

Santa Clara County  Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #406
June 12, 2013

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

Staff Present: Sheila Lopez, Interim Director, Classified Personnel
Barbara Monges, Executive Assistant

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

The meeting was called to order by President Martin at 9:00 A.M.

Approval of Agenda

MOTION #406-1 by Mr. Gervase, seconded by Ms. Spector to approve the agenda #406
MOTION #406-1 carried unanimously.

Approval of Minutes #405 – May 8, 2013

MOTION #405-2 by Ms. Spector, seconded by Mr. Gervase, to approve minutes #405, May 8, 2013
MOTION #405-2 carried unanimously.

Hearing of Persons Desiring to Address the Commission to Present Petitions

Unfinished Business

- A. A Public Hearing was opened at 9:10 a.m. to request anyone wanting to discuss the budget for 2013-2014-Personnel Commission. The Public Hearing was closed.
MOTION #406-3 by Mr. Gervase, seconded by Ms. Spector to establish the 2013/2014 operations budget (\$605,526) for Classified Personnel Services (Personnel Commission), Santa Clara County Office of Education (SCCOE) and establish the 2013/2014 administrative budget (\$29,176) for the Personnel Commissioners, Santa Clara County Office of Education (SCCOE)
MOTION #406-3 carried unanimously.

New Business

- A. Establishment of Classification Specifications: Supervisor-Health and Wellness (CL SUPV)
MOTION #406-4 by Ms. Spector, seconded by Mr. Gervase to approve the establishment of the class specifications belonging to Supervisor-Health and Wellness (CL Supv, Range 8.0, \$79,650 - \$101,656).
MOTION #406-4 carried unanimously.
- B. Revision of Classification Specifications – Director III-Internal Business Services (CL MGT)
MOTION #406-5 by Mr. Gervase seconded by Ms. Spector to revise the job classification of Director III-Internal Business Services effective July 1, 2013
MOTION #406-5 carried unanimously

C. 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	Education Program Analyst	5-9-2013	OTBS	4	4
2	Environmental Education Specialist	5-31-2013	PARAEDUCATOR	8	7
3	Environmental Education Naturalist	6-3-2013	PARAEDUCATOR	4	4
4	General Counsel	6-3-2013	SR MGMT	1	UNRANKED

D. Secretary's Report

Ms. Sheila Lopez reported on the following:

- The Bid Board for Special Education Paraeducators is scheduled for June 17, 2013.
- A Bid Board was conducted for COE support staff on June 3. All employees were placed in positions.
- The recruitment for the Director-Classified Personnel Services opened on June 11, 2013 and will close on July 12, 2013.

E. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for July 10, 2013.

F. Closed Session – 9:50 a.m.

Interim Director's Evaluation

G. Adjournment

The meeting adjourned at 10:55 A.M.

Respectfully submitted,

Sheila Lopez
Interim Director, Classified Personnel