

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
REGULAR MEETING #437  
FEBRUARY 10, 2016, 10:00 A.M.  
APPROVED MINUTES**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

**MEMBERS PRESENT**

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

**STAFF PRESENT**

Kristin Olson, Ex-Officio Secretary  
Adriana E. Casas, Supervisor-Classification & Recruitment  
Veronica Contreras, Executive Assistant

**OTHERS PRESENT**

Philip J. Gordillo, Chief Human Resources Officer-Human Resources Branch

**III. APPROVAL OF AGENDA**

**MOTION #437-1** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve Agenda #437, February 10, 2016.

**MOTION #437-1** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #437-2** by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve the Minutes of Regular Meeting #436, January 13, 2016.

**MOTION #437-2** carried unanimously.

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

Mr. Philip J. Gordillo, Chief Human Resources Officer, addressed the Personnel Commission regarding the three articles that are currently in negotiation with SEIU. All three articles are non-salary or benefit related.

- a. The SEIU Union has requested an opportunity to meet with new members. A time slot has been agreed to be scheduled with new employees at the end of the program schedule of the monthly HELLO Orientations.
- b. The SEIU Union filed a grievance on behalf of the Specialized Physical Health Care Assistant (SPHC) classification group. At its inception, the contract was negotiated with working conditions for six (6) hours of work per day. Chief Gordillo requested the contract be re-opened to allow for adjusted work days. The grievance is at the arbitration stage. However, SEIU has communicated they are no longer pursuing this grievance.
- c. Historically, the Santa Clara County Office of Educations has calculated seniority based on the number of hours worked in a classification. The Education Code does allow for both, seniority calculation based on hire date versus number of hours worked in a class. However, the use of hire date to calculate seniority must be negotiated. As a result, effective January 1, 2016, we will calculate seniority by hire date, which should prove to be much easier to maintain. One more seniority list calculated by hours worked, effective December 31, 2015, will be created and frozen. New employees hired on January 1, 2016, or later will maintain seniority based on date of hire.

- d. An executive search firm has been contracted to conduct the recruitment of the Chief Public Relations Officer at a national level. This is a classified, Cabinet-level position.
- e. Chief Gordillo thanked the Classified Personnel Services staff for the recruitment of the Manager – Human Resources Analyst, which was completed quickly. Hiring interviews are scheduled for February 19, 2016.
- f. Chief Gordillo mentioned that on a weekly basis, and at least three times per week, he receives positive comments on the performance of the Classified Personnel Services staff. This speaks well of the work being done by the staff in the office and in implementing new recruitment strategies to fill positions.

**VI. NEW BUSINESS**

**A. Approval/Ratification of Classification Specifications Revisions without Title Changes**

**MOTION #437-3** by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve/ratify classification specifications revisions without title changes.

**MOTION #437-3** carried unanimously.

The following classifications were revised to ensure the proper reporting structure was represented. The classifications had reflected the title of the previous supervising administrators.

- Director I – Human Resources
- Director I – Workforce & Organizational Development
- Executive Assistant
- Manager – Credential Services
- Manager – Unemployment Insurance
- SELPA Financial Analyst

The following classification was revised to update some of the duties within the document. Two duty statements were updated to more accurately reflect the current duties performed by the position.

- SELPA Financial Analyst

**B. Approval/Ratification of Recommending Range Modification**

**MOTION #437-4** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve/ratify recommendation range modification of classification specification.

**MOTION #437-4** carried unanimously.

The following classification was recommended for a salary range modification:

- a) Manager – Facilities & Construction was recommended for modification from Range 10 to Range 12.

**C. Approval/Ratification of Establishing and/or Extending Eligibility Lists**

**MOTION #437-5** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve the Eligibility Lists.

**MOTION #437-5** carried unanimously.

Merit Rule 9.02 states that “Eligibility Lists shall be presented to the Personnel Commission for approval.” Therefore, the Personnel Commission approved / ratified the following eligibility lists:

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	School Fiscal Technician	12/16/15	OTBS	7	7
2	Staff Development Specialist	01/12/16	LT	6	5
3	Safe & Healthy Schools Specialist	01/13/16	OTBS	3	3
4	Cook	01/14/16	OSS	3	3
5	Maintenance Custodian – Restricted	01/14/16	OSS	1	1
6	Home Visiting Specialist	01/15/16	OTBS	6	5
7	Specialized Physical Health Care Assistant (SPHC)	01/15/16	AIDES	6	6
8	Paraeducator, Special Education	01/19/16	AIDES	7	N/A
9	District Business Advisor	01/20/16	LT	9	9
10	Environmental Education Specialist	01/21/16	AIDES	5	4
11	Evening Program Specialist – Environmental Education	01/21/16	AIDES	8	6
12	Outdoor Recreation Leader	01/26/16	AIDES	9	7
13	Database Administrator	01/28/16	OTBS	5	5
14	School Site Technology Support Specialist	01/28/16	OTBS	11	10
15	Associate Teacher – Educare	02/02/16	AIDES	3	2
16	Associate Teacher – Restricted	02/02/16	AIDES	6	5
17	Maintenance Person I/II	02/02/16	OSS	8	7

#### D. Report on Future Trainings and Conferences

A listing of conferences and training that Commission staff and/or Commissioners plan on attending was provided for informational purposes. These conferences and trainings will allow Commission staff to remain current and well-versed within the field of personnel and public education by enhancing knowledge and professional development opportunities.

