

**PERSONNEL COMMISSION  
REGULAR MEETING #483  
DECEMBER 11, 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	Marisa Perry, Interim Director III-HR/Classified Personnel Services Linda Gore, Executive Assistant Meipo Flores, Classified Personnel Specialist

OTHERS PRESENT	
Dr. Mary Ann Dewan, Cty. Superintendent of Schools Anisha Munshi, Asst. Superintendent-Personnel Svcs. Angela Ballou, Occupational Therapist Itzhecatl De La Cruz, Homeless Youth Svcs. Liaison Tammy Dhanota, SEIU Marilyn DeRouen, Foster Youth Services Liaison Kellie Guevara, Accounting Specialist	Pam Hale, Administrative Assistant IV Karen Larson, Int. Director–Creative Impact Dena Lopez, Central Office Receptionist Selma Murillo, Employee Benefits Splst. Ann Redd, Senior District Business Advisor Annie Romero, Administrative Assistant IV

**III. ORGANIZATION OF THE COMMISSION FOR THE 2020 TERM**

Ms. Libby Spector will preside as President of the Commission for the 2020 term.

**IV. OATH OF OFFICE**

Ex-Officio Secretary Marisa Perry, Interim Director III-HR/Classified Personnel Services, administered the Oath of Office to Mr. Rodney Martin.

**V. APPROVAL OF AGENDA**

**MOTION #483-1:** The Commission approved Agenda #483, December 11, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

**MOTION #483-1:** carried unanimously.

**VI. APPROVAL OF MINUTES**

**MOTION #483-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #482, November 13, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #483-2:** carried unanimously.

**MOTION #483-3:** The Commission approved the Minutes for the Personnel Commission Special Meeting #73, November 20, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #483-3:** carried unanimously.

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

None

**VIII. NEW BUSINESS****A. Dr. Mary Ann Dewan, County Superintendent of Schools**

Superintendent Dewan addressed the Commission and gave an overview of the County Office of Education's funding sources, economic challenges and decision-making practices. In addition, Superintendent Dewan affirmed the intent to continue a collaborative and supportive partnership with the Personnel Commission and its processes.

Commissioner Gervase thanked Superintendent Dewan for her support and confirmed the Commission's commitment in preserving a harmonious and collaborative relationship.

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

**MOTION #483-4:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #483-4:** carried unanimously.

**Classification**

- **Director III – Government Relations, Range 15**

Dr. Mary Ann Dewan, County Superintendent of Schools, addressed the Commission and provided an overview of position duties and the work performed. Tammy Dhanota, SEIU, addressed the Commission and shared SEIU's concerns regarding the establishment of additional Director positions. They want to ensure SEIU employees are protected.

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

**MOTION #483-5:** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

**MOTION #483-5:** carried unanimously.

**Classification**

- **Language Translator – English/Spanish, Range 47.5**

Karen Larson, Interim Director – Creative Impact, addressed the Commission and provided information regarding the need for the position in providing services both internally and for the districts of Santa Clara County.

**D. Approval of Classification Specification Retitling**

**MOTION #483-6:** The Commission approved retitling the classification Director III – Data Initiatives to Director III – Data & Analytics Development, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

**MOTION #483-6:** carried unanimously.

**E. Personnel Commission Annual Report 2018-2019**

**MOTION #483-7:** An Annual Report was prepared summarizing the activities of the Commission's staff for the 2018-2019 fiscal year. Information included in the report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals. The Commission accepted the Annual Report, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #483-7:** carried unanimously.

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

**MOTION #483-8:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #483, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #483-8:** carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Paraeducator - Special Education	11/07/19	AIDES	7	Unranked
2	ETL Developer	11/08/19	OTBS	2	2
3	Director III - Applications, Business & Web Systems	11/18/19	LT	5	5
4	Family Advocate - Restricted	11/21/19	OTBS	11	8
5	Research Analyst, Associate	11/22/19	OTBS	3	3
6	Product Manager	11/25/19	LT	5	3
7	Home Visiting Specialist - Restricted (Bilingual Spanish)	12/03/19	OTBS	5	5
8	Technology Support Specialist	12/04/19	OTBS	11	8

**G. Monthly Vacancy Status Report – December 11, 2019**

Ms. Marisa Perry, Interim Director III – HR/Classified Personnel Services, reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

**IX. SECRETARY'S REPORT**

Ex-Officio Secretary Perry reported on the following:

**A. Discipline Appeal**

The discipline appeal scheduled for December 11, 2019 has been postponed until February 12, 2020, if needed.

**B. Staffing Update**

Information was provided regarding the current Director recruitment. The Commissioners made comments regarding the application review.

**C. ASL Interpreter**

A current substitute employee was recently administered the ASL screening. Steps will be taken to look into getting the candidate onboard.

**D. CSPCA Annual Conference**

Two employees from the department will attend the conference in February, 2020.

**X. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, January 15, 2020, at 10:00 a.m.

**XI. ADJOURNMENT**

The meeting adjourned at 10:52 a.m.

Respectfully submitted,



Marisa Perry  
Ex-Officio Secretary, Personnel Commission