

Santa Clara County Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #410
November 13, 2013

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

Staff Present: Sheila Lopez, Director-Classified Personnel Services
Barbara Monges, Executive Assistant
Jonathan Munoz, Classified Personnel Specialist

Others Present: Philip J. Gordillo, Executive Director-Human Resources Branch

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

Approval of Agenda

MOTION #410-1 by Ms. Spector, seconded by Mr. Gervase to approve Agenda #410, November 13, 2013.

MOTION #410-1 carried unanimously.

Approval of Minutes #409 – September 11, 2013

MOTION #409-2 by Mr. Gervase, seconded by Ms. Spector to approve minutes #410, September 11, 2013, noting a minor change (amended copy provided).

MOTION #409-2 carried unanimously.

Hearing of Persons Desiring to Address the Commission to Present Petitions - None

Unfinished Business - None

New Business

A. Public Hearing - Appointment of Mr. Rodney Martin as Personnel Commissioner

MOTION #410-3 by Mr. Gervase, seconded by Ms. Spector to announce the reappointment of Mr. Rodney Martin as Commissioner. Mr. Martin will begin his fifth three (3) year term as Personnel Commissioner commencing on December 1, 2013.

MOTION #410-3 carried unanimously.

B. Appointment of Mr. Rodney Martin as Joint Appointee to the Personnel Commission

MOTION #410-4 by Mr. Gervase, seconded by Ms. Spector to announce the reappointment of Mr. Rodney Martin as Joint Appointee to the Personnel Commission.

MOTION #410-4 carried unanimously.

C. Establishment of Classification Specifications – Inclusion Support Specialist (OTBS)

MOTION #410-5 by Mr. Gervase seconded by Ms. Spector to revise the job classification of Inclusion Support Specialist effective November 13, 2013.

MOTION #410-5 carried unanimously

- D. Revision of Classification Specifications – Supervisor-Classification and Recruitment (LT)
MOTION #410-6 by Ms. Spector seconded by Mr. Gervase to revise the job classification of Supervisor-Classification and Recruitment effective November 13, 2013.
MOTION #410-6 carried unanimously
- E. Revision of Classification Specifications – Executive Assistant (LT)
MOTION #410-7 by Mr. Gervase seconded by Ms. Spector to revise the job classification of Executive Assistant effective November 13, 2013.
MOTION #410-7 carried unanimously.
- F. Revision of Classification Specifications – Director I HR /Benefits and Compliance
MOTION #410-8 by Ms. Spector seconded by Mr. Gervase to revise the job classification of Director I HR /Benefits and Compliance, effective November 13, 2013.
MOTION #410-8 carried unanimously.
- G. Revision of Classification Specifications – Manager-Career & Work Development Programs (LT)
MOTION #410-9 by Mr. Gervase seconded by Ms. Spector to revise the job classification of Manager-Career & Work Development Programs, effective November 13, 2013.
MOTION #410-9 carried unanimously.
- H. 2012-2013 Annual Report of the Personnel Commission
MOTION #410-10 by Mr. Gervase, seconded by Ms. Spector to approve the 2012-2013 Annual Report of the Personnel Commission, Santa Clara County Office of Education.
MOTION #410-10 carried unanimously.
- I. 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	Communications/Staff Liaison	9-5-2013	OTBS	4	4
2	Administrative Assistant III	9-13-2013	OTBS	6	6
3	Migrant Education Program Advocate I/II (ACS)	9-19-2013	OTBS	6	5
4	Assistant/Associate Teacher – Restricted Bilingual Vietnamese (ACS)	9-20-2013	PARA	5	3
5	Assistant/Associate Teacher – Restricted, Bilingual Spanish (ACS)	9-20-2013	PARA	2	2
6	General Counsel	10-1-2013	SR MGT	2	UNRANKED
7	Accountant I/II (ACS)	10-2-2013	OTBS	5	5
8	ASAPconnect Specialist	10-4-2013	LT	3	3
9	Director II – Media & Communications Services	10-7-2013	LT	8	8
10	Payroll Services Specialist I/II (ACS)	10-15-2013	OTBS	16	10
11	School Office Coordinator	10-22-2013	OTBS	8	7
12	School Fiscal Technician	10-31-2013	OTBS	3	3

(ACS): Alternate Class Series

- J. Monthly Vacancy Status Report – November 13, 2013
 Ms. Lopez gave an oral report on the Monthly Vacancy Status Report and Positions Filled Report. The Commissioners accepted the report as delivered.

K. Secretary's Report

Ms. Lopez reported on the following:

- On September 25, Ms. Lopez conducted a training, for students, at South County/ROP and provided information on the hiring processes at the COE.
- On October 29, Ms. Lopez conducted a training for Head Start parents.
- The first phase of the classification & compensation study is nearing the final implementation stage. Mr. Ewing has agreed to come to the Office in December to address any concerns that employees may have. Ms. Lopez informed the Commissioners of the intention to bring forward, for approval, the results of the study and of the intent to implement the findings on January 1, 2014.
- Ms. Lopez informed the Commissioners of an impending hearing.
- Mr. Gordillo informed the Commissioners that the NC/SPCA Association will host their annual conference in San Jose on February 6-8, 2014 at the Doubletree Hotel. He encouraged all the Commissioners to attend.

L. Future Meetings or Discussion Items

The next meeting is scheduled for December 11, 2013.

M. Adjournment

The meeting adjourned at 10:55 A.M.

Respectfully submitted,



Sheila Lopez, Director-Classified Personnel

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