

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #426
MARCH 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
Veronica Contreras, Classified Personnel Specialist
Linda Gore, Classified Personnel Specialist
Natalie Kelm, Classified Personnel Specialist
Theresa Martinez, Executive Assistant

OTHERS PRESENT

Norma Gonzales, Director-Human Resources
Philip J. Gordillo, Chief Human Resources Officer

III. APPROVAL OF AGENDA

MOTION #426-1 by Ms. Spector, seconded by Mr. Martin to approve Agenda #426, March 11, 2015, with a minor change from the previously distributed agenda for Item VII.B., Interim Director III-Classified Personnel Services, from a Discussion to an Action item.

MOTION #426-1 carried unanimously.

IV. APPROVAL OF MINUTES

A. APPROVAL OF REGULAR MEETING #425 MINUTES – FEBRUARY 11, 2015

MOTION #426-2 by Mr. Martin, seconded by Ms. Spector to approve the minutes of Regular Meeting #425, February 11, 2015.

MOTION #426-2 carried unanimously.

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

None

VI. UNFINISHED BUSINESS

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

Mr. Gordillo reported on the Director recruitment and outreach by Pam Derby, representative for Cooperative Personnel Services (CPS). Mr. Gordillo shared that Mr. George Cole, Executive Director for the California School Personnel Commissioners Association (CSPCA), has received five applications to date. The recruitment is open until March 23, 2015.

Mr. Gordillo informed the Commissioners that advertisements and website announcements are in place with CODESP, EdCal, JobsAvailable, Personnel Testing Council of Northern California (PTCNC), International Personnel Management Association (IPMA) and WRIPAC.

VII. NEW BUSINESS**A. REVISION OF CLASSIFICATION SPECIFICATIONS: CHARTER SCHOOL FINANCIAL ANALYST (CL SUPV)**

MOTION #426-3 by Ms. Spector, seconded by Mr. Martin to revise the classification specifications belonging to Charter School Financial Analyst, including a title change to Financial Administrator - Charter Schools. Salary for the Financial Administrator - Charter Schools will be elevated from LT-Classified Supervisory, Range 10.0 (\$92,240 - \$117,725 annually) to Range 11.0 (\$96,852 - \$123,610 annually), effective March 11, 2015.

MOTION #426-3 carried unanimously.

B. INTERIM DIRECTOR III-CLASSIFIED PERSONNEL SERVICES

President Gervase proposed to reconvene for a special meeting, closed session, to discuss available options in order to make a decision on the appointment of an Interim Director for Classified Personnel Services. The Commissioners agreed to meet on March 18, 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	Accounting Specialist I/II (ACS)*	02/11/2015	OTBS	14	11
2	Employee Benefits Specialist I/II (ACS)*	02/04/2015	OTBS	6	4
3	Enrollment Data Specialist I/II (ACS)*	02/20/2015	OTBS	8	5
4	Manager - Network & Technical Support Services	02/19/2015	LT Classified	6	6

*ACS - Alternate Class Series

MOTION #426-4 by Ms. Spector, seconded by Mr. Martin to approve the Eligibility Lists.

MOTION #426-4 carried unanimously.

D. MONTHLY VACANCY STATUS REPORT – MARCH 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 reported on her Assistant Teacher visits to determine their progress in obtaining an Associate's Degree to meet the September 2015 Head Start mandate. Six employees confirmed they will not meet the mandate. These employees were counseled on available options, other positions they might want to consider, unemployment, benefits and retirement. Seven employees stated they will receive an Associate's Degree by September 2015, but did not have proof to confirm. SEIU was informed on the results of these visits.
- Ex-Officio Secretary Lopez announced that the Classification and Compensation Study - Group B is moving forward with the approved timeline with Ewing Consulting. Communications have been sent out to managers and affected employees. A study orientation is scheduled for March 17, 2015. Results from the study will be presented to negotiations scheduled for 2016.

- Ex-Officio Secretary Lopez shared that she will serve on an oral panel for San Lorenzo Unified School District's recruitment for replacement of their Director, Personnel Commission.
- Ex-Officio Secretary Lopez reported that data for the seniority list has been received from Payroll Services. Classified Personnel Specialists will begin auditing the information to finalize the seniority list in preparation for distribution to employees.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

- A special Personnel Commission meeting, closed session, is scheduled for March 18, 2015 at 10:30 a.m.
- The next regular Personnel Commission meeting is scheduled for April 8, 2015 at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 10:31 a.m.

Respectfully submitted,



Sheila Lopez

Ex-Officio Secretary, Personnel Commission