# PERSONNEL COMMISSION REGULAR MEETING #438 March 9, 2016, 10:00 A.M. APPROVED MINUTES

#### I. CALL TO ORDER

The meeting was called to order by President Rodney 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 Natalie Kelm, Classified Personnel Services Specialist Selma Murillo, Classified Personnel Services Specialist Yasmeen Husain, Classified Personnel Services Specialist

#### **OTHERS PRESENT**

Philip J. Gordillo, Chief Human Resources Officer-Human Resources Branch Linda Gore, Senior Executive Assistant Ann Redd, Senior Business District Advisor Anita Maharaj, District Business Advisor

#### III. APPROVAL OF AGENDA

**MOTION #438-1** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve Agenda #438, March 9, 2016.

MOTION #438-1 carried unanimously.

#### IV. APPROVAL OF MINUTES

**MOTION #438-2** by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve the Minutes of Regular Meeting #437, February 10, 2016. **MOTION #438-2** carried unanimously.

### V. PRESENTATION OF CSPCA SERVICE AWARD HONORING COMMISSIONER NICHOLAS GERVASE

The California School Personnel Commissioners; Association (CSPCA) Award was presented by Mr. Philip J. Gordillo, Chief Human Resources Officer, recognizing Mr. Nicholas Gervase's years of service with the CSPCA. Individuals receiving this award have served on a Personnel Commission for fifteen years or longer.

VI. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS None.

#### VII. NEW BUSINESS

A. Approval/Ratification of Classification Specifications Revisions without Title Changes MOTION #438-3 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve/ratify classification specifications revisions without title changes. MOTION #438-3 carried unanimously.

a) Budget Analyst

#### b) Chief Public Affairs Officer

The classification of Budget Analyst was revised to ensure the proper reporting structure was represented with the Business Services Department. Additionally, the minimum qualifications for Chief Public Affairs Officer were updated to maximize recruitment power, while also maintaining equivalency with the respective senior management positions within the Santa Clara County Office of Education.

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

**MOTION #438-4** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve/ratify range modification recommendation.

MOTION #438-4 carried unanimously.

a) Budget Analyst - Range 13

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

**MOTION #438-5** by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve the Eligibility Lists.

MOTION #438-5 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	Supervisor – Warehousing Services	02/08/16	LT	10	7
2	Manager – HR Analyst	02/08/16	LT	11	7
3	Supervisor – Migrant Education Identification & Recruitment	02/10/16	LT	7	7
4	Administrative Assistant III	02/12/16	OTBS	17	13
5	Bus Driver	02/18/16	OTBS	7	7
6	Director III – Internal Business Services	02/23/16	LT	6	6
7	Paraeducator	02/24/16	AIDES	21	UNRANKED
8	Administrative Assistant I/II	02/25/16	OTBS	30	22
9	Teacher Assistant II	02/26/16	AIDES	4	3
10	Teacher Assistant – Educare	02/26/16	AIDES	7	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 allow Commission staff to remain current and well-versed within the field of personnel and public education by enhancing knowledge and professional development opportunities.

Ex-Officio Secretary Olson provided an update on conference and training participation. Staff has participated in three trainings: the CSPCA Annual Conference, Merit Academy, and Coaching Skills for Supervisors. Training opportunities are structured so that after each session attended, staff will write a short summary on their learning experience and how it impacts their job, followed by a one-on-one discussion with the Director, and a team discussion to ensure maximum knowledge and learning occurs.

- Ms. Kristin Olson, Director Classified Personnel Services, and Ms. Adriana E. Casas, Supervisor – Classification & Recruitment, attended the 2-day Annual Conference by CSPCA in Anaheim, CA. The conference addressed a variety of legal updates and best practices pertinent to a Merit System educational agency. Ex-Oficio Secretary Olson provided training materials from the conference that were most applicable to the role of the Commissioners, such as, due process, collective bargaining and its impact on the Merit System, and the Commissioners' role with classification studies.
- Ms. Natalie Kelm, Classified Personnel Services Specialist, attended the second session
  of the Merit Academy on February 6, 2016. This month's session addressed the topics
  of Personnel Commission rules and regulations, budget and process, parliamentary
  procedures, and the Brown Act.

