

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #425
FEBRUARY 11, 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
Theresa Martinez, Executive Assistant

OTHERS PRESENT

Norma Gonzales, Director-Human Resources
Philip J. Gordillo, Chief Human Resources Officer
Craig Wilde, Director-General Services

III. APPROVAL OF AGENDA

MOTION #425-1 by Ms. Spector, seconded by Mr. Martin to approve Agenda #425, February 11, 2015.

MOTION #425-1 carried unanimously.

IV. APPROVAL OF MINUTES

A. APPROVAL OF REGULAR MEETING #424 MINUTES – JANUARY 14, 2015

MOTION #425-2 by Mr. Martin, seconded by Ms. Spector to approve the minutes of Regular Meeting #424, January 14, 2015.

MOTION #425-2 carried unanimously.

B. APPROVAL OF SPECIAL MEETING #64 MINUTES – JANUARY 28, 2015

MOTION #425-3 by Mr. Martin, seconded by Ms. Spector to approve the minutes of Special Meeting #64, January 28, 2015.

MOTION #425-3 carried unanimously.

V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS

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

Mr. Gordillo shared an update on the Director III recruitment and distributed an updated brochure for the position. Mr. Gordillo will finalize details of the recruitment, filing dates and candidate outreach plans with Pam Derby, Cooperative Personnel Services (CPS), later this week.

B. PAYROLL REVIEW/VERIFICATION PROJECT

Mr. Gordillo presented an outline of the Payroll Review/Verification Project. The project will review and verify payroll, employee attendance, seniority and related records and reports for certificated and classified employees of the Santa Clara County Office of Education for the 2013 calendar year.

Mr. Gordillo requested the Personnel Commission authorize the Office to employ retired persons for the project at the salary hourly rates as follows: Payroll

Expert I at \$42-\$46 hourly and Payroll Expert II at \$51-\$56 hourly. The Commissioners authorized the special request for Ex-Officio Secretary Lopez to sign-off on the authorizations.

C. CHIEF TECHNOLOGY OFFICER

Mr. Gordillo and Ex-Officio Secretary Lopez requested the Commissioners’ approval for Human Resources to oversee the oral panels for the Chief Technology Officer position, which includes both certificated and classified applicants. This will allow Board of Education members to participate without violating Merit Rules. The Commissioners agreed to the request.

D. CLASSIFICATION AND COMPENSATION STUDY GROUP - B

Mr. Gordillo reported that Superintendent Gundry is very supportive of the study and receiving the impending results. Superintendent Gundry would like to see the salary results go to negotiations and review the information with SEIU. Mr. Gordillo presented this to SEIU and reported they have been informed of the change.

VI. UNFINISHED BUSINESS

None

VII. NEW BUSINESS

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

MOTION #425-4 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 February 11, 2015.

MOTION #425-4 carried unanimously.

B. REVISION OF CLASSIFICATION SPECIFICATIONS: MANAGER-PAYROLL SERVICES (CL MGMT)

MOTION #425-5 by Ms. Spector, seconded by Mr. Martin to revise classification specifications belonging to Manager-Payroll Services. Salary for the Manager-Payroll Services to remain status quo at LT-Classified Management, Range 10 (\$92,240 - 117,725 annually), effective February 11, 2015.

MOTION #425-5 carried unanimously.

C. APPROVAL OF ELIGIBILITY LISTS

Merit Rule 9.02 states that “Eligibility Lists shall be presented to the Personnel Commission for approval.” Therefore, the Personnel Commission approved the establishment of the following lists:

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Assistant/Associate Teacher - Restricted	01/26/2015	PARA	6	5
2	Associate General Counsel	01/21/2015	SR CL MGMT	2	Unranked
3	Early Learning Services Specialist - Senior	01/14/2015	OTBS	1	1
4	Occupational Therapist I/II (ACS)	01/09/2015	OTBS	3	3
5	Office Coordinator - Restricted	01/12/2015	OTBS	3	3
6	Paraeducator, Special Education	01/20/2015	PARA	7	7

MOTION #425-6 by Mr. Martin, seconded by Ms. Spector to approve the Eligibility Lists.

MOTION #425-6 carried unanimously.

D. MONTHLY VACANCY STATUS REPORT – FEBRUARY 11, 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 will be meeting with Assistant Teachers to follow-up on their progress in obtaining an Associate's Degree to meet the September 2015 Head Start mandate.
- Ex-Officio Secretary Lopez is working with Ewing Consulting to finalize the timeline for the Classification and Compensation Study - Group B. SEIU was informed of Superintendent Gundry's request to bring salary results from the study to negotiations scheduled for 2016.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next regular Personnel Commission meeting is scheduled for March 11, 2015 at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 10:35 a.m.

Respectfully submitted,



Sheila Lopez
Ex-Officio Secretary, Personnel Commission