

Santa Clara County Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #384
April 14, 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: Laura Kidwiler, Chief Human Resources Officer
Joseph Cassibba, Director, General Services
Kathy Sealana, Manager, Organization Leadership
Lisa Ketchum, Volunteer Coordinator/Staff Developer

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

Approval of Agenda

MOTION #384-1 by Mr. Martin, seconded by Mr. Gervase to approve Agenda #384, April 14, 2011

MOTION #384-1 carried unanimously.

Approval of Minutes #383 – March 10, 2011

MOTION #383-2 by Mr. Martin, seconded by Mr. Gervase to approve minutes #383, March 10, 2011

MOTION #383-2 carried unanimously.

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

New Business

A. Position Reallocations for Teacher Assistants – Head Start

The Personnel Commission approved the following personnel actions: Reallocated the positions belonging to the three (3) teacher assistant employees, identified at the bottom of chart below (rows 17-19), to the identified teacher assistant classification. These actions shall be considered a position change. These actions shall be effective April 20, 2011.

	EMPLOYEE NAME	PC#	SITE	CURRENT TITLE	NEW TITLE	EFFECTIVE DATE
1	Julia Cruz	02138	Rouleau	TA I-Restricted	TA II-Restricted	02/16/2011
2	Lucy Imru	01929	Franklin	TA I-Restricted	TA II-Restricted	02/16/2011
3	Dora Martinez	01615	C-Ranch	TA I-Restricted	TA II-Restricted	02/16/2011
4	H. Oanh Nguyen	01429	Rose	TA I-Restricted	TA II-Restricted	02/16/2011
5	Hoa Nguy	02972	A-Rock	TA I-Restricted	TA II-Restricted	02/16/2011
6	Valentina Osbual	01804	San Jose	TA I-Restricted	TA II-Restricted	02/16/2011
7	Ngoc Chan-Dao	01973	Edenvale	TA II-Restricted	TA III-Restricted	02/16/2011
8	D. Trang-Nguyen	03400	Presley	TA II-Restricted	TA III-Restricted	02/16/2011
9	Huong Pham	01685	San Jose	TA II-Restricted	TA III-Restricted	02/16/2011

10	Patricia Arellano	02971	S. Antonio	TA I-Restricted	TA II-Restricted	03/16/2011
11	Graciela Cooper	02545	D-Buono	TA I-Restricted	TA II-Restricted	03/16/2011
12	A. Guadarrama	01610	Glenview	TA I-Restricted	TA II-Restricted	03/16/2011
13	Van Le	01913	Story Rd.	TA I-Restricted	TA II-Restricted	03/16/2011
14	Neelam Rani	02381	Rainbow	TA I-Restricted	TA II-Restricted	03/16/2011
15	Aurora Uicab	02383	F. House	TA I-Restricted	TA II-Restricted	03/16/2011
16	M. Sanchez-Zepeda	02546	H. Fehl	TA I-Restricted	TA II-Restricted	03/16/2011
17	Angela Hernandez	01432	Cinderella	TA I-Restricted	TA II-Restricted	04/20/2011
18	Francisca Lankford	01693	Milpitas	TA I-Restricted	TA II-Restricted	04/20/2011
19	Lana Nguyen	01911	KR Smith	TA I-Restricted	TA II-Restricted	04/20/2011

- B. Revision of Job Description – Communications/Staff Liaison (OTBS)
MOTION #384-3 by Mr. Gervase, seconded by Mr. Martin to revise the job class specifications for the Communications /Staff Liaison, OTBS-Range 43.0 (\$3,887 - \$4,596) the above actions shall be effective April 14, 2011.
MOTION #384-3 carried unanimously.
- C. Approval of Classification Specifications: Food Service Funding Specialist (OTBS)
MOTION #384-4 by Mr. Martin, seconded by Mr. Gervase to establish the job class specifications for the Food Service Funding Specialist, OTBS-Range 44.0 (\$4,071-\$4,818) the above actions shall be effective May 1, 2011.
MOTION #384-4 carried unanimously.
- D. Approval of 2009-2010 Classified Personnel Services Annual Report
Merit System Rule 4524.3 and Education Code Section 45266(a) states, “the Personnel Director shall prepare, or shall cause to be prepared, an annual report.” The annual report summarizes the activities of the Commission’s staff during the preceding fiscal year.
MOTION #384-5 by Mr. Gervase, seconded by Mr. Martin to approve the Annual Report
MOTION #384-5 carried unanimously.
- E. Approval of MOU between County Superintendent of Schools and the Personnel Commission
The County Superintendent of Schools has requested the Personnel Commission consider allowing their director, Mr. Philip J. Gordillo, to work out-of-class as Executive Director of Human Resources for a period of one year, beginning July 1, 2011.
MOTION #384-6 by Mr. Martin, seconded by Mr. Gervase to approve the MOU
MOTION #384-6 carried unanimously.
- F. Approval of Classification Specifications: Executive Director of Human Resources (Mngt)
MOTION #384-7 by Mr. Gervase, seconded by Mr. Martin to establish the job class specifications for the Executive Director of Human Resources. The above actions shall be effective July 1, 2011.
MOTION #384-7 carried unanimously.

G. Approval of Eligibility Lists

Merit Rule 9.02 states that “*Eligibility Lists shall be presented to the Personnel Commission for approval.*” Therefore, the Personnel Commission approves the following list:

	<i>Classification</i>	<i>Date</i>	<i>Unit</i>	<i>Number Eligible Persons</i>	<i>Number Ranks</i>
1.	Education Assistant, SPED (NCLB)	03/11/11	PARA	43	43
2.	Accounting Specialist I/II (ACS)	03/30/11	OTBS	10	05

(ACS): Alternate Class Series

H. Monthly Vacancy Status Report – April 14, 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.

I. Secretary's Report

Ex-Officio Secretary Gordillo reported on the following:

- On the impending layoffs and reductions in Special Education and Head Start for the 2011-2012 school year.
- The leadership classification and compensation study is in the final stages of completion with the next step being how to implement the findings.

J. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for May 19, 2011

K. Announcement from Closed Session 10:25 A.M.

President Spector announced that the Commission had set the salary range for the Executive Director of Human Resources (see attached chart). The motion was passed unanimously.

L. Adjournment

The meeting adjourned at 10:58 A.M.

Respectfully submitted,

Philip J. Gordillo
Ex-Officio Secretary, Personnel Commission

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