

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
REGULAR MEETING #429  
June 10, 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**

Norma Gonzales, Director - CPS  
Adriana E. Casas, Supervisor – Classification & Recruitment  
Veronica Contreras, Classified Personnel Specialist

**OTHERS PRESENT**

Philip J. Gordillo, Chief Human Resources Officer  
Don Bolce, Director – Special Projects  
Lee Blevins, Supervisor – Print Services

**III. APPROVAL OF AGENDA**

**MOTION #429-1** by Ms. Spector, seconded by Mr. Martin to approve Agenda #429, June 10, 2015.

**MOTION #429-1** carried unanimously.

**IV. APPROVAL OF MINUTES**

**A. APPROVAL OF REGULAR MEETING #428 MINUTES – MAY 13, 2015**

**MOTION #429-2** by Mr. Martin, seconded by Ms. Spector to approve the minutes of Regular Meeting #428, May 13, 2015.

**MOTION #429-2** carried unanimously.

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

None

**VI. UNFINISHED BUSINESS**

**A. ANNUAL BUDGET: 2015-2016 PERSONNEL COMMISSION, SANTA CLARA COUNTY OFFICE OF EDUCATION**

President Gervase opened the Public Hearing at 10:03 a.m. requesting input on the 2015-2016 annual budget for Personnel Commission, Santa Clara County Office of Education. No one came forward, the Public Hearing was closed.

**MOTION #429-3** by Ms. Spector, seconded by Mr. Martin to approve the 2015-2016 operations budget (\$824,192) for Classified Personnel Services (Personnel Commission), Santa Clara County Office of Education and approve the 2015-2016 administrative budget (\$30,936) for the Personnel Commission, Santa Clara County Office of Education.

**MOTION #429-3** carried unanimously.

**VII. NEW BUSINESS****A. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: COMMUNITY LIAISON SPECIALIST – (OTBS)**

**MOTION #429-4** by Ms. Spector, seconded by Mr. Martin to establish classification specifications for Community Liaison Specialist, assigned to OTBS Unit Range 47.5 (\$5,033.60 - \$5,966.13 monthly), effective June 10, 2015.

**MOTION #429-4** carried unanimously.

**B. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: NAVIGATOR – OPPORTUNITY YOUTH ACADEMY (OTBS)**

**MOTION #429-5** by Ms. Spector, seconded by Mr. Martin to establish classification specifications for Navigator – Opportunity Youth Academy, assigned to OTBS Unit Range 46.0 (\$4,693.87 - \$5,562.27 monthly), effective June 10, 2015.

**MOTION #429-5** carried unanimously.

**C. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: PRINT PRODUCTION/STAFF LIAISON (OTBS)**

**MOTION #429-6** by Mr. Martin, seconded by Ms. Spector to establish the classification specifications for Print Production/Staff Liaison, assigned to OTBS Unit Range 41.5 (\$21.96 - \$25.99 hourly), effective June 10, 2015.

**MOTION #429-6** carried unanimously.

**D. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: DIRECTOR III – CHARTER SCHOOLS (LT CLASSIFIED MANAGEMENT)**

**MOTION #429-7** by Ms. Spector, seconded by Mr. Martin to establish the classification specifications for Director III – Charter Schools, assigned to LT Classified Management Range 15.0 (\$117,725.52 - \$150,249.84 annually), effective June 10, 2015.

**MOTION #429-7** carried unanimously.

**E. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: DIRECTOR I – STRONG START PROJECT (LT CLASSIFIED MANAGEMENT)**

**MOTION #429-8** by Mr. Martin, seconded by Ms. Spector to establish the classification specifications for Director I – Strong Start Project, assigned to LT Classified Management Range 12 (\$101,695.56 - \$129,791.40 annually), effective June 10, 2015.

**MOTION #429-8** carried unanimously.

**F. REVISION OF CLASSIFICATION SPECIFICATIONS: DATABASE ADMINISTRATOR III (OTBS)**

**MOTION #429-9** by Ms. Spector, seconded by Mr. Martin to revise the classification specifications for the Database Administrator III, assigned to OTBS Unit Range 59.5 (\$8,883.33 - \$10,550.80 monthly), effective June 10, 2015.

**MOTION #429-9** carried unanimously.

**G. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: DATABASE ADMINISTRATOR II (OTBS)**

**MOTION #429-10** by Ms. Spector, seconded by Mr. Martin to establish the classification specifications for the Database Administrator II, assigned to OTBS Unit Range 56.0 (\$7,520.93 - \$8,930.13 monthly), effective June 10, 2015.

**MOTION #429-10** 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	Supervisor Home Based Program – Early Head Start - Restricted	05/18/15	LT Classified	4	4
2	Financial Administrator – Charter Schools	05/15/15	LT Classified	4	4

**MOTION #429-11** by Mr. Martin, seconded by Ms. Spector to approve the Eligibility Lists.

**MOTION #429-11** carried unanimously.

**G. MONTHLY VACANCY STATUS REPORT – JUNE 10, 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 Gonzales reported on the following:

- Classified Personnel Services staff has been intensely working on current recruitments (24), including filling the Director I – Human Resources (vacated by Director Gonzales), re-opening the Director III – Classified Personnel Services recruitment (to be vacated by Director Gonzales) and the Executive Assistant vacancies.
- Director III – Classified Personnel Services recruitment has been reposted, closing on June 17, 2015.
- Executive Assistant (Classified Personnel Services) recruitment is in the testing (06/12) & panel interviewing (06/19) phase.
- Panel interviews for the Director I – Human Resources recruitment are scheduled for Monday, June 15, to be followed by final interviews on Thursday, June 18.

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

- The next regular Personnel Commission meeting is scheduled for July 8, 2015 at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 10:55 a.m.

Respectfully submitted,

Norma Gonzales  
Ex-Officio Secretary, Personnel Commission