

Santa Clara County Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #401
January 16, 2013

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

Staff Present: Philip Gordillo, Executive Director of Human Resources
Barbara Monges, Executive Assistant

Others Present: Toni Cordova, Chief Strategy Officer

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

Approval of Agenda

MOTION #401-1 by Ms. Spector, seconded by Mr. Gervase to approve the agenda.

MOTION #401-1 carried unanimously.

Approval of Minutes #400 – November 28, 2012

MOTION #400-2 by Mr. Gervase, seconded by Ms. Spector to approve minutes #400, November 28, 2012.

MOTION #400-2 carried unanimously.

Hearing of Persons Desiring to Address the Commission to Present Petitions

Unfinished Business

New Business

A. Elimination of Obsolete Classifications: Head Start Program Analyst (OTBS)

MOTION #401-3 by Ms. Spector, seconded by Mr. Gervase to eliminate the job classifications attached.

MOTION #401-3 carried unanimously.

B. Revision of Classification Specifications: Supervisor-Head Start ERSEA/Restricted (CL SUPV)

MOTION #401-4 by Ms. Spector, seconded by Mr. Martin approved the revision of the class specifications for Supervisor-Head Start-ERSEA/Restricted, changing the title to Supervisor-Head Start Compliance-ERSEA/Restricted, (CL SUPV) and elevating the salary range assignment from Range 8.0 (\$79,650-\$101,656 monthly) to Range 10.0 (\$87,814 - \$112,077 monthly).

MOTION #401-4 carried unanimously.

C. Approval of Eligibility Lists

Merit Rule 9.02 states that “*Eligibility Lists shall be presented to the Personnel Commission for approval.*”

Therefore, the Executive Director respectfully recommends the Personnel Commission approve the establishment of the following list(s):

		Classification	Date	Unit	Number of Eligible's
1	1	Assistant/Associate Teacher – Restricted (ACS) PROMOTIONAL ONLY	11-28-2012	Paraeducators	7
2	2	Paraeducator, Special Education	11-30-2012	Paraeducators	10
3	3	Specialized Physical Health Care (SPHC) Assistant	12-12-2012	Paraeducators	13
4	4	Senior Executive Assistant, County Superintendent of Schools	12-13-2012	MGMT	12

(ACS): Alternate Class Series

D. Secretary's Report

In the absence of Sheila Lopez, Interim Director, Philip Gordillo, Executive Director of Human Resources reported on the following:

- Classified Personnel is currently recruiting recruitments for an Employee Benefits Specialist (.50) and a Head Start Program Analyst as well as the on-going recruitment for Paraeducator, Special Education.
- On January 7-8 staff in Classified Personnel attended a WRIPAC Job Analysis training.
- Sheila Lopez finished the last of five Merit System Academy workshops that were televised from Los Angeles COE to the Santa Clara COE.
- Mr. Gordillo updated the Commission on the classification and compensation study, being conducted by Mr. Bill Ewing. The first group studied should be finalized in late January or early February.
- On February 21-24 Sheila Lopez and Philip Gordillo will attend the annual CSPCA Conference in Southern California.

E. Future Meetings or Discussion Items

The next scheduled meeting of the Personnel Commission is February 13, 2013.

F. Adjournment

The meeting adjourned at 10:30 A.M.

Respectfully submitted,
Sheila Lopez
Interim Director, Classified Personnel