

Santa Clara County  Office of Education

PERSONNEL COMMISSION  
 UNADOPTED MINUTES  
 REGULAR MEETING #407  
 July 10, 2013

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

Staff Present: Sheila Lopez, Interim Director, Classified Personnel  
 Veronica Contreras, Classified Personnel Services Specialist

Others: Philip J. Gordillo, Executive Director of Human Resources

The meeting was called to order by President Martin at 10:00 A.M.

Approval of Agenda

**MOTION #407-1** by Ms. Spector, seconded by Mr. Gervase to approve the agenda #407  
**MOTION #407-1** carried unanimously.

Approval of Minutes #406 – June 12, 2013

**MOTION #406-2** by Mr. Gervase, seconded by Ms. Spector, to approve minutes #406, June 12, 2013  
**MOTION #406-2** carried unanimously.

Hearing of Persons Desiring to Address the Commission to Present Petitions

Unfinished Business

New Business

A. Approval of Eligibility Lists

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

	Classification	Date	Unit	Number of Eligible's	Number of Ranks
1	Paraeducator, Special Education	6-27-2013	Paraprofessionals	33	33
2	Maintenance Person I/II (ACS)	6/20/2013	OSS	6	6
3	Director III – Internal Business Services	6-14-2013	LT	6	4
4	Communications/Public Relations Specialist	6-12-2013	OTBS	1	1
5	Accounting Specialist I/II (ACS)	5-31-2013	OTBS	24	9

D. Secretary's Report

Ms. Sheila Lopez reported on the following:

- The position of General Counsel has been filled, Ms. Danielle Houck will start on July 29, 2013.
- The position of Director III – Business Services has been filled.
- Panel Interviews for the position of Director II – Communication Services are scheduled for July 18, 2013
- Special Education Transfer Bid Board for Paraeducators was conducted on June 17, 2013. Sixteen employees selected positions.
- Paraeducators Principal's Interviews were held on July 9, 2013. Thirty-five people invited to interview. Placement results pending. Recruitment continues to be ongoing.
- The Head Start Layoff Bid Board is scheduled for July 16, 2013. Six people invited due to site closures and calendar reductions.
- Mr. Philip Gordillo provided an update on the Director III - Classified Personnel Services recruitment, SEIU contract negotiations settlement, and Sequestration impact.

E. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for August 14, 2013.

Based on the results of Classified Personnel Services Director III panel interviews, scheduled for August 7, final interviews may take place on August 14 or the week of August 19, 2013.

F. Adjournment

The meeting adjourned at 10:40 A.M.

Respectfully submitted,



Sheila Lopez  
Interim Director, Classified Personnel