

# Santa Clara County Office of Education

PERSONNEL COMMISSION  
MINUTES  
REGULAR MEETING #411  
December 11, 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  
Veronica Contreras, Classified Recruitment Specialist  
Linda Gore, Classified Recruitment Specialist

Others Present: Philip J. Gordillo, Executive Director-Human Resources Branch  
Norma Gonzales, Director-Human Resources  
Lee Alvis, SEIU Worksite Organizer  
Marie Sequeira, Application Support Analyst  
Brenda Harris, Application Support Analyst  
Lynette Lynn, Application Support Analyst  
Lydia Cabrera, Application Support Analyst  
Rhonda Ramirez, Application Support Analyst  
Hazel De Ausen, Research Analyst Associate  
Irina Shacter, Research Analyst Associate  
Dan Mason, Research Analyst  
Cindy Patterson, Application Support Supervisor  
Kelly Calhoun, Chief Technology Officer  
Craig Wilde, Director-General Services

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

#### Approval of Agenda

**MOTION #411-1** by Ms. Spector, seconded by Mr. Gervase to approve Agenda #411, December 11, 2013.

**MOTION #411-1** carried unanimously.

#### Approval of Minutes #410 – November 13, 2013

**MOTION #410-2** by Mr. Gervase, seconded by Ms. Spector to approve minutes #410, November 13, 2013.

**MOTION #410-2** carried unanimously.

#### Hearing of Persons Desiring to Address the Commission to Present Petitions

Maria Sequeira, representing the group of Applications Support Analysts (Lydia Cabrera, Brenda Harris, Cheryl Itatani, Lynette Lynn, & Rhonda Ramirez) from Technology Programs & Instructional Support Center spoke about their dissatisfaction with the results from the classification study. They expected to be aligned with other comparable public sector technology analyst positions and the recommendation was to elevate this one job class by half a range. They are appealing to the Commission to reevaluate this salary recommendation.

#### Unfinished Business - None

#### New Business

##### A. Classification & Compensation Study Implementation (OTBS & OSS)

**MOTION #411-3** by Mr. Gervase, seconded by Ms. Spector to table the approval of the initial phase of the study until the next Commission meeting on January 8, 2014

**MOTION #411-3** 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 Eligible's	Number of Ranks
1	School Fiscal Technician	12-4-2013	OTBS	6	6
2	Supervisor – Classification & Recruitment	11-22-2013	LT	5	4
3	Associate Teacher – Restricted, Bilingual Spanish	11-20-2013	PARA	2	2
4	Associate Teacher – Restricted, Bilingual Vietnamese	11-20-2013	PARA	3	3
5	Director I – Human Resources	11-14-2013	LT	3	3
6	Office Assistant I/II	11-13-2013	OTBS	51	21
7	Specialized Health Care (SPHC) Assistant	11-8-2013	PARA	12	7
8	Paraeducator – Special Education	11-8-2013	PARA	14	14

(ACS): Alternate Class Series

C. Monthly Vacancy Status Report – December 11, 2013

Ms. Lopez gave an oral report on the Monthly Vacancy Status Report and Positions Filled Report. The Commissioners accepted the report as delivered.

D. Secretary's Report

Ms. Lopez reported on the following:

- On December 2, Mr. William Ewing came back to the Office to address the concerns of the Technology group regarding the outcomes of the classification study.
- Classified Personnel Services completed the recruitment for the Supervisor-Classification and Recruitment and offered the position to Ms. Adriana Casas.
- Ms. Lopez attended the Head Start Parent Policy meeting on November 16 and conducted a training for new parents who will be participating in panel interviews for Head Start
- Ms. Lopez noted, for the Commission, that there were two job descriptions that were not included in today's packet (Web Developer/Programmer - Senior and Research Analyst). These will be included next month.
- Ms. Lopez noted that it is time for the Commissioners to rotate their roles on the Commission. Beginning January 1, 2014 Ms. Spector will proceed as the President.
- The next regular meeting of the Personnel Commission is January 8, 2014. The Commissioners agreed to meet in closed session at 9:00 a.m. and then proceed to the regular meeting at 10:00 a.m.
- The Commission confirmed the hearing scheduled for January 15, 2014. This hearing is for a former employee, appealing a five day suspension that occurred while employed.
- The Commission scheduled a second hearing for February 12, 2014. This hearing is for a current employee, appealing a one day suspension.

E. Future Meetings or Discussion Items

The next meeting is scheduled for January 8, 2014.

J. Adjournment

The meeting adjourned at 11:50 A.M.

Respectfully submitted,



Sheila Lopez  
Director-Classified Personnel Services  
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