

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #431
August 12, 2015
APPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Gervase at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT

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

STAFF PRESENT

Alicia Salas, Interim Director – Classified Personnel Services
Adriana E. Casas, Supervisor – Classification & Recruitment
Linda Gore, Classified Personnel Specialist
Natalie Kelm, Classified Personnel Specialist
Adriana Lopez, Classified Personnel Specialist (limited term)

OTHERS PRESENT

Philip J. Gordillo, Chief Human Resources Officer

III. APPROVAL OF AGENDA

Agenda was revised to remove Item VI. C. Establishment of Classification Specifications: Program Services Specialist (OTBS) to allow for additional revisions of classification.

MOTION #431-1 by Ms. Spector, seconded by Mr. Martin to approve Agenda #431, August 12, 2015.

MOTION #431-1 carried unanimously.

IV. APPROVAL OF MINUTES

A. APPROVAL OF REGULAR MEETING #430 MINUTES – JULY 8, 2015

MOTION #431-2 by Mr. Martin, seconded by Ms. Spector to approve the minutes of the Regular Meeting #430, July 8, 2015.

MOTION #431-2 carried unanimously.

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

A. SANTA CLARA COUNTY OFFICE OF EDUCATION REORGANIZATION

None

VI. NEW BUSINESS

A. REVISION OF CLASSIFICATION SPECIFICATIONS: Director III – Charter Schools (LT)

MOTION #431-3 by Ms. Spector, seconded by Mr. Martin to revise classification specifications for Director III – Charter Schools, assigned to LT Unit Range 15 (\$117,725.52 - \$150,249.87 annually), effective August 12, 2015.

MOTION #431-3 carried unanimously.

B. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: HOMELESS YOUTH SPECIALIST (OTBS)

MOTION #431-4 by Mr. Martin, seconded by Ms. Spector to establish classification specifications for Homeless Youth Specialist, assigned to OTBS Unit Range 47.5 (\$5,033.60 - \$5,966.13 monthly), effective August 12, 2015.

MOTION #431-4 carried unanimously.

C. 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	Head Start Compliance Monitor – Restricted	07/13/15	OTBS	2	2
2	Mechanic, Vehicle Maintenance	07/21/15	OSS	3	2
3	IT Support Specialist	07/24/15	OTBS	4	3
4	Paraeducator	07/24/15	PARA	9	9

MOTION #431-5 by Ms. Spector, seconded by Mr. Martin to approve the Eligibility Lists.

MOTION #431-5 carried unanimously.

G. MONTHLY VACANCY STATUS REPORT – AUGUST 12, 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. Salas reported on the following:

- Recruitment of Director III – Classified Personnel Services, identifying Wednesday, September 2, 2015, as the final interview date (Special Meeting); announcing selected candidate at Regular Meeting, September 9, 2015.
- Continuing to work on Ewing Classification Study; job descriptions are to be submitted by Friday, August 14.
- Possible reclassification appeal for September 9, 2015, by Warehouse staff.
- Mini-Bid Board held on July 22, 2015. Per request of the SEIU, the bid board data from June 12, 2015, was reviewed and it was determined that a corrective action needed to be implemented. Bump chains were revised to meet seniority standards and affected staff was invited to select new positions.
- Adriana Lopez is working with Classified Personnel Services on a limited term assignment, back-filling the position vacated by Veronica Contreras, who was promoted to Executive Assistant.
- Superintendent's authority to appoint a new Personnel Commissioner.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

- The next regular Personnel Commission meeting is scheduled for September 9, 2015 at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:31 a.m.

Respectfully submitted,



Alicia Salas

Interim Director – Classified Personnel Services