

  
**Santa Clara County Office of Education**

PERSONNEL COMMISSION  
MINUTES  
REGULAR MEETING #412  
January 8, 2014

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

**Staff Present:** Sheila Lopez, Director-Classified Personnel Services  
Adriana Casas, Supervisor-Classification & Recruitment  
Veronica Contreras, Classified Recruitment Specialist  
Linda Gore, Classified Recruitment Specialist

**Others Present:** Philip J. Gordillo, Executive Director-HR Branch  
Marie Sequeira, Applications Support Analyst  
Brenda Harris, Applications Support Analyst  
Lynette Lynn, Applications Support Analyst  
Lydia Cabrera, Applications Support Analyst  
Cindy Patterson, Applications Support Supervisor  
Cheryl Itatani, Applications Support Analyst  
Judy Kershaw, Internal Auditor  
Theresa Martinez, Administrative Assistant III

The meeting was called to order by President Spector at 9:00 a.m.

Ms. Lopez clarified that per legal counsel, the request for a closed session at today's meeting to discuss the Applications Support Analyst group's classification and salary study results is not a permissible agenda item. Ms. Spector and Mr. Gervase disagreed with the decision of not having a closed session as requested at the December 11, 2013, Personnel Commission meeting. Ms. Spector and Mr. Gervase asked that it be noted in the minutes that they disagreed with counsel.

Approval of Agenda

**MOTION #412-1** by Mr. Gervase, seconded by Mr. Martin to approve Agenda #412, January 8, 2014.  
**MOTION #412-1** carried unanimously.

Approval of Minutes #411 – December 11, 2013

**MOTION #411-2** by Mr. Gervase, seconded by Mr. Martin to approve minutes #411, December 11, 2013.  
**MOTION #411-2** carried unanimously.

Unfinished Business

Classification & Compensation Study Implementation for Group A (OTBS & OSS Units)

The seven employees in the classification of Applications Support Analyst had previously appealed Mr. Ewing's recommended salary range of 51.5 for this classification. Data provided by Ms. Sequeira was reviewed by Ms. Lopez; based on Ms. Lopez' finding it was recommended to reconsider the range to be elevated to a range 53.0. After lengthy discussion the following motion was made:

**MOTION #412-3** by Mr. Gervase, seconded by Mr. Martin to approve the classifications and salary recommendations for all classified employees in Group A: Food Service, Research, and Technology positions, effective January 1, 2014, as per the Class Titles and Salary Range Chart provided.

**MOTION #412-3** carried unanimously.

New Business

Establishment of Classification Specifications – Charter School Financial Analyst (LT)

**MOTION #412-4** by Mr. Martin, seconded by Mr. Gervase to establish the class specifications for the Charter School Financial Analyst, (LT), and Range 10 (\$7,391-- \$9,433/Monthly) effective February 1, 2014.

**MOTION #412-4** carried unanimously.

New Business – Cont.Revision of Classification Specifications – Construction Accounting Specialist (OTBS)

**MOTION #412-5** by Mr. Gervase, seconded by Mr. Martin to revise the class specifications for the Construction Accounting Specialist, (OTBS), Range 46.0 (\$26.03 - \$30.85/Hourly), including a class title change to Accounting Specialist-Construction/Internal Audit, effective February 1, 2014.

**MOTION #412-5** carried unanimously.

Approval of Eligibility Lists

Merit Rule 9.02 states that *"Eligibility Lists shall be presented to the Personnel Commission for approval."* Therefore, the Personnel Commission approved the establishment of the following lists:

	Classification	Date	Unit	Number of Eligibles	Number of Ranks
1	Executive Assistant	12/5/2013	LT	6	4
2	Director I – ASAPconnect	12/5/2013	LT	6	6
3	Inclusion Support Specialist	12/9/2013	OTBS	4	4

**MOTION #412-6** by Mr. Martin, seconded by Mr. Gervase to approve the Eligibility Lists.

**MOTION #412-6** carried unanimously.

Monthly Vacancy Status Report – January 8, 2014

Ms. Lopez gave an oral report on the Monthly Vacancy Status Report and Positions Filled Report. The Commissioners accepted the report as delivered.

Secretary's Report

Ms. Lopez reported on the following:

- Ms. Lopez made note and introduction of complete Classified Personnel Services staff; introducing Adriana Casas as the new Supervisor – Classification & Recruitment & Theresa Martinez as the new Executive Assistant.
- Ms. Lopez extended an invitation to the Commissioners to attend the CSPCA Conference, February 6-8, 2014, at the San Jose Doubletree.
- The Head Start Compensation Study is due to Federal agency by February 1, 2014; study has been conducted by Veronica Contreras, Classified Recruitment Specialist.
- The Commission scheduled hearing for January 15, 2014 could be cancelled pending response from SEIU. This hearing is regarding a former employee, appealing a five day suspension.
- Ms. Lopez reminded the Commissioners of a second scheduled hearing for a current employee appealing a one day suspension, to be held on February 12. The hearing is scheduled directly after the regular Personnel Commission meeting.

Future Meetings or Discussion Items

The next meeting is scheduled for February 12, 2014 at 10:00 a.m.

Adjournment

The meeting adjourned at 9:50 a.m.

Respectfully submitted,



Sheila Lopez

Director-Classified Personnel Services