## PERSONNEL COMMISSION REGULAR MEETING #441 JUNE 8, 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	STAFF PRESENT			
Rodney Martin, President	Kristin Olson, Ex-Officio Secretary			
Libby Spector, Vice President	Jonathan Muñoz, Supervisor – Classification & Recruitment			
Nicholas Gervase, Member	Veronica Contreras, Executive Assistant			
OTHERS PRESENT				
Jas Sohal, Manager – Purchasing Services				

#### III. APPROVAL OF AGENDA

**MOTION #441-1** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve Agenda #441 – June 8, 2016.

MOTION #441-1 carried unanimously.

#### IV. APPROVAL OF MINUTES

**MOTION #441-2** by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve the Minutes of Regular Meeting #440, May 11, 2016.

MOTION #441-2 carried unanimously.

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

#### VI. NEW BUSINESS

A. Approval of Establishing Classifications and Associated Classification Specifications MOTION #441-3 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve establishing the following classification.

MOTION #441-3 carried unanimously.

#### **Job Development Coordinator**

In response to a contract for services, established between the Department of Rehabilitation and the Santa Clara County Office of Education ("SCCOE"), a new position was established within the Transition Partnership Program ("TPP"). As stated within the contractual agreement, the main purpose of this position is coordinating the vocational programs of the SCCOE. This includes organizing the administrative and instructional support functions and services for the SCCOE's vocational programs, serving as a liaison between State, County, federal agencies, and other pertinent organizations, and guiding the Job Development Specialists.

## **B.** Approval/Ratification of Recommending Salary Ranges

**MOTION #441-4** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve salary range recommendations.

MOTION #441-4 carried unanimously.

**Job Development Coordinator, Range 47.5** 

#### C. Approval of Reclassification Action

**MOTION #441-5** by Mr. Nicholas Gervase, seconded by Ms. Libby Spector, to approve the reclassification of Ms. Josephine Dy-Liacco from Purchasing Technician to Buyer, as of June 8, 2016, due to gradual accretion of duties over a two year period, or longer, at a higher course/scope of work

#### **MOTION #441-5** carried unanimously.

Commissioner Gervase requested further information on the reclassification request, including what led to the initial request, and the justification for the request. Mr. Jas Sohal, Manager — Purchasing, addressed the Commission, and discussed Purchasing Department staffing information, and the Buyer functions performed. Mr. Sohal also stated in submitting the reclassification request he carefully assessed and confirmed that Ms. Dy-Liacco had been performing Buyer duties over a two year period. Ex-Officio Secretary Olson additionally provided an explanation of the reclassification process. Ms. Olson is a remedy of last resort, but should be applied when it is warranted. Ms. Olson also stated that a reclassification action should only be recommended after completed a careful and prolonged study.

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

**MOTION #441-6** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve and/or ratify the Eligibility Lists.

MOTION #441-6 carried unanimously.

The Personnel Commission approved/ratified the following eligibility lists:

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Migrant Education Program Advocate I/II	05/02/16	OTBS	12	10
2	Chief Public Affairs Officer	05/02/16	LT	3	Unranked
3	Teacher Assistant – Educare	05/05/16	AIDES	2	1
4	Accounting Specialist I/II	05/11/16	OTBS	9	9
5	Library Resources Assistant	05/17/16	OTBS	11	9
6	Manager – Facilities & Construction	05/20/16	LT	11	9

## E. 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 ten trainings: the CSPCA Annual Conference, Merit Academy, Coaching Skills for Supervisors, Ethics and Transparency, Smart Ways to Manage Unconscious Bias, Laserfische—Basics, Onboarding Best Practices, Seven Habits of Highly Effective People, Adobe Acrobat Forms, and Workplace Investigations. 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, attended a one-day investigation refresher training. Amongst the topics and opportunities shared were industry best practices, review of how to conduct investigations properly in compliance with procedures and employment rights.

