

Santa Clara County  Office of Education

**SANTA CLARA COUNTY OFFICE OF EDUCATION  
PERSONNEL COMMISSION  
UNADOPTED MINUTES  
Special Meeting #58  
July 2, 2012  
Board Room**

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

Staff Present: Philip Gordillo, Executive Director of Human Resources

Others Present: Xavier De La Torre, County Superintendent of Schools  
Beth Thomas, SEIU Local #521  
Debbie Boer, Office Coordinator-Talent Management

The meeting was called to order by President Gervase at 10:05 A.M.

Welcome

President Nick Gervase welcomed Dr. Xavier De La Torre, County Superintendent to the Office and wished him well in his tenure.

Approval of Agenda

**MOTION #58-1** by Mr. Martin, seconded by Ms. Spector to approve the Agenda as amended:

Agenda Item: Hearing of Persons Desiring to Address the Commission or to Present Petitions added to the agenda.

Agenda Item VIII – To be addressed on the agenda before closed session.

**MOTION #58-1** carried unanimously.

Approval of Minutes

**MOTION #396-2** by Ms. Spector, seconded by Mr. Martin to approve Personnel Commission Minutes #396, June 13, 2012.

**MOTION #396-2** carried unanimously.

Hearing of Persons Desiring to Address the Commission or to Present Petitions

Ms. Beth Thomas, SEIU Local #521 addressed the Commission on the concerns the Union, and its bargaining members, have regarding the extension of the contract for Mr. Gordillo to work another year as the Executive Director of Human Resources. SEIU members feel that there is no separation of functions between his duties in Human Resources and Classified Personnel and this serves as a major disadvantage to the Union. The Union respectfully asked the Commission to reconsider granting this extension. Ms. Thomas suggested that the Commission consider appointing an interim or Acting Director for the same period that Mr. Gordillo will be serving as Executive Director of Human Resources. Mr. Gordillo explained that in his absence from Classified Personnel, Ms. Sheila Lopez, Supervisor-Classification and Recruitment has begun to oversee the day-to-day management of the department. He supported Ms. Thomas' suggestion and asked the Commission to consider appointing her as Acting Director of Classified Personnel for the remainder of his contract with the Superintendent. It was determined to discuss this further in closed session.

New Business

A. Memorandums of Understanding between the Santa Clara County Superintendent of Schools and the Personnel Commission of the Santa Clara County Office of Education

- Appointment of Executive Director of Human Resources
- 2012 – 2013 Personnel Commission Budget

**MOTION #58-3** by Ms. Spector, seconded by Mr. Martin to approve the appointment extension for Mr. Gordillo.

**MOTION #58-3** carried unanimously.

**MOTION #58-4** by Mr. Martin, seconded by Mr. Gervase to approve the annual budget of the Personnel Commission.

**MOTION #58-4** carried unanimously.

B. Reallocation Request-Office Coordinator to Administrative Assistant III-Talent Management (OTBS Unit)  
**MOTION #58-5** by Ms. Spector, seconded by Mr. Martin to approve the reallocation of the Office Coordinator (Position #2387) to the position of Administrative Assistant III (OTBS Unit Range 42.5) and reassign the incumbent, in the position stated above, effective July 1, 2012. Accrued seniority shall be carried forward.

**MOTION #58-5** carried unanimously.

C. Establishment of Classifications Specifications – SELPA Administrative Specialist (CL SUPV)

After a question and answer discussion, the following motion was made.

**MOTION #58-6** by Mr. Martin, seconded by Ms. Spector to approve the establishment of SELPA Administrative Specialist, Classified Supervisory, (Range 7.0 - \$75,857-\$96,816), effective August 1, 2012.

**MOTION #58-6** carried unanimously.

D. 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 Eligible Persons	Number Ranks
1.	Director III – General Services	06-20-2012	MGT	5	4
2.	Chief Business Officer	06-25-2012	MGT	5	Unranked
3.	Application Support Analyst	06-21-2012	OTBS	3	3
4.	Administrative Assistant III	06-26-2012	OTBS	6	4

(ACS): Alternate Class Series

E. Closed Session (10:40 a.m.)

President Gervase reported that the following actions were taken in Closed Session.

- The Director received his performance evaluation in Closed Session in accordance with Government Code Section 54957(b) (1).
- Pursuant to Government Code Section 54957.6 approved the compensation package for the Executive Director of Human Resources.
- The Commission approved the appointment of Ms. Sheila Lopez to work as Acting Director of Classified Personnel for a period not to exceed one year from July 1, 2012.

Adjournment

The meeting adjourned at 11:15 a.m.

Respectfully submitted,  
Philip J. Gordillo  
Ex-Officio Secretary  
/ICON