PERSONNEL COMMISSION REGULAR MEETING #439 April 13, 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

OTHERS PRESENT

Philip J. Gordillo, Chief Human Resources Officer-Human Resources Branch Mary Ann Dewan, Deputy Superintendent, Office of the Superintendent Charles Doan, Webmaster

III. APPROVAL OF AGENDA

MOTION #439-1 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve Agenda #439, April 13, 2016.

MOTION #439-1 carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #439-2 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve the Minutes of Regular Meeting #438, March 9, 2016.

MOTION #439-2 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 Commission, notifying the members of the return of Mr. Lee Alvis as the Worksite Organizer for SEIU #521.

VI. NEW BUSINESS

A. Approval of Establishing Classifications and Associated Classification Specifications

MOTION #439-3 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve establishing the following classifications and associated classification specifications.

MOTION #439-3 carried unanimously.

- a) Director III Data Governance Projects
- b) Custodian Lead
- c) Director III Human Resources

The classification of Director III – Data Governance was established to address data control, regulation, and develop policy on data use, storage and security. The classification of Custodian – Lead was established to assist in oversight, organizing, guiding, and training Custodian incumbents and substitute employees, and assist with resolving daily Custodial issues. Additionally, in order to maximize the number of qualified applicants, the Santa Clara County Office of Education has elected to run the Director III – Human Resources position as both a

classified and certification position. The job description is not being altered other than to update the minimum qualifications to reflect its classified status.

B. Approval/Ratification of Recommending Salary Ranges

MOTION #439-4 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve/ratify salary range recommendation.

MOTION #439-4 carried unanimously.

- a) Director III Data Governance Projects, Range 15
- b) Custodian Lead, Range 40
- c) Director III Human Resources, Range 15

C. Approval of the Personnel Commission Meeting Calendar for 2016-2017

MOTION #439-5 by Mr. Nicholas Gervase, second by Ms. Libby Spector to approve the Personnel Commission Meeting Calendar.

MOTION #439-5 carried unanimously.

Month	Date	Year	Day	Meeting Category
July	13	2016	Wednesday	Regular
August	10	2016	Wednesday	Regular
September	14	2016	Wednesday	Regular
October	12	2016	Wednesday	Regular
November	09	2016	Wednesday	Regular
December	14	2016	Wednesday	Regular
January	11	2016	Wednesday	Regular
February	08	2016	Wednesday	Regular
March	08	2016	Wednesday	Regular
April	12	2016	Wednesday	Regular
May	10	2016	Wednesday	Regular
June	14	2016	Wednesday	Regular

D. Approval/Ratification of Establishing and/or Extending Eligibility Lists

MOTION #439-6 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve the Eligibility Lists.

MOTION #439-6 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	Accountant I/II	02/10/16	OTBS	12	10
2	Homeless Youth Specialist	02/24/16	OTBS	11	7
3	Manager – Facilities & Construction	03/03/16	LT	7	7
4	Custodian	03/08/16	OSS	5	4
5	Assistant Controller	03/08/16	LT	15	13
6	Language Translator – Restricted	03/09/16	OTBS	1	1
7	SELPA Financial Analyst	03/15/16	LT	5	5
8	Applications Systems Analyst	03/15/16	OTBS	5	5
9	Risk Management Specialist	03/17/16	OTBS	7	6
10	Purchasing Technician I/II	03/28/16	OTBS	3	3

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
11	Campus Monitor	04/02/16	OTBS	3	3

E. Annual Budget: Personnel Commission – 2016-2017, Santa Clara County Office of Education Ex-Officio Secretary Olson submitted for review the Personnel Commission's Proposed Budget for the 2016-2017 fiscal year. Any revisions to the budget proposal will be included in the Commissioner's packet for approval at the forthcoming meeting in May. Ex-Officio Secretary Olson highlighted key increases and decreases as proposed in the budget summary.

