

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #440
MAY 11, 2016, 10:00 A.M.
UNADOPTED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rodney Martin at 10:01 a.m.

II. ROLL CALL

MEMBERS PRESENT

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

STAFF PRESENT

Kristin Olson, Ex-Officio Secretary
Jonathan Muñoz, Supervisor-Classification & Recruitment
Selma Murillo, Classified Personnel Services Specialist

OTHERS PRESENT

Philip J. Gordillo, Chief Human Resources Officer-Human Resources Branch
Tze-Ki Lam, Controller, Internal Business Services-Business Services Branch

III. APPROVAL OF AGENDA

MOTION #440-1 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve Agenda #440, May 11, 2016.

MOTION #440-1 carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #440-2 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve the Minutes of Regular Meeting #439, April 13, 2016.

MOTION #440-2 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 them of the upcoming Step Into Teaching event, for Silicon Valley Schools, scheduled for Saturday, June 18, 2016, 9:00 a.m. – 1:00 p.m., at the Santa Clara County Office of Education.

Chief Gordillo also announced that Mr. John Gundry, Superintendent of Schools, signed a Memorandum of Understanding (“MOU”), with SEIU, to sponsor twenty Santa Clara County Office of Education (“SCCOE”) employees, with a Bachelor’s degree, for enrollment in the SCCOE’s Education Preparation for Inclusive Classrooms (“EPIC”) Program. Completion of the EPIC Program allows participants receipt of their Teaching Credential.

VI. NEW BUSINESS

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

MOTION #440-3 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve/ratify the classification specifications revisions without title changes.

MOTION #440-3 carried unanimously.

- a) Accountant – Senior
- b) Associate Teacher – Educare
- c) Associate Teacher – Infant/Toddler – Educare
- d) Associate Teacher – Restricted

- e) Teacher Assistant I
- f) Teacher Assistant II
- g) Teacher Assistant - Educare

To address existing challenges in filling the Associate Teacher and Teacher Assistant position vacancies, the minimum qualifications of these jobs have been revised. It is anticipated this will enhance recruitment power. Additionally, the Accountant – Senior classification was updated to reflect its transition from the Budget Office to Accounting Services. Thus, the job duties, and hence job description, were modified slightly to reflect the movement of this position between offices.

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

MOTION #440-4 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve/ratify the Eligibility Lists.

MOTION #440-4 carried unanimously.

The Personnel Commission approved/ratified the following Eligibility Lists:

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Head Start Compliance Monitor - Restricted	04/13/16	OTBS	5	5
2	Budget Analyst	04/08/16	OTBS	6	6
3	Associate Teacher - Educare	04/06/16	AIDES	1	1
4	Family Advocate I/II - Restricted	04/05/16	OTBS	12	10
5	Paraeducator	04/19/16	AIDES	70	Unranked

C. Approval of 2016-2017 Personnel Commission Annual Budget

MOTION #440-5 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve the 2016-2017 Personnel Commission Annual Budget.

MOTION #440-5 carried unanimously.

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 two trainings since the last Personnel Commission Meeting: Smart Ways to Manage Unconscious Bias and Seven Habits of Highly Effective People. 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. This is followed by a one-on-one discussion with the Director and a team discussion to ensure maximum knowledge and learning occurs.

- Ms. Selma Murillo, Ms. Yasmeen Husain, and Ms. Natalie Kelm, Classified Personnel Services Specialists, participated in a webinar addressing how unconscious bias impacts panel members during the interview process. This Office will incorporate what was learned from the training into the training material for panel members reviewed at the beginning of all panel interviews. For example a bias that exists subconsciously in panel members is confirmation bias, which is when people favorably rate those most similar to the rater. An effective strategy to counteract unconscious bias is to inform panel

members of the bias. This awareness assists in minimizing its impact on the rating process and impacting the candidate in terms of their interview scores.

- Ms. Selma Murillo and Ms. Yasmeen Husain, Classified Recruitment Specialist, attended the Seven Habits of Highly Effective People on April 26-27. From this training, staff learned how to achieve greater productivity, improve communication, strengthen relationships, increase influence and focus on critical priorities by setting reasonable and achievable goals.

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
CSPCA Annual Conference 2015-16	This 2-day annual conference by CSPCA 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 interested in the workings of a merit system, covering the responsibilities of the Personnel Commission, recruitment and selection, class and compensation	01/09/16, 02/06/16, 03/19/16, 04/16/16 05/21/16 Fremont USD, Fremont, CA	Adriana Casas Natalie Kelm	\$500.00 total, not including mileage 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)
CODESP Webinar – Ethics & Transparency	Improving effectiveness through ethical behavior and transparency practices through instruction on how to put ethical practices in place to gain and preserve	03/15/16, 10:00 a.m. – 11:15 a.m., SCCOE, San Jose, CA	Adriana Casas	No cost (web based training that can be watched at work)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	trust by the public and customers			
Smart Ways to Manage Unconscious Bias in 2016	Discuss how unconscious bias impacts your recruitment, team dynamics, and career development. We also discuss useful strategies to manage unconscious bias and set people up to make more logical, better decisions	4/13/16, 11:00 a.m. – 12:00 p.m., SCCOE, San Jose	All of CPS Staff	No cost (web based training that can be watched at work)
7 Habits of Highly Effective People	Participants will learn how to achieve greater productivity, improved communication, strengthened relationships, increased influence, and laser-like focus on critical priorities	4/26/16 – 4/27/16, SCCOE, San Jose	Selma Murillo, Yasmeen Husain,	No cost (office based professional development opportunity)

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 MAY 11, 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:

- New Staff Introduction
 - Mr. Jonathan Muñoz, Supervisor-Classification & Recruitment, was introduced as the newest staff member. Mr. Muñoz began his new assignment, as the Supervisor – Classified and Recruitment, on May 9, 2016. Mr. Muñoz returns to the SCCOE after being employed with the City of San Jose as an Employment Analyst. Mr. Muñoz comes to this office with an impressive educational background and a great deal of relevant work experience.
- Instructional Assistant Job Fair
 - The Instructional Assistant Job Fair is a current Departmental initiative to assist in improving recruitment for Instructional Assistants, including Teacher Assistants, Associate Teachers, and Paraprofessionals. The goal of the Department is to fill all

Instructional Assistant vacancies by the beginning of the school year. The upcoming job fair, scheduled for June 11, 2016, is part of that goal.

- Recruitment Initiatives
 - Staff, in the Office, has participated in two off-site job fairs: Evergreen Valley College and San Jose City College, to further enhance our recruitment efforts, and to assist in filling current vacancies.
- Job Interest Cards
 - Ex-Officio Secretary Olson provided a demonstration of the new Job Interest Card function now available on the SCCOE's home website. Potential applicants have the ability to complete a Job Interest Card within specific content areas. When a job opens for posting, applicants, who previously filled out a job interest card in a content area related to the posting, will be notified of the opportunity directly to their email address.

VIII. CLOSED SESSION

A. Public Employee Performance Evaluation – Director - 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. Public Employee Discipline/Dismissal/Release/Appointment/Hear Complaints or Charges Brought against an Employee by another Person or Employee (Pursuant to Government Code section 54957)

C. Report of Closed Session

No reportable actions.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, June 8, 2016, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 10:45 a.m.

Respectfully submitted,



Kristin Olson
Ex-Officio Secretary, Personnel Commission