Conference/Training	Conference/Training	Date &	Attendees	Anticipated
CCDCA Americal	Summary	Location	Mai aki	Cost
CSPCA Annual	This is a 2-day	02/26/16-	Kristin	\$600.00 total
Conference 2015-16	annual conference	02/27/16	Olson	not including
	by CSPCA, this	Anaheim,	Adriana	airfare,
	conference covers a	CA	Casas	transportation,
	variety of legal			or meals, lunch
	updates and best			and breakfast
	practices for Personnel			are provided
	Commission Offices			each day
	and HR Operations			
Merit Academy	A 5-day academy,	01/09/16,	Adriana	¢E00 00 total
Werit Academy	lasting 8 hours per	02/06/16,	Casas	\$500.00 total, not including
	session, designated	03/19/16,	Natalie	mileage
	for individuals	04/16/16	Kelm	reimbursement
	interested in the	05/21/16	Keiiii	and lunch
	workings of a merit	Fremont		
	system, covering the	USD,		
	responsibilities of	Fremont,		
	the Personnel	CA CA		
	Commission,	<i>57</i> (		
	recruitment and			
	selection, class and		is .	
	compensation			
CODESP Webinar –	Guiding change	01/16/16,	Kristin	No cost (web
Leadership Series:	through tools,	10:00 -	Olson	based training
Coaching Skills for	experiences, career-	11:15 a.m.,	Adriana	that can be
Supervisors	path mentoring, and	SCCOE, San	Casas	watched at
	continued support	Jose, CA		work)
	to assist employees			
	in building their			
	skills and redirecting			
	inefficient behavior			
CODESP Webinar –	Improving	03/15/16,	Adriana	No cost (web
Ethics &	effectiveness	10:00 a.m.	Casas	based training
Transparency	through ethical	- 11:15		that can be
	behavior and	a.m.,		watched at
	transparency			work)

Conference/Training	Conference/Training	Date &	Attendees	Anticipated
	Summary	Location		Cost
	practices through	SCCOE, San		
	instruction on how	Jose, CA		
	to put ethical			
	practices in place to			
	gain and preserve			
	trust by the public			
	and customers			

#### E. MONTHLY CLASSIFICATION ACTION REPORT

Ex-Officio 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 - MARCH 9, 2016

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

### **G. TRANSFER PILOT PROGRAM (6 MONTHS)**

Ex-Officio Secretary Olson provided information to the Commissioners on a proposed Transfer Pilot Program. The goal of this program is to increase efforts toward ensuring Santa Clara County Office of Education employees are provided with the maximum opportunity to grow professionally by expanding transfer opportunities to include reasonably related classifications. In keeping with both the premise of the Merit System of promoting and growing internal employees when possible, as well as complying with the organization's goal of being a premier employer, it is reasonable to explore the option of expanding transfer opportunities. A six month pilot program period is proposed, if, however, it becomes apparent the program will not be successful, the SCCOE can return to the previous method of operating, or reevaluate and revise the transfer opportunity program further to better meet the needs of the County Office and its transfer process.

#### **VIII. SECRETARY'S REPORT**

Ex-Officio Secretary Olson reported on the following:

- To provide the Commissioners with a more in-depth understanding of the Paraprofessional recruitment strategies the staff has implemented, to meet the goal of filling Paraprofessional vacancies, Ms. Natalie Kelm, Classified Personnel Services Specialist, and lead recruiter for Paraprofessionals, assisted in presenting on the Paraprofessional Recruitment Process. Ms. Kelm provided a summary of the status and process of the Paraprofessional Recruitment. Ms. Kelm reviewed how the Paraprofessional job classification is the largest classified job class in the Santa Clara County Office of Education (SCCOE) and the high turn-over for this job classification affects recruitment efforts. In December 2015, the SCCOE had approximately 70 Paraprofessional vacancies. Currently, the SCCOE has approximately 35. To address the high number of vacancies and turn-over in this classification, several changes to the recruitment process have been implemented, and are outlined as follows:
  - This Office is scheduling biweekly testing and interview opportunities.
  - The Paraprofessional test is being separated into exam modules. This Office is also seeking to implement the same exam for substitutes so additional testing is not needed should the substitutes become regular employees.

- The employment on-boarding process has been streamlined by collaborating with Employment Services to expedite the hiring process. As candidates are selected to move forward in the hiring process, they are immediately fingerprinted and scheduled for their pre-placement physical. The new process has expedited hiring by at least two weeks.
- This Office conducts daily reconciliation and updates of Paraprofessional openings by updating our transfer hotline everyday instead of weekly.
- This Office conducts weekly Paraprofessional Position Reconciliation Meetings with the three departments: Employment Services, Special Education and Classified Personnel Services. The new strategy allows for continuous communication and shared knowledge with regard to Paraprofessional openings, transfers, new hires, and necessary updates.
- On June 11, 2016, this Office plans to host a Paraprofessional Job Fair. Similar to Classified Job Fair, this Office intends on allowing multiple testing sessions, interviews and pre-employment on-boarding, all within the same day.
- Additionally, this Office is revising job announcements to include more information about job classifications, as well as including a link to the Paraeducator Recruitment Video.
- This Office also plans to explore advertising opportunities with sources such as El
   Observador, an English and Spanish newspaper, and college career centers.

#### IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, April 13, 2016, at 10:00 a.m.

#### X. ADJOURNMENT

The meeting adjourned at 10:47 a.m.

Respectfully submitted,

Kristin Olson / // Ex-Officio Secretary, Personnel Commission