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
CSPCA Annual Conference 2015-16	This is a 2-day annual conference by CSPCA, this conference covers a variety of legal updates and best practices for Personnel Commission Offices and HR Operations	02/26/16-02/27/16 Anaheim, CA	Kristin Olson Adriana Casas	\$600.00 total not including airfare, transportation, or meals, lunch and breakfast are provided each day
Merit Academy	A 5-day academy, lasting 8 hours per session, designated for individuals	01/09/16, 02/06/16, 03/19/16, 04/16/16	Adriana Casas Natalie Kelm	\$500.00 total, not including mileage

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	interested in the workings of a merit system, covering the responsibilities of the Personnel Commission, recruitment and selection, class and comp	05/21/16 Fremont USD, Fremont, CA		reimbursement and lunch
CODESP Webinar – Leadership Series: Coaching Skills for Supervisors	Guiding change through tools, experiences, career-path mentoring, and continued support to assist employees in building their skills and redirecting inefficient behavior	01/16/16, 10:00 – 11:15 a.m., SCCOE, San Jose, CA	Kristin Olson Adriana Casas	No cost (web based training that can be watched at work)

Ex-Oficio Secretary Olson provided an update on the status and learnings of training and conference opportunities. Staff has participated in two of the trainings listed, Coaching Skills for Supervisor and the introductory session of the Merit Academy. Training opportunities are structured so that after each session attended, staff will write a short summary of their learning experience and how it impacts their job, followed by a one-on-one discussion with the Director and a team share-out to assure that maximum knowledge and learning is occurring.

- Ms. Adriana E. Casas, Supervisor-Classification & Recruitment, & Ms. Kristin Olson, Director-Classified Personnel Services, participated in the Coaching Skills for Supervisors webinar. This training discussed how to support staff and how to ask and talk to staff in a supportive manner, so staff will know management is available to provide support and assistance.
- Ms. Natalie Kelm, Classified Personnel Services Specialist, participated in the introductory session of the Merit Academy, sponsored by the California School Personnel Commissioners Association (CSPCA). A main theme from this session was the topic of recruiters becoming the CEO of their recruitments. The topic addressed taking ownership of your recruitments and analyzing, identifying efficiencies instead of simply going through the recruitment steps. Ms. Kelm has applied this learning to the Paraeducator recruitment and is doing a fantastic job as the CEO of her recruitment.

#### **E. MONTHLY CLASSIFICATION ACTION REPORT**

Ex-Oficio Secretary Olson reported on the Monthly Classification Action Report and reviewed all classification actions within the last month. The Commissioners accepted the report as delivered.

#### **F. MONTHLY VACANCY STATUS REPORT – FEBRUARY 10, 2016**

Ex-Oficio Secretary Olson reported on the Monthly Vacancy Status Report and positions filled. The Commissioners accepted the report as delivered.

**G. EWING STUDY GROUP B UPDATE**

Ex-Oficio Secretary Olson continues to work with Ewing Consulting and staff to identify a meeting date to review the study status with Ewing Consulting. It is anticipated the meeting will be scheduled for the early part of March.

**VIII. SECRETARY'S REPORT**

Ex-Oficio Secretary Olson reported on the following:

- This Office is continuing to explore and test the transition of the current manual transfer request system to a web-based format. Mr. Charles Doan, Webmaster – Technology Programs and Instructional Support, has created an online format with promising reviews. It was vetted by the SEIU Union on February 5, 2016, and they are currently reviewing the project proposal.
- This Office launched a bi-weekly job bulletin format. The bulletin will list current job announcements, provide application website and contact information, as well as provide a website link to Santa Clara County Office of Education job postings.
- In our efforts to maximize our recruitment strategies and utilize the marketing tools available, this Office has collaborated with our Media and Communications Department, to include all SCCOE Classified job openings in the SCCOE Round-Up Newsletter.
- Ms. Olson reported that she had been appointed to President of the CODESP Board and she accepted the nomination.
- In our effort to implement efficient recruitment strategies, this Office continues to work on creating standardized templates for the notification of our recruitments.
- To further develop our office efficiencies and tap into the skill set of our staff, Ms. Olson has identified other projects and project chairs to assume leadership roles. The following is a brief summary of the projects and the assigned lead person(s):
  - Ms. Natalie Kelm, Classified Personnel Services Specialist and Ms. Veronica Contreras, Executive Assistant, Event Co-Chair. These positions who will coordinate department celebrations and recognitions.
  - Ms. Yasmeen Husain, Classified Personnel Services Specialist, Process Analysis Chair. This position will create an office handbook detailing our internal processes, thus creating a resource tool for staff.
  - Ms. Selma Murillo, Classified Personnel Services Specialist, Organizational Chair. This position will identify and create a universal organizational system for the Department

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for Wednesday, March 9, 2016, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 10:45 a.m.

Respectfully submitted,



Kristin Olson  
Ex-Oficio Secretary, Personnel Commission