

Santa Clara County  Office of Education

PERSONNEL COMMISSION

REGULAR MEETING #415

APRIL 9, 2014

APPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by President Spector at 9:03 a.m.

II. ROLL CALL

MEMBERS PRESENT

Libby Spector, President

Nicholas Gervase, Vice President

Rodney Martin, Member

STAFF PRESENT

Sheila Lopez, Ex-Officio Secretary

Adriana Casas, Supervisor-Classification & Recruitment

Theresa Martinez, Executive Assistant-Classified Personnel Services

OTHERS PRESENT

Philip J. Gordillo, Executive Director-Human Resources Branch

Norma Gonzales, Director-Human Resources

III. APPROVAL OF AGENDA

MOTION #415-1 by Mr. Gervase, seconded by Mr. Martin to approve Agenda #415, April 9, 2014.

MOTION #415-1 carried unanimously.

IV. APPROVAL OF MINUTES #414 AND SPECIAL MEETING #61 – MARCH 12, 2014

MOTION #415-2 by Mr. Martin, seconded by Mr. Gervase to approve minutes of Regular Meeting #414 and Special Meeting #61, March 12, 2014.

MOTION #415-2 carried unanimously.

V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS

None

VI. UNFINISHED BUSINESS

None

VII. NEW BUSINESS

A. Annual Budget: 2014-15 – Personnel Commission, Santa Clara County Office of Education

Ex-Officio Secretary Lopez reviewed the budget process with the Commissioners and some proposed changes to the annual budget:

- *5800 Contract Services-Other*: Proposed \$25,000 increase to continue job classification and compensation study for Group B approved by Commissioners in 2012.
- *5800 Commissioner Stipends*: Proposed \$882 increase to raise stipend from \$25 to \$50 per meeting; mileage reimbursement will no longer be applicable effective July 1, 2014.

Revisions to the proposed budget, if any, will be included in the Commissioners' May meeting packet. A public hearing will be held at the May Personnel Commission meeting for all interested parties to attend and present their views on the Personnel Commission 2014-15 Proposed Budget.

B. Revision of Classification Specifications – Staffing Specialist-Human Resources (OTBS)

MOTION #415-3 by Mr. Gervase, seconded by Mr. Martin to revise classification specifications for Staffing Specialist-Human Resources. Salary range to remain status quo at OTBS Range 41.5 (\$3,659-\$4,332/monthly).

MOTION #415-3 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 Personnel Commission approved the establishment of the following lists:

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Paraeducator, Alternative Education	03/13/2014	PARA	6	6
2	Paraeducator, Special Education	03/14/2014	PARA	11	11
3	Accounting Specialist-Construction/Internal Audit, General Services	03/14/2014	OTBS	4	3
4	Staffing Specialist, Human Resources	03/20/2014	OTBS	13	9
5	Job Training Specialist, Special Education	04/03/2014	PARA	9	6

MOTION #415-4 by Mr. Martin, seconded by Mr. Gervase to approve the Eligibility Lists.

MOTION #415-4 carried unanimously.

D. MONTHLY VACANCY STATUS REPORT – APRIL 9, 2014

Ms. Casas reported on the Monthly Vacancy Status Report and positions filled. Vacant positions in Special Education will be held in anticipation of the upcoming bid board scheduled for June 12, 2014. The Commissioners accepted the report as delivered.

In response to Mr. Gervase’s inquiry, Ex-Officio Secretary Lopez and Ms. Casas shared some of the challenges faced when filling paraeducator vacancies:

- Applicants are not familiar with and/or do not realize that they will be working with students with moderate to severe special needs;
- Positions are part-time (5.5 hours), requiring some individuals to seek a second job; and
- It is a challenge to find candidates that meet the NCLB federal mandate requirements, either by passing the NCLB exam provided by our office or possession of an AA degree or higher.

VIII. SECRETARY'S REPORT

Ex-Officio Secretary Lopez reported on the following:

- Ms. Casas will attend the Western Region Intergovernmental Personnel Assessment Council (WRIPAC) training and meetings scheduled for May 7-9, 2014.
- Ex-Officio Secretary Lopez and Ms. Casas will attend the Personnel Commissioners Association of Southern California (PCASC) Mini Conference, "Changing Perspectives - Changing Times," scheduled for May 16, 2014.
- Dr. Kelly Calhoun, Chief Technology Officer, requested a reclassification study on three Leadership Team positions (previously studied in 2011). Ewing Consulting Services will conduct the study.
- Ewing Consulting Services will begin the classification study next fiscal year 2014-15, on Group B (43 classifications), pending approval of proposed budget.

- Ex-Officio Secretary Lopez requested permission from the Commission to begin a recruitment for Enrollment Data Specialist I/II position, with the understanding that the Personnel Commission will take action at the next meeting in May to approve revisions to the job classification. This would prevent a delay of four weeks in the recruitment process. The Commissioners approved the request.
- President Spector reported that she has not found training opportunities for The Brown Act, but will continue to explore. Ex-Officio Secretary Lopez has identified resources to follow-up on.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

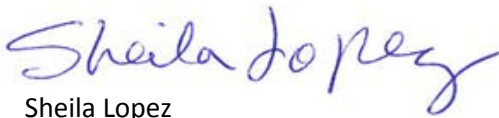
The next Personnel Commission meeting of Wednesday, May 14 has been moved to Thursday, May 15, 2014, at 10:00 a.m. Ex-Officio Secretary Lopez and President Spector announced a Public Hearing at 10:10 a.m. for the Personnel Commission 2014-15 Proposed Budget.

Ex-Officio Secretary Lopez noted that a discipline hearing for a current employee is still pending. Scheduling details will be shared when she is updated.

X. ADJOURNMENT

The meeting adjourned at 9:25 a.m.

Respectfully submitted,



Sheila Lopez

Ex-Officio Secretary, Personnel Commission