

Santa Clara County Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #400
November 28, 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: Matthew Cottrell, SEIU Local 521

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

Approval of Agenda

MOTION #400-1 by Ms. Spector, seconded by Mr. Martin to approve the agenda.

MOTION #400-1 carried unanimously.

Approval of Minutes #399 – October 10, 2012

MOTION #399-2 by Ms. Spector, seconded by Mr. Martin to approve minutes #399, October 10, 2012.

MOTION #399-2 carried unanimously.

Hearing of Persons Desiring to Address the Commission to Present Petitions

Matthew Cottrell, SEIU-Local 521, spoke on behalf of himself and employees who have a vested interest in the future leadership in Classified Personnel. Specifically he asked if there was a future plan for the Director's position. Philip reminded all that he does have a contract with the Superintendent that will run until June 30, 2013. Philip anticipates that the Superintendent will determine, possibly in early Spring, if he will want the position filled with a certificated or classified employee. The Commissioners thanked Mr. Cottrell for all the work he has done.

Unfinished Business

New Business

A. Establishment of Classification Specifications: Head Start Program Analyst (OTBS)

MOTION #400-3 by Mr. Martin, seconded by Ms. Spector to approve the establishment of the class specifications belonging to Head Start Program Analyst (OTBS, Range 54.0, \$6,514 - \$7,727 Monthly).

MOTION #400-3 carried unanimously.

B. Revision of Classification Specifications: Supervisor-Head Start ERSEA/Restricted (CL SUPV)

MOTION #400-4 by Ms. Spector, seconded by Mr. Martin approved the revision of the class specifications for Supervisor-Head Start-ERSEA/Restricted, changing the title to Supervisor-Head Start Compliance-ERSEA/Restricted, (CL SUPV) and elevating the salary range assignment from Range 8.0 (\$79,650-\$101,656 Yearly) to Range 10.0 (\$87,814 - \$112,077 Yearly).

MOTION #400-4 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 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	Administrative Assistant I/II (.5 FTE)	10-15-2012	OTBS	10	8
2	Paraeducator, Special Education	10-26-2012	Paraeducators	14	14
3	Administrative Assistant I/II-Restricted Bilingual Spanish	11-06-2012	OTBS	4	4
4	Assistant/Associate Teacher-Restricted Bilingual Spanish Required (ACS)	11-09-2012	Paraeducators	5	4
5	Assistant/Associate Teacher-Restricted Bilingual Vietnamese Required (ACS)	11-14-2012	Paraeducators	3	3

(ACS): Alternate Class Series

D. Secretary's Report

Ex-Officio Lopez reported on the following:

- Ex-Officio Lopez reported on the impending layoffs in Migrant Education and the impact these layoffs will have on other departments.
- Ex-Officio Lopez has been attending the CSPCA Merit Academy in San Jose. These five workshops are televised from Los Angeles COE and are held on the third Saturday of each month, with the last one scheduled for January.
- Ex-Officio Lopez updated the Commission on the classification and compensation study, being conducted by Mr. Bill Ewing. Sheila continues to meet with staff regarding job descriptions.
- Ex-Officio Lopez reported on the Superintendent's request to place management positions on hold until he can present his reorganization plan in January 2013.
- Ex-Officio Lopez reported on the assistance that CPS gave to Philip Gordillo and the Board in their selection of a new Board member. Darcie Green was selected.

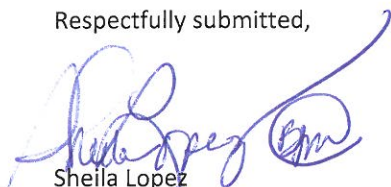
E. Future Meetings or Discussion Items

The next scheduled meeting of the Personnel Commission is December 12, 2012.

F. Adjournment

The meeting adjourned at 10:45 A.M.

Respectfully submitted,



Sheila Lopez

Interim Director, Personnel Commission