

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #424
JANUARY 14, 2015
APPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Gervase at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT

Nicholas Gervase, President
Rodney Martin, Vice President
Libby Spector, Member

STAFF PRESENT

Sheila Lopez, Ex-Officio Secretary
Adriana E. Casas, Supervisor-Classification & Recruitment
Veronica Contreras, Classified Personnel Specialist
Linda Gore, Classified Personnel Specialist
Natalie Kelm, Classified Personnel Specialist
Theresa Martinez, Executive Assistant

OTHERS PRESENT

Lee Alvis, Internal Organizer-SEIU Local 521
Philip J. Gordillo, Chief Human Resources Officer (via phone)
Anna Pulido, Manager-Special Education
Lesbia Reclosado, School Office Coordinator-Special Education
Craig Wilde, Director-General Services

III. APPROVAL OF AGENDA

MOTION #424-1 by Ms. Spector, seconded by Martin to approve Agenda #424, January 14, 2015.

MOTION #424-1 carried unanimously.

IV. APPROVAL OF MINUTES #422 – NOVEMBER 12, 2014

MOTION #424-2 by Mr. Martin, seconded by Ms. Spector to approve the minutes of Regular Meeting #422, November 12, 2014.

MOTION #424-2 carried unanimously.

V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS - None

VI. UNFINISHED BUSINESS - None

VII. NEW BUSINESS

A. REVISION OF CLASSIFICATION SPECIFICATIONS: MANAGER-PURCHASING SERVICES (CL MGMT)

MOTION #424-3 by Mr. Martin, seconded by Ms. Spector to revise the classification specifications belonging to Manager-Purchasing Services. Salary to remain status quo at LT-Classified Management, Range 12 (\$101,695 - 129,791 annually), effective January 14, 2015.

MOTION #424-3- carried unanimously.

B. RECRUITMENT AND SEARCH FOR DIRECTOR III-CLASSIFIED PERSONNEL SERVICES

Mr. Gordillo announced the retirement of Ex-Officio Secretary Lopez, effective March 31, 2015. Mr. Gordillo acknowledged Secretary Lopez' work and the work of her staff, and expressed his heartfelt congratulations. Mr. Gordillo presented several options to consider for the recruitment and search to replace Secretary Lopez. Mr. Gordillo proposed to reconvene

for a special meeting in two weeks, allowing time to further define options in order to make a decision on the recruitment and search process. The Commissioners agreed to meet on January 28, 2015.

C. 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 ELIGIBLES	NUMBER OF RANKS
1	Accountant I/II	11/14/2014	OTBS	7	6
2	Campus Monitor/Youth Advocate	11/24/2014	OTBS	15	12
3	Custodian	12/10/2014	OSS	10	7
4	Custodian - Restricted	11/13/2014	OSS	6	6
5	District Business Advisor	11/17/2014	CL/SUPV	5	5
6	IT Support Specialist	11/12/2014	OTBS	7	6
7	Manager - Payroll Services	11/24/2014	CL/MGT	10	6
8	Paraeducator, Special Education	11/13/2014	PARA	27	27
9	Physical Therapist	12/16/2014	OTBS	1	1
10	Senior District Business Advisor	11/13/2014	CL/MGT	4	4

MOTION #424-4 by Mr. Martin, seconded by Ms. Spector to approve the Eligibility Lists.

MOTION #424-4 carried unanimously.

D. MONTHLY VACANCY STATUS REPORT – JANUARY 14, 2015

Ms. Casas reported on the Monthly Vacancy Status Report and positions filled. The Commissioners accepted the report as delivered.

VIII. SECRETARY'S REPORT

- Ex-Officio Secretary Lopez and Ms. Casas will attend the California School Personnel Commissioners Association (CSPCA) Annual Conference, “The Merit System’s Value in the Improving Economy,” on January 22-24, 2015.
- Santa Clara County Office of Education hosted the School Personnel Commissioners Association of Northern California (SPCA/NC) Mini Conference on October 11, 2014.
- The Classification and Compensation Study for Group B is moving forward. The contract with Ewing Consulting, Inc. has been finalized and approved. Group B includes around 49 classifications, involving approximately 140 employees.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

- A special Personnel Commission meeting is scheduled for January 28, 2015 at 10:00 a.m. to continue the recruitment and search discussion for the Director III-Classified Personnel Services.
- The next regular Personnel Commission meeting is scheduled for February 11, 2015 at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 10:40 a.m.

Respectfully submitted,

Sheila Lopez
Ex-Officio Secretary, Personnel Commission