

Santa Clara County Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #388
September 14, 2011

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

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

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

Approval of Agenda

MOTION #388-1 by Mr. Martin, seconded by Mr. Gervase to approve Agenda #388, September 14, 2011
MOTION #388-1 carried unanimously.

Approval of Minutes #387 – August 10, 2011

MOTION #387-2 by Mr. Gervase, seconded by Mr. Martin to approve minutes #387, August 10, 2011
MOTION #387-2 carried unanimously.

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

New Business

- A. Revision of Classification Specifications: Teacher Assistant III-Restricted (Paraeducator Unit)
MOTION #388-3 by Mr. Martin, seconded by Mr. Gervase to approve the revision of the class specifications for Teacher Assistant III-Restricted and assign this classification to the Paraeducator Unit, Range 41.0 (\$20.21-\$23.93/Hourly) effective October 1, 2011.
MOTION #388-3 carried unanimously.
- B. Revision of Classification Specifications: Transition/Student Specialist (OTBS Unit)
MOTION #388-4 by Mr. Gervase, seconded by Mr. Martin to approve the revision of the class specifications belonging to Transition /Student Specialist and assign this classification to the OTBS Unit, Range 42.5 (\$3,801-\$4,485/Monthly) effective October 1, 2011.
MOTION #388-4 carried unanimously.
- C. Establishment Job Classification: Early Learning Services Specialist (OTBS Unit)
MOTION #388-5 by Mr. Martin, seconded by Mr. Gervase to approve the establishment of the class specifications of Early Learning Services Specialist and assign this classification to the OTBS Unit, Range 42.5 (\$3,801-\$4,485/Monthly) effective October 1, 2011.
MOTION #388-5 carried unanimously.

D. 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:

	Classification	Date	Unit	Number Eligible Persons	Number Ranks
1.	Administrator, Special Education Fiscal Services	4-21-2011	MGT	5	4
2.	Application Support Analyst	7-27-2011	OTBS	4	3
3.	Application Support Technician/Specialist (ACS)	6-21-2011	OTBS	6	6
4.	Bus Driver	8-3-2011	OSS	4	4
5.	Classified Recruitment Specialist I/II (ACS)	9-6-2011	OTBS	6	6
6.	Director, Internal Business Services	7-20-2011	MGT	4	4
7.	Specialized Physical Health Care (SPHC) Assistant	8-31-2011	PARA	9	7

(ACS): Alternate Class Series

E. Monthly Vacancy Status Report – September 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

F. Secretary's Report

Ex-Officio Secretary Gordillo reported on the following:

- The Leadership Team classification and compensation study was approved by the Personnel Commission on June 23, 2011; however there is additional information regarding the request made by the Manager of Payroll Services and the Managers of Unemployment Insurance. The request was made by the employees who hold these positions to reevaluate the findings. Ex-Officio Secretary Gordillo requested that Mr. Ewing review his findings and after this review Mr. Ewing stands by his original findings and does not recommend any adjustments for the two job classes.
- Ex-Officio Secretary Gordillo reported he is pleased with his new assignment as Executive Director of Human Resources. While he is finding the new assignments that he is responsible for challenging he is confident that he will have a successful year in this position.
- Ex-Officio Secretary Gordillo reported that Jeffrey Nabity, Classified Personnel Specialist has resigned, effective September 9, 2011 and that he has filled the two vacancies in Classified Personnel with Linda Gore and Jonathan Munoz who will begin their new assignments on September 19, 2011.

G. Future Meetings or Discussion Items

In response to scheduling demands in Human Resources the Personnel Commission has graciously agreed to move the next Personnel Commission meeting to Wednesday, October 19, 2011.

H. Adjournment

The meeting adjourned at 10:45 A.M.

Respectfully submitted,

Philip J. Gordillo
Ex-Officio Secretary, Personnel Commission

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