

**PERSONNEL COMMISSION  
REGULAR MEETING #476  
MAY 8, 2019, 10:00 A.M.  
APPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Rodney Martin at 10:00 a.m.

**II. ROLL CALL**

MEMBERS PRESENT	STAFF PRESENT
Rodney Martin, President Libby Spector, Vice President Nicholas Gervase, Member	Jonathan Muñoz, Director - HR / Classified Personnel Services

OTHERS PRESENT
Dr. Anisha Munshi, Assistant Superintendent - Personnel Services Stephanie Gomez, Director - Internal Business Services David Huie, Manager - Security, Network & Systems Engineering Theresa Martinez, Senior Executive Assistant Vince Tran, Enterprise Network Engineer

**III. APPROVAL OF AGENDA**

**MOTION #476-1:** The Commission approved Agenda #476, May 8, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #476-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #476-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #475, April 10, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

**MOTION #476-2:** carried unanimously.

**V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**

None

**VI. NEW BUSINESS**

**A. Approval of Classification Specification Retitling and Revision**

**MOTION #476-3:** The Commission approved retitling the classification Director III - Information Systems to Director III - Technology Infrastructure and Support Services, and revising the classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

**MOTION #476-3:** carried unanimously.

**B. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #476-4:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

**MOTION #476-4:** carried unanimously.

**Classification**

- **Network Administrator, Range 57.5**

David Huie, Manager - Security, Network & Systems Engineering and Vince Tran, Enterprise Network Engineer, addressed the Commission and provided additional information as to why this position is needed to support the Santa Clara County Office of Education.

**C. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #476-5:** The Commission approved the following classification and associated classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

**MOTION #476-5:** carried unanimously.

**Classification**

- **Supervisor - Accounting Services, Range 10**

Stephanie Gomez, Director - Internal Business Services, addressed the Commission and provided information as to why this position is needed to support the Internal Business Services Department.

**D. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #476-6:** The Commission approved the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

**MOTION #476-6:** carried unanimously.

**Classification**

- **Instructional Materials Technician, Range 41**

**E. Public Hearing for the 2019-2020 Proposed Budget for the Personnel Commission**

A public hearing on the Personnel Commission’s proposed Budget for 2019-2020 was scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

<b>Location:</b>	<b>Santa Clara County Office of Education 1290 Ridder Park Drive San Jose, CA 95131 Board Room (First Floor)</b>	<b>Date:</b>	<b>May 8, 2019</b>
		<b>Time:</b>	<b>10:00 a.m.</b>

Open Hearing at:	<u>10:12</u> a.m.	Motion:	<u>L. Spector</u>
		Second:	<u>N. Gervase</u>
		Vote:	<u>Approved</u>

Close Hearing at:	<u>10:13</u> a.m.	Motion:	<u>L. Spector</u>
		Second:	<u>N. Gervase</u>
		Vote:	<u>Approved</u>

**F. Approval and Adoption of 2019-2020 Personnel Commission Annual Budget**

**Motion #476-7:** The Commissioners approved and adopted the 2019-2020 Personnel Commission Annual Budget, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**Motion #476-7:** carried unanimously.

**ANNUAL BUDGET  
2019-2020 – PERSONNEL COMMISSION  
SANTA CLARA COUNTY OFFICE OF EDUCATION**

<b>OBJECT CODE</b>	<b>DESCRIPTION</b>	<b>ADOPTED 2018-19 BUDGET</b>	<b>PROPOSED 2019-20 BUDGET</b>
2320-00	Administrative Assistant – Classified	96,049.00	104,977.00
2360-00	Director – Classified	132,387.00	139,945.00
2395-00	Other Management – Classified	114,838.00	125,929.00
2425-00	Other Specialists/Technicians	201,671.00	221,140.00
2485-00	Substitute Clerical & Office	0	0
3000-00	Employee Benefits	254,330.00	269,163.00
3402-00	Commissioner Benefits	31,094.00	31,094.00
4000-00	Materials & Supplies	6,959.00	6,959.00
5200-00	Travel & Conferences	5,000.00	4,565.00
5277-00	Travel Recruitment	0	500.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Membership	3,443.00	3,443.00
5710-15	Print Services	6,877.00	6,877.00
5800-00	Contract Services – Other	6,902.00	6,752.00
5800-00	Commissioner Stipends	1,800.00	1,950.00
5809-00	Advertising	31,321.00	31,256.00
5819-00	Caterers	3,500.00	3,500.00
5900-00	Communications	580.00	580.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
<b>TOTAL</b>		<b>\$ 898,123.00</b>	<b>\$ 960,002.00</b>

- 2425-00 Other Specialists/Technicians: vacancy projected at step 2.
- 5200-00 Travel & Conferences: Proposed \$435 decrease to reallocate funds to support Job Fair recruitment expenses.
- 5277-00 Travel Recruitment: Proposed \$500 object code establishment to allocate funds to support Job Fair recruitment expenses.
- 5800-00 Commissioner Stipends: Proposed \$150 increase to reallocate funds to support one additional Special Meeting per fiscal year.

**G. Approval / Ratification of Establishing and / or Extending Eligibility Lists**

**MOTION #476-8:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #476, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

**MOTION #476-8:** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	School Office Coordinator - Special Education	04/16/19	OTBS	12	10
2	District Business Advisor	04/23/19	LT	10	8
3	Paraeducator - Opportunity Youth Academy	04/23/19	AIDES	9	8
4	Paraeducator - Special Education	04/24/19	AIDES	21	Unranked

**H. Monthly Vacancy Status Report – May 8, 2019**

Ex-Officio Secretary Muñoz reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

**VII. SECRETARY'S REPORT**

Ex-Officio Secretary Muñoz reported on the following:

**A. Department Updates**

Classified Personnel Services (CPS) has been keeping busy with recruitments. Kathy Jalaan, Classified Personnel Specialist, attended three job fairs the previous week; Work2Future at San Jose City College, Evergreen Valley College & DeAnza/Foothill College. CPS typically collaborates with Substitute Services when attending job fairs. Kathy is an amazing recruiter, and has been working closely with James Howarth, Assistant Director of Special Education to fill a great number of Paraeducator positions.

**B. Director - Communications & Governmental Affairs**

At the previous Personnel Commission meeting, Vice President Spector asked Ex-Officio Secretary Muñoz to clarify the reasons why the Director - Communications & Governmental Affairs position was established as a certificated position. Dr. Anisha Munshi, Assistant Superintendent - Personnel Services, addressed and informed the Commission the position was not going to be filled at this time, as the Superintendent has other thoughts about restructuring the work that needs to be done.

**VIII. CLOSED SESSION @ 10:24 A.M.**

- A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957  
Title: Director III - Human Resources / Classified Personnel Services

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, June 12, 2019, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 11:28 a.m.

Respectfully submitted,



Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission