

Santa Clara County Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #389
October 19, 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

Others Present: Cary Dritz, Deputy Superintendent
Matthew Cottrell, SEIU Local 521
Linda Gore, Classified Personnel Specialist I/II
Jonathan Munoz, Classified Personnel Specialist I/II
Long Le

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

Approval of Agenda

MOTION #389-1 by Mr. Gervase, seconded by Mr. Martin to approve Agenda #389, October 19, 2011

MOTION #388-1 carried unanimously.

Approval of Minutes #388 – September 14, 2011

MOTION #388-2 by Mr. Martin, seconded by Mr. Gervase to approve minutes #388, September 14, 2011

MOTION #388-2 carried unanimously.

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

Sheila Lopez, Personnel Analyst introduced new staff members Linda Gore and Jonathan Munoz to the Personnel Commissioners. They are the new Classified Personnel Specialists I/II and Sheila expressed how happy the department is to have them join the team.

New Business

- A. Revision of Classification Specifications: Education Outreach Specialist, Coordinated School Health (OTBS Unit)
MOTION #389-3 by Mr. Martin, seconded by Mr. Gervase to approve the revision of the class specifications for Education Outreach Specialist, Coordinated School Coordinated School and assign this classification to the OTBS Unit, Range 47.5 (\$4,790-\$5,678/Monthly) effective November 1, 2011.
MOTION #389-3 carried unanimously.
- B. Establishment of Classification Specifications: Assistant Controller (CL MGT)
MOTION #389-4 by Mr. Gervase, seconded by Mr. Martin to approve the establishment of the class specifications belonging to Assistant Controller and assign this classification to the CL MGT Unit, Range 12.0 (\$96,816-\$123,563/Monthly) effective November 1, 2011.
MOTION #389-4 carried unanimously.
- C. Establishment Job Classification: Budget Officer (CL SUPV)
MOTION #389-5 by Mr. Martin, seconded by Mr. Gervase to approve the establishment of the class specifications of Budget Office and assign this classification to the CL SUPV Unit, Range 10.0 (\$87,814-\$112,076/Monthly) effective November 1, 2011.
MOTION #389-5-carried unanimously
- D. Applicant Appeal: Mr. Long Le
MOTION #389-6 by Mr. Martin, seconded by Mr. Gervase to uphold the rejection of applications by Mr. Long Le for the positions of Application Support Analyst and Classified Personnel Specialist I/II.
MOTION #389-6-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 – October 19, 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 Head Start Policy Committee met on October 18, 2011 and Philip will begin training twelve new parents on the policies and procedures of the County Office.
- Ex-Officio Secretary Gordillo reported that he is finishing the work on the classification requests included in this month's packet, and in addition he has been out of the office the past two weeks attending conferences for the office.
- Ex-Officio Secretary Gordillo was happy to report that Libby Spector's appointment to the Personnel Commission was approved at the last County Board Meeting.
- Ex-Officio Secretary Gordillo informed the Commission that he would like to ask George Cole, President to come to one of the upcoming Personnel Commission meetings, possibly in January 2012, to speak about Merit Systems.

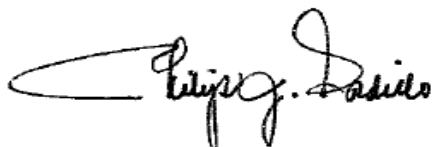
G. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for November 9, 2011.

H. Adjournment

The meeting adjourned at 11:15 A.M.

Respectfully submitted,



Philip J. Gordillo
Ex-Officio Secretary, Personnel Commission

PJG/icon