

Santa Clara County  Office of Education

**PERSONNEL COMMISSION**

**REGULAR MEETING #414**

**MARCH 12, 2014**

**APPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Spector at 10:00 a.m.

**II. ROLL CALL**

**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 Personnel Services Specialist  
Linda Gore, Classified Personnel Services Specialist  
Theresa Martinez, Executive Assistant-Classified Personnel Services  
Jonathan Munoz, Classified Personnel Services Specialist

**OTHERS PRESENT**

Philip J. Gordillo, Executive Director-Human Resources Branch  
Lee Alvis, Internal Organizer-SEIU Local 521  
Doris Cuen, Web Developer/Programmer-Technology Programs & Instructional Support  
Tram Doan, Web Developer/Programmer-Technology Programs & Instructional Support  
Brenda Harris, Applications Support Analyst-Technology Programs & Instructional Support  
Donna Xia, Web Developer/Programmer-Technology Programs & Instructional Support

**III. APPROVAL OF AGENDA**

**MOTION #414-1** by Mr. Gervase, seconded by Mr. Martin to approve Agenda #414, March 12, 2014.

**MOTION #414-1** carried unanimously.

**IV. APPROVAL OF MINUTES #413 – FEBRUARY 12, 2014**

**MOTION #414-2** by Mr. Martin, seconded by Mr. Gervase to approve minutes #413, February 12, 2014.

**MOTION #414-2** carried unanimously.

**V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS - None.**

**VI. UNFINISHED BUSINESS - None.**

**VII. NEW BUSINESS**

**A. Revision of Classification Specifications-Executive Director-Human Resources Branch (Senior Classified Management)**

**MOTION #414-3** by Mr. Gervase, seconded by Mr. Martin to approve the revision of classification specifications, specifically change in title, from Executive Director-Human Resources Branch to Chief Human Resources Officer, effective July 1, 2014.

**MOTION #414-3** carried unanimously.

**B. Establishment of Classification Specifications – Web Developer/Programmer - Senior (OTBS Unit) – Per the Commissioners’ request, the audio recording of this meeting was reviewed to confirm that Ms. Spector opened the agenda item for comments. Ms. Spector asked, “Any questions?” No one responded. Ms. Spector then moved to motion. The Web Developer/Programmer-Senior classification specifications were approved.**

**MOTION #414-4** by Mr. Martin, seconded by Mr. Gervase to approve the classification and salary recommendations for Web Developer/Programmer-Senior and assign this classification to the OTBS Unit, Range 56.0, \$86,778 - \$103,022 annually.

**MOTION #414-4** carried unanimously.

After the motions were completed, members of the audience requested to address the Commission with concerns and issues regarding the establishment of the position and department reorganization. Ms. Lopez clarified that the Commission is only considering the classification and not approving a position; establishment of positions are approved by the Superintendent.

President Spector advised the employees that it would be most appropriate for them to follow-up with their department managers regarding their concerns and issues about the establishment of the position.

**C. 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	Supervisor – Food Services	02/26/2014	CL SUPV	4	4
2	Senior Executive Assistant	02/25/2014	CONF	13	Unranked
3	Charter School Financial Analyst	02/24/2014	CL SUPV	3	3
4	Associate Teacher – Restricted Bilingual Spanish Required	02/10/2014	PARA	2	2
5	Application Systems Analyst	02/10/2014	OTBS	4	4

**MOTION #414-5** by Mr. Gervase, seconded by Mr. Martin to approve the Eligibility Lists.

**MOTION #414-5** carried unanimously.

**D. MONTHLY VACANCY STATUS REPORT – MARCH 12, 2014**

Ms. Casas reported on the Monthly Vacancy Status Report and positions filled. As of April 1, 2014, vacant positions in Special Education will be held in anticipation of the upcoming bid board. The Commissioners accepted the report as delivered.

**VIII. SECRETARY'S REPORT**

Ms. Lopez reported on the following:

- Staff attended several meetings on layoff processes.
- Staff attended the 2014-15 Budget Development Workshop.

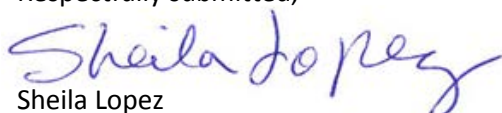
**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for April 9, 2014 at 9:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 10:42 a.m.

Respectfully submitted,



Sheila Lopez  
Director-Classified Personnel Services