shall be effective March 1, 2011.

B. Position Reallocations for Teacher Assistants – Head Start

The Personnel Commission approved the following personnel actions: Reallocated the positions belonging to the nine (9) teacher assistant employees, identified in the chart below, to the identified teacher assistant classification. These actions shall be considered a position change. These actions shall be effective February 16, 2011.

	<b>Name</b>	<b>PC#</b>	<b>Site</b>	<b>Current Position Title</b>	<b>Position Title Change</b>
1.	Julia Cruz	02138	Rouleau	Teacher Assistant I-Restricted	<b>Teacher Assistant II-Restricted</b>
2.	Lucy Imru	01929	Franklin	Teacher Assistant I-Restricted	<b>Teacher Assistant II-Restricted</b>
3.	Dora Martinez	01615	C-Ranch	Teacher Assistant I-Restricted	<b>Teacher Assistant II-Restricted</b>
4.	Hoang Oanh Nguyen	01429	Rose	Teacher Assistant I-Restricted	<b>Teacher Assistant II-Restricted</b>
5.	Hoa Nguy	02972	Alum Rock	Teacher Assistant I-Restricted	<b>Teacher Assistant II-Restricted</b>
6.	Valentina Osbual	01804	San Jose	Teacher Assistant I-Restricted	<b>Teacher Assistant II-Restricted</b>
7.	Ngoc Chan-Dao	01973	Edenvale	Teacher Assistant II-Restricted	<b>Teacher Assistant III-Restricted</b>
8.	Doan Trang-Nguyen	03400	Presley	Teacher Assistant II-Restricted	<b>Teacher Assistant III-Restricted</b>
9.	<b>Huong Pham</b>	<b>01685</b>	<b>San Jose</b>	<b>Teacher Assistant II-Restricted</b>	<b>Teacher Assistant III-Restricted</b>

C. Approval of Eligibility Lists

Merit Rule 9.02 states that “*Eligibility Lists shall be presented to the Personnel Commission for approval.*” Therefore, the Director respectfully recommends the Personnel Commission approve the establishment of the following lists:

	<i>Classification</i>	<i>Date</i>	<i>Unit</i>	<i>Number Eligible Persons</i>	<i>Number Ranks</i>
1.	ASAP, Connect Coordinator	01/21/11	MGT	6	5
2.	Education Assistant, AED-NCLB (Limited Term)	01/13/11	PARA	13	13
3.	Staff Receptionist I/II (ACS)	01/25/11	OTBS	27	15

(ACS): Alternate Class Series

D. Monthly Vacancy Status Report – February 10, 2011

Ex-Officio Secretary Gordillo gave an oral report on the Monthly Vacancy Status Report and Positions Filled Report. The Commissioners accepted the report as delivered.

E. Secretary's Report

Ex-Officio Secretary Gordillo reported on the following:

- There are currently parent trainings being conducted to introduce Head Start parents to the interview process for SCCOE.
- Secretary Gordillo reported on the closure of the classification and compensation study. The Leadership team met with the Superintendent with final concerns on January 31, 2011.
- The CSPCA Conference, which is being chaired by Ex-Officio Secretary Gordillo, is scheduled for February 25-27, 2011 in Sacramento and an invitation was extended to the Commissioners.
- Ex-Officio Secretary Gordillo discussed the March 16, 2011 Head Start program review. Head Start must comply with 1,800 mandates from the federal government. In 2007, Head Start received the Gold Award meaning there were no findings.
- Ex-Officio Secretary Gordillo reviewed with the commission the preparation for staff reductions.

F. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for March 10, 2011

G. Adjournment

The meeting adjourned at 11:00 A.M.

Respectfully submitted,

Philip J. Gordillo  
Ex-Officio Secretary, Personnel Commission

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