

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
REGULAR MEETING #419  
AUGUST 20, 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  
Phil Benfield, Director-Technology Services  
Debbie Boer, Administrative Assistant-Talent Management  
Dr. Kelly Calhoun, Chief Technology Officer-Technology Services  
Linda Gore, Classified Personnel Specialist-Classified Personnel Services  
Philip J. Gordillo, Chief Human Resources Officer-Human Resources  
Kathy Sealana, Director-Talent Management

**III. APPROVAL OF AGENDA**

**MOTION #419-1** by Mr. Gervase, seconded by Mr. Martin to approve Agenda #419, August 20, 2014.  
**MOTION #419-1** carried unanimously.

**IV. APPROVAL OF MINUTES #418 – JULY 9, 2014**

**MOTION #419-2** by Mr. Martin, seconded by Mr. Gervase to approve the minutes of Regular Meeting #418, July 9, 2014.  
**MOTION #419-2** carried unanimously.

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

None

**VI. UNFINISHED BUSINESS**

None

**VII. NEW BUSINESS**

**A. Revision of Classification Specifications and Reallocation of LT-Technology Positions**

**MOTION #419-3** by Mr. Gervase, seconded by Mr. Martin to revise classification specifications, reallocate positions and salary, and transfer forward seniority accrual for the classifications and positions outlined in the **Position and Salary Allocation Chart**.

**MOTION #419-3** carried unanimously.

**POSITION AND SALARY ALLOCATION CHART**

CURRENT CLASS TITLE (GROUP)	PC#	CURRENT RANGE	RECOMMENDED CLASS TITLE	APPROVED RANGE
Manager - Network & Technical Support Services (CL Management)	1105	12	N/A	12
Manager - Systems Administration (CL Management)	1112	12	N/A	12
Senior Systems Administrator (CL Management)	2664	11	Manager - Systems Administration (CL Management)	12
Supervisor - Applications Support (CL Supervisory)	1092	10	Manager - Applications Support (CL Management)	12
Supervisor - Network & Technical Support Services (CL Supervisory)	4843 Vacant	11	Manager - Network & Technical Support Services (CL Management)	12

**B. 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 Technician/Accounting Technician Senior	08/06/2014	OTBS	14	10
2	Budget Analyst	07/24/2014	CL/SUPV	3	3
3	Eligibility Enrollment Specialist I/II	07/28/2014	OTBS	5	5
4	Family Advocate I/II Restricted*	08/05/2014	OTBS	5	5
5	Occupational Therapist	08/12/2014	OTBS	3	3
6	Physical Therapist	08/12/2014	OTBS	2	2
7	School Office Coordinator	07/29/2014	OTBS	7	4
8	Supervisor-Head Start Compliance ERSEA/Restricted	08/07/2014	CL/SUPV	7	5

\* Bilingual Spanish

**MOTION #419-4** by Mr. Martin, seconded by Mr. Gervase to approve the Eligibility Lists.

**MOTION #419-4** carried unanimously.

**C. Monthly Vacancy Status Report – August 20, 2014**

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

**D. Telly Bronze Award Video, *Paraeducator: The Backbone of the Teaching Team***

Kathy Sealana, Director of Talent Management presented a brief background on Champions for Leaders (CFL), an internal leadership program.

Human Resources staff members Linda Gore and Debbie Boer presented a viewing of their 2014 Telly Bronze Award winning video, *Paraeducator: The Backbone of the Teaching Team*, a result of their participation in the CFL Program.

**VIII. SECRETARY'S REPORT**

Ex-Officio Secretary Lopez reported on the following:

- Classified Personnel Services is currently recruiting for the Classified Personnel Specialist I/II position recently vacated by Mr. Jonathan Munoz, who accepted a promotional opportunity with the City of San Jose.
- Ex-Officio Secretary Lopez thanked President Spector for information on The Brown Act/Ethics Training, scheduled for September 24, 2014 from 2:00 to 4:00 p.m., and October 21, 2014, from 6:00 to 8:00 p.m., at the County of Santa Clara. She asked the Commissioners to let her know if they are interested in the training, to follow-up with registration.
- SEIU 521 has submitted President Spector's name for reappointment to the Classified Personnel Commission's seat. Ex-Officio Secretary Lopez will prepare the nomination for the Superintendent's office to present to the Board.
- The Ewing Consulting, Inc. contract for the next classification study is being finalized. Group B classifications include administrative assistants, office workers, and program specialists. The study is scheduled to begin in September.
- Superintendent Jon R. Gundry came on board August 1, 2014. Staff members attended a welcome reception where Superintendent Gundry shared a little about his background, employment history and plans for his first few months on the job.

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for September 10, 2014 at 10:00 a.m. Ex-Officio Secretary Lopez will not be present; Ms. Casas will resume her duties at the meeting.

The Commissioners and Mr. Gordillo, Chief Human Resources Officer, will meet in closed session to discuss the performance evaluation for Ex-Officio Secretary Lopez.

**X. ADJOURNMENT**

The meeting adjourned at 10:39 a.m.

Respectfully submitted,



Sheila Lopez

Ex-Officio Secretary, Personnel Commission