

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #430
July 8, 2015
APPROVED MINUTES**

I. CALL TO ORDER

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

II. ROLL CALL

MEMBERS PRESENT

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

STAFF PRESENT

Adriana E. Casas, Supervisor – Classification & Recruitment
Linda Gore, Classified Personnel Specialist
Natalie Kelm, Classified Personnel Specialist

OTHERS PRESENT

Philip J. Gordillo, Chief Human Resources Officer
Lesbia Reclosado, School Office Coordinator, Special Education
Beth Olshewsky, Supervisor, Media Services, Learning Multimedia Center
Michael Bachicha, Director, Education Services
Alicia Salas, Retiree

III. APPROVAL OF AGENDA

MOTION #430-1 by Ms. Spector, seconded by Mr. Martin to approve Agenda #430, July 8, 2015.

MOTION #430-1 carried unanimously.

IV. APPROVAL OF MINUTES

A. APPROVAL OF REGULAR MEETING #429 MINUTES – JUNE 10, 2015

MOTION #430-2 by Mr. Martin, seconded by Ms. Spector to approve the minutes of the Regular Meeting #429, June 10, 2015.

MOTION #430-2 carried unanimously.

B. APPROVAL OF SPECIAL MEETING #66 MINUTES – MAY 6, 2015

MOTION #430-3 by Ms. Spector, seconded by Mr. Martin to approve the minutes of the Special Meeting #66, May 6, 2015.

MOTION #430-3 carried unanimously.

C. APPROVAL OF SPECIAL MEETING #67 MINUTES – JUNE 3, 2015

MOTION #430-4 by Mr. Martin, seconded by Ms. Spector to approve the minutes of the Special Meeting #67, June 3, 2015.

MOTION #430-4 carried unanimously.

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

A. SANTA CLARA COUNTY OFFICE OF EDUCATION REORGANIZATION

Mr. Gordillo reported on changes within the Santa Clara County Office of Education. Chief Business Officer, Micaela Ochoa and General Counsel, Maribel Medina both vacated their positions. Superintendent of Schools, Jon R. Gundry, has announced several leadership changes. These staffing moves will enhance interdepartmental collaboration, communication, and integration of services. Chief Schools Officer, Dr. Mary Ann Dewan, is now serving as Deputy Superintendent, effective July 1, 2015. Chief Academic Officer, Dr. Angelica Ramsey, is being elevated to Associate Superintendent for Educational Services. The Office of Innovative

Schools, previously under the Office of the Superintendent, who provides oversight to charter schools, now reports to the Educational Services Branch. The Director III–Charter Schools job description will need to be revised due to the reporting structure change. Mr. Gordillo recommended that Classified Personnel Services move forward with the recruitment of the Director III – Charter Schools and submit the change at the next Commission meeting.

VI. NEW BUSINESS

A. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: MANAGER – ASSESSMENT & ACCOUNTABILITY (LT)

MOTION #430-6 by Mr. Martin, seconded by Ms. Spector to establish classification specifications for Manager – Assessment & Accountability, assigned to LT Unit Range 12 (\$101,695.56 - \$129,791.40 annually), effective July 8, 2015.

MOTION #430-6 carried unanimously.

B. REVISION OF CLASSIFICATION SPECIFICATIONS: FINANCIAL ADMINISTRATOR – CHARTER SCHOOLS (LT)

MOTION #430-7 by Ms. Spector, seconded by Mr. Martin to revise classification specifications for Financial Administrator – Charter Schools, assigned to LT Unit Range 11 (\$96,852.00 - \$123,610.80 annually), effective July 8, 2015.

MOTION #430-7 carried unanimously.

C. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: NETWORK ANALYST – SENIOR (OTBS)

MOTION #430-8 by Ms. Spector, seconded by Mr. Martin to establish the classification specifications for Network Analyst - Senior, assigned to OTBS Unit Range 54.5 (\$7,004.40 - \$8,318.27 monthly), effective July 8, 2015.

MOTION #430-8 carried unanimously.

D. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: SCHOOL SITE TECHNOLOGY SUPPORT SPECIALIST (OTBS)

MOTION #430-9 by Ms. Spector, seconded by Mr. Martin to establish the classification specifications for School Site Technology Support Specialist, assigned to OTBS Classified Range 42.0 (\$3,893.07 - \$4,610.67 monthly), effective July 8, 2015.

MOTION #430-9 carried unanimously.

E. REVISION OF CLASSIFICATION SPECIFICATIONS: LIBRARY TECHNICAL SUPPORT SPECIALIST (OTBS)

MOTION #430-10 by Mr. Martin, seconded by Ms. Spector to establish the classification specifications for Library Technical Support Specialist, assigned to OTBS Range 47.5 (\$5,033.60 - \$5,966.13 monthly), effective July 8, 2015.

MOTION #430-10 carried unanimously.

F. APPROVAL OF ELIGIBILITY LISTS

Merit Rule 9.02 states that "Eligibility Lists shall be presented to the Personnel Commission for approval." Therefore, the Personnel Commission approved the establishment of the following lists:

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Accounting Technician/Accounting Technician, Senior	06/29/15	OTBS	9	8
2	Associate Teacher – Educare*	06/23/15	PARA	13	10
3	Teacher Assistant – Educare*	06/23/15	PARA	2	2
4	Office Assistant I/II (ACS)	06/17/15	OTBS	22	14
5	Director I – Human Resources	06/15/15	LT	3	3
6	Executive Assistant	06/12/15	LT	8	6
7	Associate Teacher – Educare	06/11/15	PARA	11	8
8	Teacher Assistant – Educare	06/11/15	PARA	3	3

*Merged List

MOTION #430-11 by Ms. Spector, seconded by Mr. Martin to approve the Eligibility Lists.

MOTION #430-11 carried unanimously.

G. MONTHLY VACANCY STATUS REPORT – JULY 8, 2015

Ms. Casas reported on the Monthly Vacancy Status Report and positions filled. The Commissioners accepted the report as delivered.

VII. SECRETARY'S REPORT

Ms. Casas reported on the following:

- Classified Personnel held the Paraeducator Bid Board on July 7, 2015. Eight employees were displaced and ten voluntarily transferred. Approximately 50 employees were invited.
- Veronica Contreras was promoted to the Executive Assistant position within Classified Personnel.
- Classified Personnel Services is processing layoff rescind notices. Five laid-off employees have accepted Educare positions.
- Five of the seven Assistant Teachers – Restricted pending AA degree have submitted their proof of degree. Of the six remaining, three are retiring and one was selected for an Educare position. Based on the final outcome, we could possibly rescind more layoff notices.
- CPS hired a substitute, Willette Strickland to backfill Veronica Contreras' vacant position. Demands on our department are very high with classification requests, new recruitments and many Request to Fills for retiring employees. Staffing for Classified Personnel Services is a concern.
- The Classified Recruitment Fair is coming up. (Saturday, October 24, 2015)

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

- The next regular Personnel Commission meeting is scheduled for August 12, 2015 at 10:00 a.m.

IX. CLOSED SESSION (10:31 a.m.)

A. Interim Director III-Classified Personnel Services

Mr. Gordillo, Chief Human Resources Officer, requested and the Commissioners approved that the closed session agenda item be moved to the end of meeting before adjournment.

B. Report of Closed Session

President Gervase reported that the Commission approved the appointment of Ms. Alicia Salas as the Interim Director of Classified Personnel Services beginning July 9, 2015.

X. ADJOURNMENT

The meeting adjourned at 10:46 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Adriana Casas". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Adriana Casas
Supervisor, Classification & Recruitment