

Santa Clara County  Office of Education

**PERSONNEL COMMISSION**

**REGULAR MEETING #418**

**JULY 9, 2014**

**APPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Spector at 10:00 a.m.

**II. ROLL CALL**

**MEMBERS PRESENT**

Libby Spector, President

Nicholas Gervase, Vice President

Rodney Martin, Member

**STAFF PRESENT**

Sheila Lopez, Ex-Officio Secretary

Adriana E. Casas, Supervisor-Classification & Recruitment

Theresa Martinez, Executive Assistant-Classified Personnel Services

**OTHERS PRESENT**

Lee Alvis, Internal Organizer-SEIU Local 521

Philip J. Gordillo, Chief Human Resources Officer

Sonja House, Supervisor-Foster Youth Services

Yvette Irving, Director-Alternative Education

**III. APPROVAL OF AGENDA**

**MOTION #418-1** by Mr. Martin, seconded by Mr. Gervase to approve Agenda #418, July 9, 2014.

**MOTION #418-1** carried unanimously.

**IV. APPROVAL OF MINUTES #417 – JUNE 18, 2014**

**MOTION #418-2** by Mr. Gervase, seconded by Mr. Martin to approve the minutes of Regular Meeting #417, June 18, 2014.

**MOTION #418-2** carried unanimously.

**V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS – None**

**VI. UNFINISHED BUSINESS – None**

**VII. NEW BUSINESS**

**A. Establishment of Classification Specifications: Foster Youth Services Specialist (OTBS)**

**MOTION #418-3** by Mr. Martin, seconded by Mr. Gervase to establish classification specifications for Foster Youth Services Specialist, assigned to the OTBS Unit, Range 48.0 (\$4,952.13 - \$5,881.20 monthly).

**MOTION #418-3** carried unanimously.

**B. Establishment of Classification Specifications: Registrar (OTBS)**

**MOTION #418-4** by Mr. Gervase, seconded by Mr. Martin to establish classification specifications for Registrar, assigned to the OTBS Unit, Range 41.0 (\$3,575.87 - \$4,234.53 monthly).

**MOTION #418-4** carried unanimously.

**C. Revision of Classification Specifications: Physical Therapist (OTBS)**

**MOTION #418-5** by Mr. Martin, seconded by Mr. Gervase to revise classification specifications belonging to Physical Therapist. Salary to remain status quo at OTBS Range 56.0 (\$7,231.47 - \$8,585.20 monthly).

**MOTION #418-5** carried unanimously.

**D. Revision of Classification Specifications: School Safety Officer (OTBS)**

**MOTION #418-6** by Mr. Gervase, seconded by Mr. Martin to revise classification specifications belonging to School Safety Officer. Salary to remain status quo at OTBS Range 40.0 (\$3,409.47 - \$4,042.13 monthly).

**MOTION #418-6** carried unanimously.

**E. 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	06/24/2014	OTBS	9	7
2	Associate Teacher - Restricted*	07/01/2014	PARA	3	3

\* Bilingual Spanish

**MOTION #418-7** by Mr. Gervase, seconded by Mr. Martin to approve the Eligibility Lists.

**MOTION #418-7** carried unanimously.

**F. Monthly Vacancy Status Report – July 9, 2014**

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 the following:

- Mr. Jon R. Gundry has been selected for Santa Clara County Superintendent of Schools. Official approval is expected at the July 16, 2014 Board meeting with an anticipated start date of August 1, 2014.
- Classified Personnel staff members Linda Gore and Debbie Boer from Talent Management have been awarded the 2014 Telly Bronze Award for excellence in film and video productions for their video, *Paraeducator: The Backbone of the Teaching Team*. There were over 12,000 entries submitted from all over the world. Ex-Officio Secretary Lopez and the Commissioners extended their congratulations to Linda and Debbie, and all the other staff involved in the production. The Commissioners expressed interest in viewing the video at a future meeting.
- The Technology reclassification study for three Leadership Team positions being conducted by Ewing Consulting Services is still in progress and approaching final stages.

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

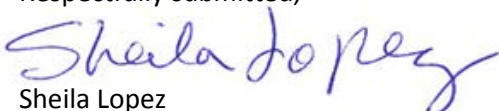
The next Personnel Commission meeting is scheduled for August 6, 2014 at 10:00 a.m.

Ex-Officio Secretary Lopez will not be present at the September 10, 2014 meeting; Ms. Casas will resume her duties at the meeting.

**X. ADJOURNMENT**

The meeting adjourned at 10:33 a.m.

Respectfully submitted,



Sheila Lopez

Ex-Officio Secretary, Personnel Commission