

Santa Clara County  Office of Education

PERSONNEL COMMISSION

REGULAR MEETING #417

JUNE 18, 2014

APPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by Vice President Gervase at 10:00 a.m. Vice President Gervase noted that President Libby Spector was unable to attend today's meeting.

II. ROLL CALL

MEMBERS PRESENT

Nicholas Gervase, Vice President
Rodney Martin, Member

STAFF PRESENT

Sheila Lopez, Ex-Officio Secretary
Adriana E. Casas, Supervisor-Classification & Recruitment
Theresa Martinez, Executive Assistant-Classified Personnel Services

OTHERS PRESENT

Norma Gonzales, Director-Human Resources
Philip J. Gordillo, Executive Director-Human Resources Branch
Natalie Kelm, Human Resources Specialist-Human Resources
Ted O, Director-Internal Business Services
Micaela Ochoa, Chief Business Officer
Craig Wilde, Director-General Services

III. APPROVAL OF AGENDA

MOTION #417-1 by Mr. Martin, seconded by Mr. Gervase to approve Agenda #417, June 18, 2014.

MOTION #417-1 carried unanimously.

IV. APPROVAL OF MINUTES #416 – MAY 15, 2014

MOTION #417-2 by Mr. Martin, seconded by Mr. Gervase to approve the minutes of Regular Meeting #416, May 15, 2014.

MOTION #417-2 carried unanimously.

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

None

VI. UNFINISHED BUSINESS

None

VII. NEW BUSINESS

A. Establishment of Classification Specifications: Budget Analyst (LT-Classified Supervisory)

MOTION #417-3 by Mr. Martin, seconded by Mr. Gervase to establish classification specifications for Budget Analyst, assigned to LT-Classified Supervisory, Range 10 (\$88,692-113,197/Annually).

MOTION #417-3 carried unanimously.

B. 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	Enrollment Data Specialist I/II – Bilingual Spanish Required	05/16/2014	OTBS	5	3
2	Family Advocate I/II – Restricted Bilingual Spanish Required	05/30/2014	OTBS	5	4
3	IT Support Specialist	05/12/2014	OTBS	8	6
4	Occupational Therapist	05/14/2014	OTBS	5	5
5	Senior Executive Assistant – County Superintendent of Schools	05/19/2014	CONF	8	Unranked

MOTION #417-4 by Mr. Gervase, seconded by Mr. Martin to approve the Eligibility Lists.
MOTION #417-4 carried unanimously.

C. Monthly Vacancy Status Report – June 18, 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:

- The Special Education transfer bid board for paraeducators was held June 12, 2014. A total of 54 paraeducators confirmed participation; 26 paraeducators selected a new assignment for the 2014-2015 school year.
- The Director of Migrant Education has confirmed her decision to eliminate two positions. Ex-Officio Secretary Lopez will meet individually with the affected staff to discuss the process and explain their rights as laid-off employees.
- The Board has identified a sole finalist for the position of County Superintendent. The next step in the process is for the Board to make a site visit with the finalist before making a determination.
- The job description for Physical Therapist is being revised. Ex-Officio Secretary Lopez requested the Commissioners' approval for an early start on the recruitment to fill a current vacancy for Physical Therapist, thus saving up to four weeks of time in the process. The Commissioners' approved the request.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

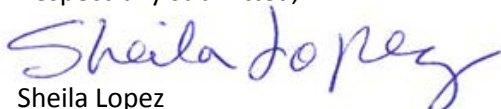
Ex-Officio Secretary Lopez presented the meeting schedule for 2014-2015. Personnel Commission meetings will continue to be held on the second Wednesday of each month, with the exception of August. Due to scheduling conflicts, the August meeting will be held either on the 6th or 20th. The final date will be determined at the next meeting, scheduled for July 9, 2014 at 10:00 a.m.

Ex-Officio Secretary Lopez confirmed an employee hearing for June 24, 2014 at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 10:17 a.m.

Respectfully submitted,



Sheila Lopez
Ex-Officio Secretary, Personnel Commission