

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #427
APRIL 8, 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

Adriana E. Casas, Interim Director
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
Pam de Jesus, Supervisor-Head Start
Norma Gonzales, Director-Human Resources
Philip J. Gordillo, Chief Human Resources Officer
Martha Muñoz, Supervisor-Head Start
Adolfo Pando, Manager-Head Start
Lesbia Reclosado, Steward-SEIU 521
Matthew Tinsley, Research Analyst-Office of the Supt.
Ana Trujillo, Director-Head Start

III. APPROVAL OF AGENDA

MOTION #427-1 by Ms. Spector, seconded by Mr. Martin to approve Agenda #427, April 8, 2015.

MOTION #427-1 carried unanimously.

IV. APPROVAL OF MINUTES

A. APPROVAL OF REGULAR MEETING #426 MINUTES – MARCH 11, 2015

MOTION #427-2 by Mr. Martin, seconded by Ms. Spector to approve the minutes of Regular Meeting #426, March 11, 2015.

MOTION #427-2 carried unanimously.

B. APPROVAL OF SPECIAL MEETING #64 MINUTES – MARCH 18, 2015

MOTION #427-3 by Ms. Spector, seconded by Mr. Martin to approve the minutes of Special Meeting #64, March 18, 2015.

MOTION #427-3 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

The Commissioners requested to move to New Business and return to Unfinished Business upon Mr. Philip Gordillo's arrival.

VII. NEW BUSINESS**A. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: EDUCARE FAMILY ENGAGEMENT SPECIALIST (OTBS)**

Mr. Adolfo Pando explained how children are identified to enter the Educare program and how the program is funded. Mr. Matthew Tinsley reported on the progress of the building the program will be housed in.

MOTION #427-4 by Ms. Spector, seconded by Mr. Martin to establish classification specifications for Educare Family Engagement Specialist, assigned to the OTBS Unit, Range 45.0 (\$4,477.20 - \$5,302.27/monthly), effective April 8, 2015.

MOTION #427-4 carried unanimously.

The Commissioners proceeded to Unfinished Business.

VI. UNFINISHED BUSINESS**A. RECRUITMENT AND SEARCH FOR DIRECTOR III-CLASSIFIED PERSONNEL SERVICES**

Mr. Gordillo reported that the recruitment for the Director III-Classified Personnel Services closed on March 23, 2015. Panel interviews are tentatively scheduled for April 21, 2015. Candidates will participate in two panel interviews, one comprised of internal staff and the other of personnel directors and commissioners from other school districts. Applications were screened by two directors and there are six candidates that will be interviewed. The Commissioners received the questions and will follow-up with any changes or questions they have. Mr. George Cole, Executive Director, California School Personnel Commissioners Association (CSPCA), will be in attendance to support the process.

The Commissioners returned to New Business.

VII. NEW BUSINESS**B. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: HOME VISITING SPECIALIST - EHS – RESTRICTED (OTBS)**

Ms. Ana Trujillo shared background information on why Head Start is moving towards a home-based program, serving children aged birth to three years old. Mr. Pando reviewed the qualifications required for the Home Visiting Specialist and Head Start's plan to intensely train those hired for the positions to make sure they have the skills to support the program.

Mr. Philip Gordillo noted that Head Start is going through staff reductions in order to move slots over to both the Educare and Early Head Start programs, thus resulting in a workforce reduction among the classified service.

Mr. Lee Alvis, SEIU Local 521, addressed the Commission on the concerns the Union and its bargaining members have that some of the Family Advocates do not meet the qualifications for these positions. He expressed his hope that the County Office and SEIU would come together to minimize any impact to the Family Advocates. Ms. Trujillo and Mr. Pando outlined the training plan and provisions they have identified for the Home Visiting Specialist to meet the needs of the program.

Mr. Gordillo clarified some of the conversation and points that were made:

- There are a total of 25 Family Advocates. Two vacancies have been held since last year in preparation of staff reductions. A total of 4.5 positions will be reduced, resulting in three Family Advocates that will be impacted by layoff. These individuals have the right to apply to a Home Visiting Specialist position if they feel they meet the qualifications and are interested. Additionally, any other Family Advocates can apply for the remaining

vacancies even though they are not being impacted by layoff, provided they qualify. If Family Advocates vacate positions to accept others, Family Advocates who are being laid off may have the opportunity to stay.

- There are a total of 14 Associate Teacher positions that need to be eliminated in Head Start. Seven vacancies have been held in preparation of staff reductions. Six positions may become open due to individuals that have not met the mandate to obtain their AA degree by September 2015. These individuals will retire or separate from the County Office of Education, leaving vacancies to absorb.

Mr. Gordillo emphasized that it has always been the Office's position to do whatever we can in advance to save positions and move people into other positions.

See motion below.

C. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: SUPERVISOR - HOME BASED PROGRAM - EHS/RESTRICTED (CL/SUPV)

MOTION #427-5 by Ms. Spector, seconded by Mr. Martin to establish classification specifications for:

- Home Visiting Specialist - Early Head Start – Restricted, assigned to the OTBS Unit, Range 42.5 (\$3,993.60 - \$4,712.93/monthly), effective April 8, 2015.
- Supervisor - Home Based Program – Early Head Start/Restricted, assigned to LT-Classified Supervisory, Range 10.0 (\$92,240.40 - \$117,725.52/annually), effective April 8, 2015.

MOTION #427-5 carried unanimously.

D. 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 (ACS)	03/30/2015	OTBS	12	11
2	Administrative Assistant III	03/06/2015	OTBS	5	5
3	Chief Technology Officer*	03/03/2015	SR CL MGMT	1	Unranked
4	Early Learning Services Specialist	03/09/2015	OTBS	6	6
5	Food Service Assistant/Delivery	03/16/2015	OSS	13	10
6	Manager – Purchasing Services	04/01/2015	LT Classified	4	4
7	Paraeducator, Special Education	03/24/2015	AIDES	18	18

*In addition to the classified eligible, three certificated candidates are under consideration.

MOTION #427-6 by Mr. Martin, seconded by Ms. Spector to approve the Eligibility Lists.

MOTION #427-6 carried unanimously.

E. MONTHLY VACANCY STATUS REPORT – APRIL 8, 2015

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

VIII. SECRETARY'S REPORT

Interim Director Casas reported on the following:

- Auditing of the classified seniority list is almost finalized. Staff is preparing to distribute the list to employees and use the information to establish bumping chains for future staff reductions.
- Interim Director Casas requested permission from the Commission to begin recruitment for Associate Teacher for Educare with the understanding that the Personnel Commission will take action to approve minor revisions to the classification specifications at a future meeting. Consequently, preventing a delay in the recruitment process. The Commissioners approved the request.
- The Personnel Specialists are participating in a three-part classification and compensation training in order to meet the high demand of work, perform more efficiently and with better quality. Upon completion of the training, staff will be able to better assist with revisions and classification studies.
- Interim Director Casas thanked everyone who attended Sheila Lopez' retirement celebration and praised President Gervase for his nice, touching speech.
- Interim Director Casas thanked the Commissioners for the opportunity to serve as Interim Director and assist the Human Resources Branch with continuity, while a decision is being made on a Director replacement.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

- A special Personnel Commission meeting, closed session, is scheduled for May 6, 2015 at 10:00 a.m.
- The next regular Personnel Commission meeting is scheduled for May 13, 2015 at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 10:54 a.m.

Respectfully submitted,

Adriana E. Casas
Interim Director, Classified Personnel Services