

Santa Clara County Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #399
October 10, 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

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

Approval of Agenda

MOTION #399-1 by Ms. Spector, seconded by Mr. Martin to approve the agenda.

MOTION #399-1 carried unanimously.

Approval of Minutes #398 – September 2012

MOTION #398-2 by Ms. Spector, seconded by Mr. Martin to approve minutes #398, September 12, 2012.

MOTION #398-2 carried unanimously.

Hearing of Persons Desiring to Address the Commission to Present Petitions

Unfinished Business

New Business

- A. Revision of Classification Specifications: Supervisor-Public Information (CL SUPV)
MOTION #399-3 by Mr. Martin, seconded by Ms. Spector to approve the revision of the class specifications belonging to Supervisor-Public Information (CL SUPV, Range 10.0, \$7,317 - \$9,339).
MOTION #399-3 carried unanimously.
- B. Revision of Classification Specifications: Administrative Program & Evaluation Specialist (CL SUPV)
MOTION #399-4 by Ms. Spector, seconded by Mr. Martin to approve the revision of the class specifications belonging to Administrative Program & Evaluation Specialist (CL SUPV, Range 11.0, \$7,683 - \$9,806).
MOTION #399-4 carried unanimously.
- C. Revision of Classification Specifications: Director I-Special Projects (CL MGT)
MOTION #399-5 by Mr. Martin seconded by Ms. Spector to approve the revision of the class specifications belonging to Director I-Special Projects (CL MGT, Range 12.0, \$8,068 - \$10,296).
MOTION #399-5 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 of Eligible's	Number of Ranks
1	Paraeducator, Special Education	9-11-2012	Para	22	22
2	Administrative Assistant III-Restricted, Bilingual Spanish Required	9-20-2012	OTBS	3	3
3	School Office Coordinator	9-25-2012	OTBS	3	3
4	Custodian (.5)	9-26-2012	OSS	5	5

(ACS): Alternate Class Series

E. Secretary's Report

Ex-Officio Lopez reported on the following:

- Her attendance at the Head Start Personnel Committee meeting on October 9.
- Will be attending the CSPCA conference in San Jose on Friday, October 12, with Philip Gordillo.
- The classification and compensation study, being conducted by Mr. Bill Ewing. As of today, Mr. Ewing has met with all managers who have staff who are being studied in the first phase.
- Reported on the plan to allow about 25 SPHC's to take the NCLB test. If able to pass they would then be compliant with the Federal mandate. Currently SPHC's are not required to be NCLB compliant.
- Reported on the assistance that CPS is giving to Philip Gordillo and the Board in their recruitment of a new Board member. There were a total of five applicants who will be interviewed on October 17.

F. Future Meetings or Discussion Items

The next scheduled meeting of the Personnel Commission is November 28, 2012.

G. Adjournment

The meeting adjourned at 10:25 A.M.

Respectfully submitted,



Sheila Lopez
Ex-Officio Secretary, Personnel Commission