

Santa Clara County  Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #408
August 14, 2013

Members Present: Rodney Martin, President
Libby Spector, Vice President
Nick Gervase, Member

Staff Present: Sheila Lopez, Interim Director-Classified Personnel
Barbara Monges, Human Resources
Veronica Contreras, Classified Personnel Specialist
Linda Gore, Classified Personnel Specialist

Others: Philip J. Gordillo, Executive Director-Human Resources
Leland Takemoto, Director-Human Resources
Dan Mason, Research Analyst
Hazel De Ausen, Research Analyst
Irina Shargo, Research Analyst
Matthew Tinsley, Senior Research Analyst
Lee Alvis, SEIU, #521
Sandra Fakaosi, Student Assessment Technician

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

Approval of Agenda

MOTION #408-1 by Ms. Spector, seconded by Mr. Gervase to approve the agenda #408
MOTION #408-1 carried unanimously.

Approval of Minutes #407 – July 10, 2013

MOTION #407-2 by Mr. Gervase, seconded by Ms. Spector, to approve minutes #407, July 10, 2013
MOTION #407-2 carried unanimously.

Hearing of Persons Desiring to Address the Commission to Present Petitions

Dan Mason, spoke on behalf of himself and all the employees who were part of the classification and compensation study that was completed in March 2013. Mr. Mason provided a timeline of his request for reclassification which began almost two years ago and his participation in the classification and compensation study which began in March 2012. In conclusion he had several questions for the Commission including why the process has taken so long, why have the new job descriptions and salary schedules not been presented to the Commission, why has there been a lack of 'official' communication from Classified Personnel, and who is ultimately in charge of the reclassification and job classification process?

Unfinished Business - None

New Business

- A. Establishment of Classification Specifications: Student Assessment Technician, Senior (Paraprofessional)
MOTION # 408-3 by Mr. Gervase, seconded by Ms. Spector to establish the class specifications for Student Assessment Technician, Senior (Paraprofessional), Range 44.0 (\$23.49 - \$27.84/Hourly) effective August 14, 2014.
MOTION #408-3 carried unanimously.

- B. Revision of Classification Specifications: Student Assessment Technician (Paraprofessional Unit)
MOTION # 408-4 by Ms. Spector, seconded by Mr. Martin to revise the class specifications for Student Assessment Technician (Paraprofessional Unit), Range 41.0 (\$20.42 - \$24.17/Hourly) effective August 14, 2013.
MOTION #408-4 carried unanimously

- C. Approval of Eligibility Lists
 Merit Rule 9.02 states that “*Eligibility Lists shall be presented to the Personnel Commission for approval.*” The Personnel Commission approved the establishment of the following lists:

	Classification	Date	Unit	Number of Eligible's	Number of Ranks
1	Director II – Media and Communication	7-18-2013	LT	3	3
2	District Business Advisor	7-10-2013	LT	2	2
3	Food Services Cook	7-25-2013	OSS	7	6
4	Family Advocate I/II-Restricted (ACS)	7-11-2013	OTBS	6	4
5	Director III-Classified Personnel Services	8-7-2013	LT	4	3

(ACS): Alternate Class Series

- D. Secretary's Report
 Ms. Sheila Lopez reported on the following:
- The recruitments have slowed down a bit and this has given time for the Specialists to catch up on necessary paperwork and other projects.
 - Mr. Martin’s term will soon be ending and Ms. Lopez was happy to hear that the Commission intended to reappoint Mr. Martin.
 - It is necessary to again look at dates for hearings. It was determined that options would be September 11 and September 12 or September 18 and September 19.
 - The October date for the Commission meeting will need to be rescheduled to the first week in October or possibly canceled.

- E. Future Meetings or Discussion Items
 The next Personnel Commission meeting is scheduled for September 11, 2013.

- F. Adjournment
 The meeting adjourned at 10:30 A.M.

Respectfully submitted,
 Sheila Lopez
 Interim Director, Classified Personnel