OBJECT CODE	DESCRIPTION	ADOPTED 2015-16 BUDGET	PROPOSED 2016-17 BUDGET
2320-00	Administrative Assistant – Classified	\$ 86,819.00	\$ 83,072.00
2360-00	Director – Classified	143,729.00	162,172.00
2395-00	Other Management – Classified	107,830.00	120,139.00
2425-00	Other Specialists/Technicians	203,150.00	191,808.00
2485-00	Non-Regular Clerical Office	0.00	34,002.00
3000-00	Employee Benefits	216,906.00	219,808.00
3402-00	Commissioner Benefits	29,937.00	30,775.00
4000-00	Materials & Supplies	2,514.00	7,114.00
5200-00	Travel & Conferences	5,000.00	5,000.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Membership	3,263.00	3,263.00
5617-00	Repairs	400.00	600.00
5710-15	Print Services	3,000.00	5,000.00
5800-00	Contract Services – Other	26,982.00	20,082.00
5800-00	Commissioner Stipends	1,800.00	1,800.00
5809-00	Advertising	22,766.00	22,766.00
5819-00	Caterers	4,000.00	5,000.00
5900-00	Communications	580.00	580.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
	TOTAL	\$ 859,948.00	\$ 914,253.00

F. 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 four trainings: the CSPCA Annual Conference, Merit Academy, Coaching Skills for Supervisors, and Ethics and Transperancy. 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. Adriana E. Casas, Supervisor Classification & Recruitment, recently participated in the CODESP Webinar – Ethics & Transparency. Ms. Casas shared with Ex-Officio Secretary Olson highlights of the webinar, notably how ethical behaviors and transparent practices impact the effectiveness and public trust of an organization. The webinar focused on the areas of prohibitions, transparencies and fairness.
- Ms. Natalie Kelm, Classified Personnel Services Specialist, attended the third session of the Merit Academy on March 19, 2016. This month's session addressed the topics of job analysis and recruitment and selection.

Conference/Training	Conference/Training	Date &	Attendees	Anticipated
	Summary	Location		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		.03	and breakfast
	practices for			are provided
	Personnel			each day
	Commission Offices			
	and HR Operations	9		
Merit Academy	A 5-day academy,	01/09/16,	Adriana	\$500.00 total,
1.1.	lasting 8 hours per	02/06/16,	Casas	not including
	session, designated	03/19/16,	Natalie	mileage
	for individuals	04/16/16	Kelm	reimbursement
2 g 2 g 2 fg	interested in the	05/21/16		and lunch
	workings of a merit	Fremont		
	system, covering the	USD,		
	responsibilities of	Fremont,		
	the Personnel	CA		
	Commission,			
	recruitment and			
	selection, class and			
	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	SCCOE, San		work)
	practices through	Jose, CA		

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

G. 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.

H. MONTHLY VACANCY STATUS REPORT – APRIL 13, 2016

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

VII. SECRETARY'S REPORT

Ex-Officio Secretary Olson reported on the following:

- Mr. Charles Doan, Webmaster, presented to the Commission a platform for transfer opportunities. This platform was created by Mr. Doan. This Office's goal is to slowly transition from the telephone transfer hotline to the web-based format, where employees will have access to view transfer opportunities and submit their request online. This model also contains an administrator mode that will allow for both updating and record-keeping of the transfer opportunities. Mr. Doan provided a demonstration of the transfer applicant and administrator models. Transfer applicants will be able to view all transfer opportunities available, along with key information related to the opportunity, such as work calendar, site and application deadline. Currently, transfer applicants must call-in to the transfer hotline and listen to the opportunities posted, then submit this request to Classified Personnel Services. This new format will streamline and modernize the process for both the transfer applicant and the Office. Transfer applicants will have the ability to view posted transfer opportunities and submit their request via the webpage. The administrators of the webpage will have immediate access to the requests and be able to better monitor traffic of these requests, making the subsequent filling of these positions much more efficient.
- A Closed Session item will be included in next month's agenda to address the performance evaluation of the Director – Classified Personnel Service, as the six month probationary comes to a close.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, May 11, 2016, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 11:01 a.m.

Respectfully submitted,

Kristan Olson

Ex-Officio Secretary, Personnel Commission.