


 Santa Clara County Office of Education

PERSONNEL COMMISSION
 UNADOPTED MINUTES
 REGULAR MEETING #403
 March 20, 2013

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

Staff Present: Sheila Lopez, Interim Director, Classified Personnel
 Philip J. Gordillo, Executive Director of Human Resources
 Barbara Monges, Executive Assistant
 Linda Gore, Classified Personnel Recruitment
 Jonathan Munoz, Classified Personnel Recruitment

Others: Rochelle Velazquez, School Office Coordinator

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

Approval of Agenda

MOTION #403-1 by Mr. Gervase, seconded by Ms. Spector to approve Agenda #403

MOTION #403-1 carried unanimously.

Approval of Minutes #402 – February 13, 2013

MOTION #402-2 by Ms. Spector, seconded by Mr. Gervase to approve minutes #402, February 13, 2013

MOTION #402-2 carried unanimously.

Hearing of Persons Desiring to Address the Commission to Present Petitions

Unfinished Business

A. Establishment of Classification Specifications – General Counsel (Senior Management)

MOTION #403-3 by Mr. Gervase, seconded by Ms. Spector to establish the job classification of General Counsel effective March 21, 2013

MOTION #403-3 carried unanimously

New Business

A. Revision of Classification Specifications – Education Program Analyst (OTBS)

MOTION #403-4 by Ms. Spector seconded by Mr. Gervase to revise the job classification of Education Program Analyst effective April 1, 2013

MOTION #403-4 carried unanimously

B. 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 lists:

	Classification	Date	Unit	Number of Eligible's	Number of Ranks
1	Assistant/Associate Teacher-Restricted Bilingual Spanish (ACS)	02/28/2013	Paraeducator's	4	4
2	Paraeducator, Alternative Education, Bilingual Spanish	03/01/2013	Paraeducator's	2	2
3	Transition Coordinator, Alternative Education	03/06/2013	OTBS	10	7

(ACS): Alternate Class Series

C. Secretary's Report

Ms. Sheila Lopez reported on the following:

- Staff in Classified Personnel are diligently working on completing the audit on the 2013 SCCOE Seniority list
- SCCOE Board Member, Darci Green, has officially resigned effective March 19.
- Chief School Officer, Linda Aceves, has officially submitted her resignation, effective June 30, 2013.
- Ms. Lopez and Mr. Gordillo have continued to meet with staff who will be effected by the reorganization
- Rochelle Velazquez, School Office Coordinator announced that Lee Alvis will be replacing Matthew Cottrell as the new worksite organizer for SEIU, 521.
- Sheila acknowledged her staff, Jonathan Munoz and Linda Gore who were in attendance at today's meeting.
- The classification and compensation study for the first group is in the final process. Ms. Lopez and Mr. Gordillo will be meeting with Mr. Ewing to finalize the study for the first group of job classifications.

D. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for April 10, 2013

E. Adjournment

The meeting adjourned at 10:40 A.M.

Respectfully submitted,



Sheila Lopez
Interim Director, Classified Personnel