Conference/Training	Conference/Training	Date &	Attendees	Anticipated
	Summary	Location		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 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 trust by the public and customers	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)
Smart Ways to Manage Unconscious Bias in 2016	This training will discuss how unconscious bias impacts your recruitment, team	04/13/16, 11:00 a.m. – 12:00 p.m., SCCOE, San Jose	All CPS Staff	No cost (web based training that can be watched at work)

Conference/Training	Conference/Training	Date &	Attendees	Anticipated
a sum of the sum of	Summary	Location	Attendees	Cost
	dynamics, and career	Location		COST
	development, useful			
	strategies to manage			
	unconscious bias and			
	set up people to make			
	more logical, better			
	decisions			
Laserfische – Basics	The class covers these	04/20/16;	Yasmeen	No cost –
	topics:	10:00 a.m. –	Husain	training is
	<ul> <li>Navigating the</li> </ul>	12:00 p.m.		hosted by SCCOE
	folder structure	240		
	<ul> <li>Scanning basics</li> </ul>			
	<ul> <li>Importing</li> </ul>			
	documents from			
	PDF, Work, Excel			
	<ul> <li>Assigning</li> </ul>			
	document			
	properties to			
	search and find			
	them easily			
	<ul> <li>Splitting</li> </ul>			
	documents			
	<ul> <li>Deleting</li> </ul>			
	documents			
	<ul> <li>Storing and</li> </ul>			
	moving			
	documents			
	<ul><li>Printing</li></ul>			
	documents			
	<ul> <li>Emailing</li> </ul>			
	documents from			
	Laserfische			
CODESP Webinar	The information and	04/21/16,	All CPS Staff	No cost (web
Onboarding Best	support new	9:00 a.m. –		based training
Practices	employees are	10:00 a.m.,		that can be
	provided to smoothly	SCCOE, San		watched at
	adjust to the	Jose		work)
	organization. This			
	assists in assuring new			
	employees become			
	engaged and invested			
7 Habits of Highly	as quickly as possible	04/26/46	Calama	Name
Effective People	From this training,	04/26/16 -	Selma	No cost –
Enective reobie	participants will learn how to achieve greater	04/27/16,	Murillo,	training hosted
	productivity, improved	SCCOE, San	Yasmeen	by SCCOE
	communication,	Jose	Husain	
	strengthened			
	relationships,			
	increased influence,			
	and laser-like focus on			
	critical priorities			
	critical priorities			

Conference/Training	Conference/Training	Date &	Attendees	Anticipated
	Summary	Location		Cost
Adobe Acrobat Forms	This training addresses	05/16/16,	Selma Murillo	No cost –
	converting PDF	9:00 a.m. –		training is
	documents into	12:00 p.m.		hosted by SCCOE
	interactive forms			,
Workplace	This training reviews	05/18/16,	Kristin Olson	\$120.00 total for
Investigations	how to properly	8:30 a.m. –		all costs
	conduct workplace	5:00 p.m.		
	investigations to			
	minimize legal liability			
	and provide sound			
	findings that will			
	withstand employee			
	due process rights,			
	such as Skelly hearing,			
	grievances, appeals,			
	and arbitrations			

## F. 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.

# G. MONTHLY VACANCY STATUS REPORT – JUNE 3, 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. Jonathan Muñoz, Supervisor Classification & Recruitment, has led the coordination of the Instructional Assistant Job Fair. The job fair will be held on Saturday, June 11, 2016, from 9:00 a.m. 2:00 p.m. Over 30 candidates are scheduled for No Child Left Behind ("NCLB") testing. Additionally, candidates are scheduled for the written exam for the Associate Teacher/Teacher Assistant job classifications within the Preschool Programs. Currently, 160 applicants are registered. Interviews will be conducted on Saturday by site Principals and supervisors. Walk-in applicants will have the opportunity to test and interview for the substitute position pool.
- The Paraeducator Bid Board is scheduled for Friday, June 24, 2016. Details of the event will be reported at the next Commission meeting.
- Three classified positions were approved for elimination. Subsequently, the respective layoff actions for these positions were addressed. All three impacted employees were transferred to different locations within the County Office within the classifications held.
- In reviewing the hiring numbers for classified vacancies, Classified Personnel Services has filled an average of 1.25 positions per day. This marks a milestone for the Department, as this is an exceptional rate of hiring.
- This Office anticipates completing the last updates of the Ewing Study job descriptions within approximately the next week. Then, the information will be forwarded to Ewing Consulting for salary finalization.

## VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, July 13, 2016, at 10:00 A.M. The Commissioners requested and approved rescheduing the August Personnel Commission Meeting to Wednesday, August 17, 2016, at 10:00 a.m.

# IX. ADJOURNMENT

The meeting adjourned at 10:32 a.m.

Respectfully submitted,

Kristin Ølson

Ex-Officio Secretary, Personnel Commission.