

Santa Clara County  Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #409
September 11, 2013

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

Staff Present: Sheila Lopez, Interim Director, Classified Personnel
Barbara Monges, Human Resources
Jonathan Munoz, Classified Personnel Specialist
Linda Gore, Classified Personnel Specialist

Others: Philip J. Gordillo, Executive Director-Human Resources
Rochelle Velazquez, School Office Coordinator
Lee Alvis, SEIU, #521

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

Approval of Agenda

MOTION #409-1 by Ms. Spector, seconded by Mr. Gervase to approve the agenda #409
MOTION #409-1 carried unanimously.

Approval of Minutes #408 – July 10, 2013

MOTION #408-2 by Mr. Gervase, seconded by Ms. Spector, to approve minutes #408, August 14, 2013
MOTION #408-2 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	8-12-2013	Paraprofessional	14	14
2	Occupational Therapist	8-29-2013	OTBS	2	2
3	Food Services Assistant/Delivery	9-4-2013	OSS	11	4

(ACS): Alternate Class Series

B. Secretary's Report

Ms. Sheila Lopez reported on the following:

- The recruitment for General Counsel has been reposted and will close on September 13.
- The recruitment for the position of Director-Media & Communication will close on September 23.
- The classification and compensation study is being moved forward to implementation, possibly as early as January 2014.
- The Commission will be conducting a personnel hearing on September 18 at 10:00 a.m.

C. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for October 2, 2013.

D. Adjournment

The meeting adjourned at 10:10 A.M.

Respectfully submitted,

Sheila Lopez
Interim Director, Classified Personnel