

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #422
NOVEMBER 12, 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

OTHERS PRESENT

Lee Alvis, Internal Organizer-SEIU Local 521
Philip J. Gordillo, Chief Human Resources Officer-Human Resources
Angelica Ramsey, Chief Academic Officer-Educational Services
Monica Sanchez Lopez, Senior Executive Assistant-General Counsel Office

III. APPROVAL OF AGENDA

MOTION #422-1 by Mr. Martin, seconded by Mr. Gervase to approve Agenda 422, November 12, 2014.

MOTION #422-1 carried unanimously.

IV. APPROVAL OF MINUTES #421 – OCTOBER 8, 2014

MOTION #422-2 by Mr. Gervase, seconded by Mr. Martin to approve the minutes of Regular Meeting #421, October 8, 2014.

MOTION #422-2 carried unanimously.

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

Mr. Philip J. Gordillo, Chief Human Resources Officer, informed the Commissioners that findings from the Payroll Audit require some additional cleanup to comply with recommendations. This may necessitate the hiring of retired Payroll Specialists from the Santa Clara County Office of Education and/or school districts within the county that are willing to assist, in addition to what the Payroll staff is already doing. Merit Rules indicate how retirees are to be paid, however it is possible a recommendation will be made for a higher rate than what is usually paid.

VI. UNFINISHED BUSINESS

None.

VII. NEW BUSINESS

A. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: CHIEF TECHNOLOGY OFFICER (SR CL MGT)

Mr. Gordillo explained that in order to expand the applicant pool, a dual recruitment will be opened, both certificated and classified. However, there is only one position to be filled.

MOTION #422-3 by Mr. Gervase, seconded by Mr. Martin to establish classification specifications for the Chief Technology Officer, assigned to Senior Classified Management. Salary to be determined by the County Superintendent of Schools, effective November 12, 2014.

MOTION #422-3 carried unanimously.

B. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: ASSOCIATE GENERAL COUNSEL (SR CL MGT)

Mr. Gordillo described services the Associate General Counsel may provide to the County Office of Education and school districts, and responded to questions from the Commissioners.

MOTION #422-4 by Mr. Martin, seconded by Mr. Gervase to establish classification specifications for the Associate General Counsel, assigned to Senior Classified Management. Salary to be determined by the County Superintendent of Schools, effective November 12, 2014.

MOTION #422-4 carried unanimously.

C. APPROVAL OF THE PERSONNEL COMMISSION ANNUAL REPORT 2013-2014

Ex-Officio Secretary Lopez and Ms. Casas shared highlights from the Personnel Commission Annual Report.

MOTION #422-5 by Mr. Gervase, seconded by Mr. Martin to approve the Personnel Commission Annual Report 2013-2014 for the Santa Clara County Office of Education.

MOTION #422-5 carried unanimously.

D. 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 I/II (ACS)	10/30/2014	OTBS	13	11
2	Human Resources Specialist I/II (ACS)	10/10/2014	OTBS	11	8
3	Job Development Specialist	10/01/2014	OTBS	3	3

MOTION #422-6 by Mr. Gervase, seconded by Mr. Martin to approve the Eligibility Lists.

MOTION #422-6 carried unanimously.

E. MONTHLY VACANCY STATUS REPORT – NOVEMBER 12, 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:

- The County Board of Education approved President Spector's reappointment to the seat of the classified employees' on the Personnel Commission on October 15, 2014. Ms. Spector's new term will commence on December 1, 2014 and concludes on December 1, 2017.
- The Director of Technology Programs & Instructional Support Services is planning to eliminate a Web Developer position in January, resulting in a layoff, due to the end of grant funding and the work the position provided is no longer needed.
- Conducting meetings with Head Start and SEIU regarding the Federal mandate requiring Teacher Assistants to obtain an AA degree by September 2015. Follow-up meetings will be scheduled with employees that have yet to comply with the mandate, as well as with Head Start and SEIU to determine next steps.

- Attended the Head Start Personnel Committee meeting, formed with Head Start parents, and presented an orientation on Federal regulations; the role of the Personnel Commission; governing laws and union regulations; the difference between certificated and classified employment; and when the committee's involvement is needed to make decisions.
- Announced it is time for the Commissioners to rotate the role of President of the Personnel Commission. Mr. Gervase will assume the role of President, effective January 1, 2015.
- Mr. Gordillo announced the upcoming health care transition to the Self-Insured Schools of California (SISC) Joint Powers Authority. The transition to SISC will provide more options of medical benefit providers; two Kaiser and two Anthem Blue Cross plans. The SISC benefit period begins February 1, 2015.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

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

X. ADJOURNMENT

The meeting adjourned at 10:44 a.m.

Respectfully submitted,



Sheila Lopez

Ex-Officio Secretary, Personnel Commission