

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
REGULAR MEETING #421  
OCTOBER 8, 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  
Veronica Contreras, Classified Personnel Specialist  
Linda Gore, Classified Personnel Specialist  
Natalie Kelm, Classified Personnel Specialist  
Theresa Martinez, Executive Assistant

**OTHERS PRESENT**

Kolvira Chheng, District Business Services  
Philip J. Gordillo, Chief Human Resources Officer  
Ted O, Internal Business Services  
Micaela Ochoa, Chief Business Officer

**III. APPROVAL OF AGENDA**

**MOTION #421-1** by Mr. Martin, seconded by Mr. Gervase to approve Agenda #421, October 8, 2014.

**MOTION #421-1** carried unanimously.

**IV. APPROVAL OF MINUTES #420 – SEPTEMBER 10, 2014**

**MOTION #421-2** by Mr. Gervase, seconded by Mr. Martin to approve the minutes of Regular Meeting #420, September 10, 2014.

**MOTION #421-2** carried unanimously.

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

None

**VI. UNFINISHED BUSINESS**

None

**VII. NEW BUSINESS**

**A. REVISION OF CLASSIFICATION SPECIFICATIONS: MANAGER - DISTRICT BUSINESS SERVICES (CL MGMT) AND DISTRICT BUSINESS ADVISOR (CL SUPV)**

**MOTION #421-3** by Mr. Martin, seconded by Mr. Gervase to revise classification specifications belonging to Manager - District Business Services, including a title change to Senior District Business Advisor and revise classification specifications belonging to District Business Advisor. Salary for the Senior District Business Advisor to remain status quo at LT-Classified Management, Range 13 (\$106,779 - \$136,281 annually). Salary for the District Business Advisor to be elevated from LT-Classified Supervisory, Range 11 (\$96,852 - \$123,610 annually) to LT-Classified Supervisory, Range 12 (\$101,695 - \$129,791 annually), effective November 1, 2014.

**MOTION #421-3** carried unanimously.

**B. REVISION OF CLASSIFICATION SPECIFICATIONS: MANAGER - PAYROLL SERVICES (CL MGMT)**

**MOTION #421-4** by Mr. Gervase, seconded by Mr. Martin to revise classification specifications belonging to Manager - Payroll Services. Salary for the Manager - Payroll Services to remain status quo at LT-Classified Management, Range 10 (\$92,240 - 117,725 annually), effective October 8, 2014.

**MOTION #421-4** carried unanimously.

**C. 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	Assistant/Associate Teacher – Restricted (ACS)	09/08/2014	PARA	6	5
2	Education Interpreter/Tutor DHOH	09/18/2014	PARA	1	1
3	Family Advocate I/II – Restricted (ACS)	09/15/2014	OTBS	4	3
4	Migrant Education Program Advocate I/II (ACS)	09/19/2014	OTBS	8	6
5	Classified Personnel Specialist I/II (ACS)	08/21/2014	OTBS	5	5
6	Teacher Assistant II	09/22/2014	PARA	1	1

ACS – Alternate Classification Series

**MOTION #421-5** by Mr. Martin, seconded by Mr. Gervase to approve the Eligibility Lists.

**MOTION #421-5** carried unanimously.

**D. MONTHLY VACANCY STATUS REPORT – OCTOBER 8, 2014**

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

**VIII. SECRETARY’S REPORT**

- Ms. Casas introduced Ms. Natalie Kelm, who filled the Classified Personnel Specialist vacancy and shared a brief overview of Ms. Kelm’s employment history at the County Office of Education.
- Ex-Officio Secretary Lopez and Ms. Casas attended the NEOGOV Conference, October 1-3, 2014. Ms. Lopez reported that the conference was very productive and informative, and provided an opportunity for networking with other colleagues from throughout the nation.
- Ex-Officio Secretary Lopez informed President Spector that her nomination to the Commission will be presented to the Board of Education on October 15, 2014 for ratification.

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for November 12, 2014 at 10:00 a.m.

**X. CLOSED SESSION (10:25 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 11:05 a.m.

Respectfully submitted,



Sheila Lopez  
Ex-Officio Secretary, Personnel Commission