

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
REGULAR MEETING #428  
May 13, 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 - CPS  
Veronica Contreras, Classified Personnel Specialist  
Linda Gore, Classified Personnel Specialist

**OTHERS PRESENT**

Norma Gonzales, Director-Human Resources  
Philip J. Gordillo, Chief Human Resources Officer  
Barbara Carmody, Director-State Preschool  
Adolfo Pando, Manager- HS Planning & Support

**III. APPROVAL OF AGENDA**

**MOTION #428-1** by Ms. Spector, seconded by Mr. Martin to approve Agenda #428, May 13, 2015.  
**MOTION #428-1** carried unanimously.

**IV. APPROVAL OF MINUTES**

**A. APPROVAL OF REGULAR MEETING #427 MINUTES – APRIL 8, 2015**

**MOTION #428-2** by Mr. Martin, seconded by Ms. Spector to approve the minutes of Regular Meeting #42, April 8, 2015.

**MOTION #428-2** 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. Final interviews were conducted on Wednesday, May 6, 2015, a candidate to fill the vacancy has been identified with further discussion at closed session.

**VII. NEW BUSINESS**

**A. Annual Budget: Personnel Commission – 2015-2016, Santa Clara County Office of Education**

Interim Ex-Oficio Secretary Casas reviewed the budget process with the Commissioners and there were some proposed changes to the annual budget. Revisions to the proposed budget, if any, will be included in the Commissioners' June meeting packet. A public hearing will be held at the June Personnel Commission meeting for all interested parties to attend and present their views on the Personnel Commission 2015 - 16 Proposed Budget.

**B. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: HEAD START COMPLIANCE MONITOR - RESTRICTED (OTBS)**

**MOTION #428-3** by Ms. Spector, seconded by Mr. Martin to establish classification specifications for Head Start Compliance Monitor – Restricted, assigned to OTBS Unit Range 52.0 (\$6,217.47 - \$7,378.80 monthly), effective May 13, 2015.

**MOTION #428-3** carried unanimously.

**C. REVISION OF CLASSIFICATION SPECIFICATIONS: ASSOCIATE TEACHER-EDUCARE (PARA)**

**MOTION #428-4** by Mr. Martin, seconded by Ms. Spector to revise the classification specifications for Associate Teacher-Educare, assigned to PARA Unit Range 41.0 (\$21.24 - \$25.14 hourly), effective May 13, 2015.

**MOTION #428-4** carried unanimously.

**D. REVISION OF CLASSIFICATION SPECIFICATIONS: ASSOCIATE TEACHER, INFANT/TODDLER-EDUCARE (PARA)**

**MOTION #428-5** by Ms. Spector, seconded by Mr. Martin to revise the classification specifications for Associate Teacher-Infant/Toddler-Educare, assigned to PARA Unit Range 41.0 (\$21.24 - \$25.14 hourly), effective May 13, 2015.

**MOTION #428-5** carried unanimously.

**E. REVISION OF CLASSIFICATION SPECIFICATIONS: WAREHOUSE PERSON, LEAD (OSS)**

**MOTION #428-6** by Mr. Martin, seconded by Ms. Spector to revise the classification specifications for Warehouse Person, Lead, assigned to OSS Unit Range 41.5 (\$22.57 - \$26.64 hourly), effective May 13, 2015.

**MOTION #428-6** carried unanimously.

**F. 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	Administrative Assistant III	05/04/15	OTBS	13	10
2	Director III – Classified Personnel Services	04/21/15	LT Classified	4	3
3	Senior Executive Assistant	04/14/15	Confidential	8	Unranked

**MOTION #428-7** by Mr. Martin, seconded by Ms. Spector to approve the Eligibility Lists.

**MOTION #428-7** carried unanimously.

**G. MONTHLY VACANCY STATUS REPORT – MAY 13, 2015**

Ms. Casas 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:

- 2015 Seniority List was finalized and published.
- Layoff and Bump Chains were completed, identifying 18 staff members to be laid off. As a result an Associate Teacher Bid Board has been scheduled for Friday, June 12, 2015, as well as a mini Bid Board for Teacher Assistants and Family Advocates.
- A workshop for laid off employees has been scheduled for Monday, June 8, 2015. Workshop will include information on the following: benefits, unemployment insurance, worker's compensation and substitute staffing opportunities.
- The Special Education Transfer Bid Board has been scheduled for Tuesday, July 7, 2015.
- Theresa Martinez was selected to fill the position of Senior Executive Assistant with Business Services, effective May 11, 2015. A recruitment to fill the Executive Assistant position within Classified Personnel Services is pending.

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

- The next regular Personnel Commission meetings are scheduled for June 10, 2015 at 10:00 a.m. and July 8, 2015 at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 10:38 a.m.

Respectfully submitted,



Adriana E. Casas

Interim Ex-Officio Secretary, Personnel Commission