

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #416
MAY 15, 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, Ex-Officio Secretary
Adriana E. Casas, Supervisor-Classification & Recruitment
Veronica Contreras, Classified Personnel Services Specialist

OTHERS PRESENT

Lee Alvis, Internal Organizer-SEIU Local 521
Veronica Ramos, Director-Migrant Education
Lesbia Reclosado, School Office Coordinator-Special Education

III. APPROVAL OF AGENDA

MOTION #416-1 by Mr. Martin, seconded by Mr. Gervase to approve Agenda #416, May 15, 2014.

MOTION #416-1 carried unanimously.

IV. APPROVAL OF MINUTES #415 – APRIL 9, 2014

MOTION #416-2 by Mr. Gervase, seconded by Mr. Martin to approve minutes of Regular Meeting #415, April 9, 2014.

MOTION #416-2 carried unanimously.

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

None

VI. UNFINISHED BUSINESS – PUBLIC HEARING

Commissioners requested to go to New Business and return at 10:10 a.m. for the Public Hearing.

VII. NEW BUSINESS

A. Establishment of Classification Specifications: Supervisor-Migrant Education Identification & Recruitment (LT-Classified Supervisory)

Ms. Veronica Ramos shared a brief overview of the services Migrant Education provides to migrant families in Alameda, San Benito, San Francisco, San Mateo, Santa Clara, and Santa Cruz counties. Ms. Ramos explained the importance of the supervisor position; including ensuring families qualify for the Migrant Education program.

MOTION #416-3 by Mr. Martin, seconded by Mr. Gervase to establish classification specifications for Supervisor-Migrant Education Identification & Recruitment, assigned to LT-Classified Supervisory, Range 10 (\$88,692-113,197/Annually).

MOTION #416-3 carried unanimously.

- B. Revision of Classification Specifications: Enrollment Data Specialist I/II (OTBS)**
MOTION #416-4 by Mr. Gervase, seconded by Mr. Martin to revise job specifications for the alternate classification series of Enrollment Data Specialist I/II, effective May 15, 2014. Salary range to remain status-quo.
MOTION #416-4 carried unanimously.

Commissioners proceeded to the scheduled Public Hearing.

VI. UNFINISHED BUSINESS – PUBLIC HEARING

- A. Annual Budget: 2014-2015 Personnel Commission, Santa Clara County Office of Education**
President Spector opened the Public Hearing at 10:10 a.m. requesting input on the 2014-2015 annual budget for Personnel Commission, Santa Clara County Office of Education. No one came forward, the Public Hearing was closed.
MOTION #416-5 by Mr. Martin, seconded by Mr. Gervase to approve the 2014-2015 operations budget (\$742,252) for Classified Personnel Services (Personnel Commission), Santa Clara County Office of Education and approve the 2014-2015 administrative budget (\$30,936) for the Personnel Commission, Santa Clara County Office of Education.
MOTION #416-5 carried unanimously.

VII. NEW BUSINESS – CONTINUED

- 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	Administrative Assistant III, Bilingual/Biliterate Spanish	05/06/2014	OTBS	4	4
2	Associate Teacher	04/21/2014	PARA	8	8
3	Communications/Staff Liaison	04/11/2014	OTBS	6	6
4	Supervisor-Health & Wellness	04/09/2014	CLSUPV	2	2

- MOTION #416-6** by Mr. Martin, seconded by Mr. Gervase to approve the Eligibility Lists.
MOTION #416-6 carried unanimously.

- D. Monthly Vacancy Status Report – May 15, 2014**
Ms. Casas reported on the Monthly Vacancy Status Report and positions filled. The Commissioners accepted the report as delivered.

VIII. SECRETARY'S REPORT

Ex-Officio Secretary Lopez reported on the following:

- Ex-Officio Secretary Lopez and Ms. Casas will attend the Personnel Commissioners Association of Southern California (PCASC) Mini Conference, “Changing Perspectives – Changing Times,” on May 16, 2014.

- Mr. Ewing, Ewing Consulting Services, is scheduled to conduct interviews for the Technology Reclassification & Compensation Study on May 15, 2014 with three Leadership Team employees and their managers.
- With the approval of the 2014-2015 annual budget, preparation will begin for the Group B classification study scheduled to start in September 2014.
- There are no layoffs scheduled for June 30, 2014. Possible reductions for Migrant Education will be revisited in September 2014.
- The Classified Seniority List is completed and will be posted on the SCCOE Intranet.
- The Superintendent recruitment is in process; the application period closes May 22, 2014.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting of Wednesday, June 11, 2014 has been moved to Wednesday, June 18, 2014, at 10:00 a.m. The Commissioners agreed to schedule a hearing immediately following the June 18, 2014 Personnel Commission meeting.

X. ADJOURNMENT

The meeting adjourned at 10:26 a.m.

Respectfully submitted,



Sheila Lopez

Ex-Officio Secretary, Personnel Commission