


 Santa Clara County Office of Education

PERSONNEL COMMISSION
 ADOPTED MINUTES
 REGULAR MEETING #405
 May 8, 2013

- Members Present: Rodney Martin, President
 Libby Spector, Vice President
 Nick Gervase, Member
- Staff Present: Sheila Lopez, Interim Director, Classified Personnel
 Barbara Monges, Executive Assistant
 Linda Gore, Classified Personnel Recruitment
 Jonathan Munoz, Classified Personnel Recruitment
 Veronica Contreras, Classified Personnel Recruitment
- Others: Philip J. Gordillo, Executive Director of Human Resources
 Toni Cordova, Chief Strategy Officer
 Craig Wilde, Director-General Services

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

Approval of Agenda

MOTION #405-1 by Ms. Spector, seconded by Mr. Gervase to approve the agenda #405.
MOTION #405-1 carried unanimously.

Approval of Minutes #404 – April 13, 2013

MOTION #404-2 by Mr. Gervase, seconded by Ms. Spector to approve minutes #404, April 13, 2013
MOTION #404-2 carried unanimously.

Hearing of Persons Desiring to Address the Commission to Present Petitions

Unfinished Business

New Business

A. 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	Paraeducator	4-08-13	Paraeducator's	13	13
2	School Office Coordinator	4-19-13	OTBS	4	3
3	Executive Director-Human Resources Branch	4-24-13	Senior Mgt.	1	1

B. Secretary's Report

Ms. Sheila Lopez reported on the following:

- Classified Personnel is very busy with several new recruitments including General Counsel, District Business Advisor, Director III-Internal Business Services, and Environmental Education Naturalist & Specialist.
- Ms. Lopez is continuing to meet with Teacher Assistants.
- Classified Personnel is working with the upcoming layoffs and a Bid Board for those employees who will be able to select new positions.
- There will be a 20 day reduction in Head Start which will affect staff.
- In July, workshops will be offered to laid-off employees covering resume writing, interviewing skills, application process, and employee benefits.
- The Special Education Transfer Bid Board will take place on June 17, 2013.

C. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for June 12, 2013, in addition the Commissioners, the Executive Director of Human Resources and George Cole, Executive Director-CSPCA will meet in closed session on May 22, 2013 to discuss the details and timelines of the recruitment for the Director-Classified Personnel.

D. Closed Session – 10:30 p.m.

Interim Director's Evaluation & recruitment for Director-Classified Personnel.

E. Adjournment

The meeting adjourned at 10:55 A.M.

Respectfully submitted,



Sheila Lopez

Interim Director, Classified Personnel