

Santa Clara County  Office of Education

PERSONNEL COMMISSION
MINUTES
REGULAR MEETING #404
April 10, 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
Veronica Contreras, Classified Personnel Recruitment

Others: Toni Cordova, Chief Strategy Officer
Micaela Ochoa, Chief Business Officer
Kathy Sealana, Director-Talent Management

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

Approval of Agenda

MOTION #404-1 by Ms. Spector, seconded by Mr. Gervase to approve the agenda #404 noting the job description for Agenda Item VII B-Manager-Risk and Liability has been slightly revised.

MOTION #404-1 carried unanimously.

Approval of Minutes #403 – March 20, 2013

MOTION #403-2 by Mr. Gervase, seconded by Ms. Spector to approve minutes #403, March 20, 2013

MOTION #403-2 carried unanimously.

Hearing of Persons Desiring to Address the Commission to Present Petitions

Unfinished Business

New Business

- A. Revision of Classification Specifications – Executive Director-Human Resources Branch (SR MGT)
MOTION #404-3 by Ms. Spector seconded by Mr. Gervase to revise the job classification of Executive Director-Human Resources Branch. The revisions were requested to properly define the duties and responsibilities of the classification and are effective July 1, 2013.
MOTION #404-3 carried unanimously
- B. Establishment of Classification Specifications: Manager-Risk and Liability (CL MGT)
MOTION #404-4 by Mr. Gervase, seconded by Ms. Spector to approve the establishment of the class specifications belonging to Manager-Risk and Liability (a revised copy of the job description was provided at the meeting) and assign this classification to the CL MGT Unit, Range 12.0 (\$96,816-\$123,563/Yearly) effective July 1, 2013.
MOTION #404-4 carried unanimously.
- C. Establishment of Classification Specifications: Director II-Media and Communication Services (CL MGT)
MOTION #404-5 by Ms. Spector, seconded by Mr. Gervase to approve the establishment of the class specifications belonging to Director II-Media and Communication Services and assign this classification to the CL MGT Unit, Range 14.0 (\$106,739-\$136,228/Yearly) effective July 1, 2013.
MOTION #404-5 carried unanimously.

D. Approval of Eligibility Lists

No April eligibility list to report

E. Secretary's Report

Ms. Sheila Lopez reported on the following:

- Ms. Lopez and Mr. Philip Gordillo are beginning to meet with Teacher Assistants, individually, who must be on a plan to move to the higher level of Teacher Assistant/Associate. They will be visiting employees, at their sites to determine their progress towards the completion of 30 college units towards achieving an AA degree.
- Ms. Lopez announced the conversion of five, full day, Head Start classes to three, double session, classes. It is anticipated that staff will be affected beginning July 31, 2013.
- Ms. Lopez noted that sequestration will have an adverse effect on the Head Start program but that there is no final plan as of now.

F. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for May 8, 2013. The Commissioners and Philip J. Gordillo will meet in closed session to discuss the evaluation for the Interim Director-Classified Personnel.

G. Adjournment

The meeting adjourned at 10:25 A.M.

Respectfully submitted,
Sheila Lopez
Interim Director, Classified Personnel