

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
REGULAR MEETING #420  
SEPTEMBER 10, 2014  
APPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Spector at 10:00 a.m. Ex-Officio Secretary Lopez was not present; Ms. Casas resumed her duties at the meeting.

**II. ROLL CALL**

**MEMBERS PRESENT**

Libby Spector, President  
Nicholas Gervase, Vice President  
Rodney Martin, Member

**STAFF PRESENT**

Adriana E. Casas, Supervisor-Classification & Recruitment  
Veronica Contreras, Classified Personnel Specialist-Classified Personnel Services  
Linda Gore, Classified Personnel Specialist-Classified Personnel Services  
Theresa Martinez, Executive Assistant-Classified Personnel Services

**OTHERS PRESENT**

Lee Alvis, Internal Organizer-SEIU Local 521  
Kim Boverio, Early Learning Services Specialist-Inclusion Collaborative  
Norma Gonzales, Director-Human Resources  
Philip J. Gordillo, Chief Human Resources Officer-Human Resources  
Yvette Irving, Director-Alternative Education  
Lisa Ketchum, Volunteer & Staff Development Specialist-Talent Management  
Judy Kritikos, Administrative Assistant-Early Learning Services  
Lesbia Reclosado, School Office Coordinator-Special Education  
Kathy Sealana, Director-Talent Management

**III. APPROVAL OF AGENDA**

**MOTION #420-1** by Mr. Martin, seconded by Mr. Gervase to approve Agenda #420, September 10, 2014.

**MOTION #420-1** carried unanimously.

**IV. APPROVAL OF MINUTES #419 – AUGUST 20, 2014**

**MOTION #420-2** by Mr. Gervase, seconded by Mr. Martin to approve the minutes of Regular Meeting #419, August 20, 2014.

**MOTION #420-2** 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: Occupational Therapist (OTBS)**

**MOTION #420-3** by Mr. Gervase, seconded by Mr. Martin to revise classification specifications belonging to the Occupational Therapist, including a title change to Occupational Therapist I/II (ACS). Occupational Therapist I assigned to the OTBS Unit, Range 52.0 (\$6,217.47 - \$7,378.80/monthly). Salary range for Occupational Therapist II to remain status quo at OTBS Range 56.0 (\$7,520.93 - \$8,930.13/monthly).

Current Position Control (PC) numbers belonging to the Occupational Therapist classification were approved for allocation to the Occupational Therapist II classification. Seniority accrual will be transferred forward to the reallocated class. All changes effective September 10, 2014.

**MOTION #420-3** carried unanimously.

	PC #		PC#		PC#
1.	2826	9.	2924	17.	3493
2.	2829	10.	3047	18.	3795
3.	2831	11.	3079	19.	4053
4.	2832	12.	3241	20.	4116
5.	2833	13.	3357	21.	4844
6.	2834	14.	3429	22.	4845
7.	2835	15.	3430	23.	4846
8.	2836	16.	3491		

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

**MOTION #420-4** by Mr. Martin, seconded by Mr. Gervase to revise classification specifications belonging to School Safety Officer, including a title change to Campus Monitor/Youth Advocate. Salary range to remain status quo at OTBS Range 40.0 (\$3,546.40 - \$4,205.07/monthly). Changes effective September 10, 2014.

**MOTION #420-4** carried unanimously.

**C. Establishment of Classification Specifications: Early Learning Services Specialist - Senior (OTBS)**

**MOTION #420-5** by Mr. Gervase, seconded by Mr. Martin to establish classification specifications for Early Learning Services Specialist - Senior, assigned to the OTBS Unit, Range 44.5 (\$4,378.40 - \$5,182.67/monthly). Implementation effective September 10, 2014.

**MOTION #420-5** carried unanimously.

**D. Establishment of Classification Specifications: Personnel Contracts Specialist (OTBS)**

**MOTION #420-6** by Mr. Martin, seconded by Mr. Gervase to establish classification specifications for Personnel Contracts Specialist, assigned to the OTBS Unit, Range 48.0 (\$5,151.47 - \$6,116.93/monthly). Implementation effective September 10, 2014.

**MOTION #420-6** 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	Paraeducator, Special Education	08/15/2014	PARA	13	13
2	Foster Youth Services Liaison	08/18/2014	OTBS	2	2
3	Supervisor - Migrant Education Identification & Recruitment	08/21/2014	CL SUPV	2	2

**MOTION #420-7** by Mr. Gervase, seconded by Mr. Martin to approve the Eligibility Lists.

**MOTION #420-7** carried unanimously.

**F. Monthly Vacancy Status Report – September 10, 2014**

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

**VIII. SECRETARY'S REPORT**

On behalf of Ex-Officio Secretary Lopez, Ms. Casas reported on the following:

- Classified Personnel will register the Commissioners for the Brown Act/Ethics Training scheduled for September 24, 2014 from 2:00 to 4:00 p.m., at the County of Santa Clara.
- Natalie Kelm has been hired for the Classified Personnel Specialist I/II position and will join Classified Personnel Services on September 22, 2014.

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for October 8, 2014 at 10:00 a.m. The Commissioners and Mr. Gordillo will meet in closed session to finalize the performance evaluation of Ex-Officio Secretary Lopez.

**X. CLOSED SESSION (11:05 a.m.)**

**A. Public Employee Performance Evaluation – Director of Classified Personnel Services**

Government Code Section 54957(b)(1) permits Boards to conduct a closed session for the performance evaluation of a public employee.

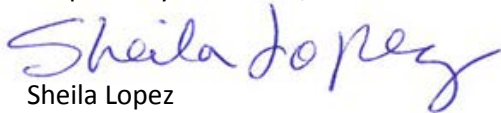
**B. Report of Closed Session**

No reportable actions.

**XI. ADJOURNMENT**

The meeting adjourned at 11:15 a.m.

Respectfully submitted,



Sheila Lopez

Ex-Officio Secretary, Personnel Commission