

Santa Clara County  Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #398
September 12, 2012

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

Staff Present: Sheila Lopez, Interim Director-Classified Personnel
Barbara Monges, Executive Assistant
Philip Gordillo, Executive Director of Human Resources
Jonathan Munoz, Classified Recruitment Specialist

Others Present: Micaela Ochoa, Chief Business Officer
Craig Wilde, Director-General Services
Matthew Cottrell, SEIU Worksite Organizer

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

Approval of Agenda

MOTION #398-1 by Mr. Martin, seconded by Ms. Spector to approve the agenda with the minor change of Agenda Item B under new business is an Action Item.

MOTION #398-1 carried unanimously.

Approval of Minutes #397 – July 24, 2012

MOTION #397-2 by Ms. Spector, seconded by Mr. Martin to approve minutes #397, July 24, 2012.

MOTION #397-2 carried unanimously.

Hearing of Persons Desiring to Address the Commission to Present Petitions

Unfinished Business

New Business

A. Establishment of Classification Specifications: ADA Support Assistant (OTBS)

MOTION #398-3 by Mr. Martin, seconded by Ms. Spector to approve the establishment of the class specifications belonging to ADA Support Specialist (OTBS Unit, Range 37.0, \$16.97 - \$20.05/Hourly).

MOTION #398-3 carried unanimously.

B. 2010 – 2012 Annual Report of the Personnel Commission

MOTION #398-4 by Ms. Spector, seconded by Mr. Martin to approve the 2010-2012 Annual Report of the Personnel Commission for the Santa Clara County Office of Education.

MOTION #398-4 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 Interim Director-Classified Personnel respectfully recommends the Personnel Commission approve the establishment of the following list(s):

	Classification	Date	Unit	Number of Eligible's	Number of Ranks
1	Physical Therapist	7-27-2012	OTBS	3	3
2	Application Support Technician/Specialist (ACS)	8-15-2012	OTBS	4	3
3	Migrant Education Program Community Liaison	8-16-2012	OTBS	3	3
4	SELPA Administrative Specialist	8-16-2012	MGT	4	4
5	Assistant/Associate Teacher – Restricted/Bilingual Spanish (ACS)	9-5-2012	Para	2	2
6	Assistant/Associate Teacher – Restricted/Bilingual Vietnamese (ACS)	9-5-2012	Para	2	2

(ACS): Alternate Class Series

C. Secretary's Report

Ex-Officio Lopez reported on the following:

- Ex-Officio Lopez is very busy with the classification and compensation study being conducted by Mr. Ewing. They are finalizing the first 61 job descriptions.
- Ex-Officio Lopez has begun attending all SEIU issues meetings as well as conducting a mini training with two Head Start parents on the interview process for Classified Personnel.
- Ex-Officio Lopez reported on an addendum to the Teacher Assistant MOU reflecting new language. This addendum was agreed and signed by representatives from SEIU and the office.
- CSPCA will begin a Merit Academy at Los Angeles COE. This series of five training will be broadcast at the SCCOE for local participants.

D. Future Meetings or Discussion Items

The next scheduled meeting of the Personnel Commission is October 10, 2012.

E. Adjournment

The meeting adjourned at 10:45 A.M.

Respectfully submitted,

Sheila Lopez
Ex-Officio Secretary, Personnel Commission