

Santa Clara County Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #378
October 14, 2010

Members Present: Rodney Martin, President
Libby Spector, Vice President
Nicholas Gervase, 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
Alicia Salas, Manager, Human Resources
Pat Miklica, Manager, Payroll Services
Amy Rivera, Payroll Specialist
Matthew Cottrell, SEIU, #521

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

Approval of Agenda

MOTION #378-1 by Ms. Spector, seconded by Mr. Gervase to approve Agenda #378, October 14, 2010

MOTION #378-1 carried unanimously.

Approval of Minutes #377 – September 9, 2010

MOTION #377-2 by Mr. Gervase, seconded by Ms. Spector to approve minutes #377, September 9, 2010.

MOTION #377-2 carried unanimously.

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

Unfinished Business - None

New Business

A. Public Hearing - Appointment of Mr. Rodney Martin as Personnel Commissioner

MOTION #378-3 by Ms. Spector, seconded by Mr. Gervase to announce the reappointment of Mr. Rodney Martin as Commissioner. Mr. Martin will begin his fourth three (3) year term as Personnel Commissioner commencing on December 1, 2010.

MOTION #378-3 carried unanimously.

B. Appointment Mr. Rodney Martin as Personnel Commissioner

MOTION #378-4 by Mr. Gervase, seconded by Ms. Spector the reappointment of Mr. Rodney Martin as Joint Appointee to the Personnel Commission.

MOTION #378-4 carried unanimously.

C. Approval of Classification Specifications: Health Technician, Environmental Education (OTBS)

After a brief discussion regarding the above subject matter, it was decided not to take action at this time. This item will be taken to the next Personnel Commission meeting, November 18, 2010

D. Employee Appeal: Rejection of Seniority Hours – Manager, Payroll Services

MOTION #378-5 Calculations regarding the seniority for the Manager, Payroll Services were reviewed, specifically the hours accruing in a previous held class (Application Support Coordinator). The seniority hours for the Application Support Coordinator should have ceased to accrue upon accepting the position in the lateral job classification of Manager, Payroll Services. The Director notified the Ms. Miklica of his intent to revise the seniority calculations for this previous held class.

MOTION #378-5 The Commission tabled the decision of this appeal until the next Commission meeting on November 18, 2010

E. Head Start Teacher Assistant Transition Plan

MOTION #378-7 The mandate that by 2015 all Teacher Assistant's in Head Start have an AA degree in Early Childhood Education was reviewed, specifically the timelines that the Teacher Assistant's must meet at the end of this 5 year plan.

F. 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. Administrator, Financial Analyst	09/23/2010	MGT	1	1
2. Director, Digital Design & Media Services	10/04/10	MGT	6	6
3. Education Assistant, Special Education–NCLB	09/22/2010	AIDES	8	8
4. Communication/Staff Liaison	09/22/2010	OTBS	8	7
5. Education Interpreter/Tutor, DHOH	10/08/10	AIDES	1	1
6. Teacher Assistant III-Restricted	09/22/10	AIDES	10	9

(ACS): Alternate Class Series

G. Monthly Vacancy Status Report – October 14, 2010

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.

H. Secretary's Report

Ex-Officio Secretary Gordillo reported on the following:

- The current Head Start Parent Policy will meet on October 25 regarding the new, incoming, parents who will be participating in the Parent Policy Council. Philip will review the role of the new parents who will be serving on the Council, and the role of Classified Personnel.
- The Safety Officer training for Alternative Schools is being conducted, this week, at the SCCOE. There are five candidates who are being training by certified master trainer Sgt. Jeff Profio from the San Jose Police Department. Final interviews will be conducted on October 15, 2010.
- The Head Start Planning Task Force will be meeting to discuss Head Start staffing changes for 2011. The Planning Task Forces includes members from Santa Clara County, San Benito County, First 5 and State Preschool.
- Mr. Bill Ewing is completing the classification and compensation study and has sent out updated job descriptions to the Leadership Team. Included with the job descriptions was a feedback form which is due on October 22, 2010 to Secretary Gordillo.
- Ex-Officio Secretary Gordillo shared with the Commissioners how happy he was with the outcome of the SPCA conference on October 8, 2010, here at SCCOE. There were 45 participants and the conference was well received.

I. Future Meetings or Discussion Items

The Personnel Commission will not meet on November 11, 2010 (Holiday). The next meeting is scheduled for November 18, 2010.

J. Adjournment

The meeting adjourned at 11:00 A.M.

Respectfully submitted,

Philip J. Gordillo
Ex-Officio Secretary, Personnel Commission

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