

Santa Clara County Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #390
November 9, 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 #390-1 by Mr. Martin, seconded by Mr. Gervase to approve Agenda #390, November 9, 2011
MOTION #390-1 carried unanimously.

Approval of Minutes #389 – October 19, 2011

MOTION #389-2 by Mr. Gervase, seconded by Mr. Martin to approve minutes #389, October 19, 2011
MOTION #389-2 carried unanimously.

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

New Business

A. Revision of Classification Specifications: District Business Advisor (Classified Supervisory)

MOTION #390-3 by Mr. Gervase, seconded by Mr. Martin to approve the revision of the class specifications for District Business Adviser and assign this classification to Classified Supervisory, Range 11/\$92,204 - \$117,679, effective December 1, 2011.
MOTION #390-3 carried unanimously.

B. Secretary's Report

Ex-Officio Secretary Gordillo reported on the following:

- Ex-Officio Secretary Gordillo reported how pleased he is with the cooperation he has received from staff in Human Resources during the transition into his new role. Classified Personnel is running seamlessly and Secretary Gordillo tries to connect with all staff on a daily basis.
- Ex-Officio Secretary Gordillo reported that Mr. William Ewing will be contracted to begin a study for classified staff. There are no less than seven groups of job classifications that are due to be studied.
- Ex-Officio Secretary Gordillo informed the Commission that he is supporting the implementation of a new applicant tracking system (NeoGov) that will enhance the EdJoin system already in use at SCCOE.
- Ex-Officio Secretary Gordillo reported that President Obama has stated his intent to continue his support of Head Start programs and has renewed his commitment to Head Start agencies that have had no findings during annual reviews.
- Ex-Officio Secretary Gordillo reported that he is continuing to work with the Health Care Containment Committee (HCCC).
- Ex-Officio Secretary Gordillo reported that he is still receiving some negative feedback regarding the results of the Leadership Team study and he feels that there may be official appeals presented to the Commission.

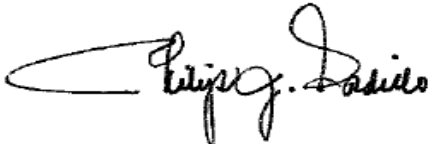
C. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for December 14, 2011

D. Adjournment

The meeting adjourned at 10:55 A.M.

Respectfully submitted,

A handwritten signature in black ink, reading "Philip J. Gordillo". The signature is written in a cursive style with a large, sweeping initial "P".

Philip J. Gordillo
Ex-Officio Secretary, Personnel Commission