

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #432
SEPTEMBER 9, 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 Casas, Supervisor, Classification & Recruitment
Veronica Contreras, Executive Assistant
Linda Gore, Classified Personnel Services Specialist
Natalie Kelm, Classified Personnel Services Specialist
Adriana Lopez, Classified Personnel Services Specialist
Debbie Baker, HR Analyst

OTHERS PRESENT

Kathy Sealana, Director - Workforce & Organizational Development
Lesbia Reclosado, School Office Coordinator, Special Education, SEIU Representative

III. APPROVAL OF AGENDA

MOTION #432-1 by Ms. Spector, seconded by Mr. Martin to approve Agenda #432, September 9, 2015.

MOTION #432-1 carried unanimously.

IV. APPROVAL OF MINUTES

A. APPROVAL OF REGULAR MEETING #431 MINUTES – AUGUST 12, 2015

MOTION #432-2 by Mr. Martin, seconded by Ms. Spector to approve the minutes of the Regular Meeting #431, August 12, 2015.

MOTION #430-2 carried unanimously.

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

A. NONE

VI. UNFINISHED BUSINESS

A. PUBLIC EMPLOYEE EMPLOYMENT AND/OR APPOINTMENT: DIRECTOR III – CLASSIFIED PERSONNEL SERVICES (MERIT RULE 4.14/GOVERNMENT CODE SECTION 54957)

Item was moved to closed session at 11:00 a.m. (Special Meeting #69)

NEW BUSINESS

A. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: PROGRAM SERVICES SPECIALIST

MOTION #432-3 by Ms. Spector, seconded by Mr. Martin to establish classification specifications for Program Services Specialist, assigned to OTBS Unit, Range 47 (\$5,015.82 - \$5,940.48 monthly), effective September 9, 2015.

MOTION #432-3 carried unanimously.

- B. REVISION OF CLASSIFICATION SPECIFICATIONS: CHIEF PUBLIC AFFAIRS OFFICER**
MOTION #432-4 by Mr. Martin, seconded by Ms. Spector to establish the classification specifications for Chief Public Affairs Officer, assigned to LT Unit, salary to be determined by the County Superintendent of Schools, effective September 9, 2015.
MOTION #432-4 carried unanimously.
- B. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: OUTDOOR RECREATION SPECIALIST**
MOTION #432-5 by Ms. Spector, seconded by Mr. Martin to establish the classification specifications for Outdoor Recreation Specialist, assigned to PARA Unit, Range 38 (\$18.88 - \$22.28 hourly), effective September 9, 2015.
MOTION #432-5 carried unanimously.
- D. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: SCHOOL SITE TECHNOLOGY SUPPORT SPECIALIST**
MOTION #432-6 by Ms. Spector, seconded by Mr. Martin to establish the classification specifications for School Site Technology Support Specialist, assigned to OTBS Unit, Range 42 (\$3,970.94 - \$4,702.89 monthly), effective September 9, 2015.
MOTION #432-6 carried unanimously.
- E. ESTABLISHMENT OF CLASSIFICATION SPECIFICATIONS: STAFF DEVELOPMENT SPECIALIST**
MOTION #432-7 by Mr. Martin, seconded by Ms. Spector to establish the classification specifications for Staff Development Specialist, assigned to LT Unit, Range 9 (\$89,604.72-\$114,361.68 annually), effective September 9, 2015.
MOTION #432-7 carried unanimously.
- F. REVISION OF CLASSIFICATION SPECIFICATIONS: VOLUNTEER & STAFF DEVELOPMENT SPECIALIST**
MOTION #432-8 by Mr. Martin, seconded by Ms. Spector to revise the classification specifications for Volunteer & Staff Development Specialist, including title change to Manager –Workforce Services, reallocate job class and current employee in the Volunteer & Staff Development position to Manager – Workforce Services, assigned to LT Unit, Range 11 (\$98,789.04 - \$126,083.04 annually), effective September 9, 2015.
MOTION #432-8 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	Controller	08/11/15	LT	2	2
2	Administrative Assistant I/II (ACS)	08/13/15	OTBS	11	9
3	Paraeducator, Special Education	08/13/15	PARA	3	3
4	Home Visiting Specialist – Early Head Start – Restricted	08/17/15	OTBS	4	3
5	Library Technical Specialist	08/19/15	OTBS	2	2
6	Director III – Charter Schools	08/19/15	LT	4	4
7	Warehouse Person, Lead	08/20/15	OSS	2	2
8	Staffing Specialist, Human Resources	08/20/15	OTBS	13	11
9	Director I – Strong Start Project	08/24/15	LT	2	2
10	Enterprise Network Engineer	08/24/15	OTBS	2	2
11	Director III – Classified Personnel Services	08/24/15	LT	4	3
12	Bus Driver, Lead/Scheduler	08/31/15	OSS	1	1
13	Senior Executive Assistant	09/02/15	CONF	7	UNRANKED

MOTION #432-9 by Ms. Spector, seconded by Mr. Martin to approve the Eligibility Lists.

MOTION #432-9 carried unanimously.

G. MONTHLY VACANCY STATUS REPORT – SEPTEMBER 9, 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:

- Staff busy with continued and new recruitments, including testing and interviews
- Working on introducing a procedural change pertaining to job classification specification revisions, will present to new director and possibly include in next meeting agenda

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

- The next regular Personnel Commission meeting is scheduled for October 14, 2015 at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:36 a.m.

Respectfully submitted,

Alicia Salas
Interim Director, Classified Personnel Services