

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #433
OCTOBER 14, 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
Veronica Artiaga, Staff Receptionist

OTHERS PRESENT

Beth Olshewsky, Supervisor – Media Services
Kathy Sealana, Talent Management

III. APPROVAL OF AGENDA

MOTION #433-1 by Ms. Spector, seconded by Mr. Martin to approve Agenda #433, October 14, 2015.

MOTION #433-1 carried unanimously.

IV. APPROVAL OF MINUTES

A. APPROVAL OF REGULAR MEETING #432 MINUTES – SEPTEMBER 9, 2015

MOTION #433-2 by Mr. Martin, seconded by Ms. Spector to approve the Minutes of the Regular Meeting #432, September 9, 2015.

MOTION #433-2 carried unanimously.

MOTION #433-3 by Ms. Spector, seconded by Mr. Martin to approve the Minutes of the Special Meeting #69, September 9, 2015.

MOTION #433-3 carried unanimously.

V. UNFINISHED BUSINESS

A. CANDIDATE SELECTION: Director III – Classified Personnel Services (Merit Rule 4.14 /Government Code Section 54957)

An employment offer has been extended to Ms. Kristin Olson, who accepted the position of Director III – Classified Personnel Services with a start date of November 2, 2015.

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

A. Mr. Philip J. Gordillo, Chief Human Resources Officer, extended congratulations to President Nicholas Gervase on his reappointment to the Personnel Commission. The public hearing is scheduled for November 5, 2015 at 10:00 a.m. in the Superintendent's Office. President Gervase will also be recognized in February for his 15 years of Personnel Commission service at the CPSCA Conference in Anaheim.

NEW BUSINESS**B. REVISION OF CLASSIFICATION SPECIFICATIONS: LIBRARY RESOURCES SPECIALIST I/II**

MOTION #433-4 by Mr. Martin, seconded by Ms. Spector to revise the classification specification of the Library Resources Specialist I/II, assigned to OTBS Unit, Range 42.5/46 (\$4,073.48 - \$5,673.52 monthly), effective October 14, 2015.

MOTION #433-4 carried unanimously.

A. REVISION OF CLASSIFICATION SPECIFICATIONS: SAFE AND HEALTHY SCHOOLS SPECIALIST

MOTION #433-5 by Mr. Martin, seconded by Ms. Spector to revise the classification specification of the Safe and Healthy Schools Specialist, assigned to OTBS Unit, Range 47.5 (\$5,134.28 - \$6,058.46 monthly), effective October 14, 2015.

MOTION #433-5 carried unanimously.

D. 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	Family Advocate I/II – Restricted	09/10/15	OTBS	8	8
2	Paraeducator – Special Education	09/15/15	PARA	1	1
3	Navigator	09/16/15	OTBS	5	4
4	Community Liaison Specialist – Opportunity Youth Academy	09/16/15	OTBS	5	5
5	Student Assessment Technician	09/17/15	PARA	6	6
6	Communications Public Relations Specialist	09/24/15	OTBS	8	7
7	Manager – Assessment & Accountability	09/28/15	LT	4	4
8	Paraeducator – Alternative Education	10/08/15	PARA	5	4

MOTION #433-6 by Ms. Spector, seconded by Mr. Martin to approve the Eligibility Lists.

MOTION #433-6 carried unanimously.

G. MONTHLY VACANCY STATUS REPORT – OCTOBER 14, 2015

Ms. Adriana E. Casas, Supervisor – Classification & Recruitment, reported on the Monthly Vacancy Status Report and positions filled. The Commissioners accepted the report as delivered.

VII. SECRETARY'S REPORT

Ms. Alicia Salas, Interim Director III – Classified Personnel Services, reported on the following:

- Classified Personnel Services continued working on the Ewing Classification and Compensation Study. The appeals were submitted by Santa Clara County Office staff to Ewing Consulting, Inc. on September 30, 2015. Ewing Consulting, Inc. is in the process of reviewing and providing appeal feedback.
- SCCOE hosted the CPSCA/NC Conference on Saturday, October 10, 2015. Mr. Gordillo led the coordination efforts with the assistance of Ms. Veronica Contreras, Executive Assistant. The

conference included three presentations with approximately thirty attendees. The conference registration was coordinated by Chico Unified School District.

- The Classified Schools Job Fair was scheduled for Saturday, October 24, 2015. Currently, the Santa Clara County Office of Education has accounted for 650 registered participants and 23 schools districts. Staff has been conducting both day and evening testing sessions to facilitate the examination process. The Schools Job Fair has been a collaborative effort between Classified Personnel Services and Human Resources - Administrative Services.
- Classified Personnel Services continues to be short-staffed. The current Classified Personnel Services Specialist I/II has been vacant since July. Currently, there are 47 vacancies with six additional positions pending vacancies. Ms. Veronica Artiaga, Staff Receptionist – Administrative Services, has been assigned part-time to assist Classified Personnel Services in completing clerical duties associated with recruitment. Ms. Salas will be conducting a phone meeting with Ms. Olson regarding the staffing situation.
- Ms. Olson will start as Director III – Classified Personnel Services on Monday, November 2, 2015. Ms. Salas will overlap with Ms. Olson until, at least, November 6, with an overlap extended for a second week, if needed.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

- The next regular Personnel Commission meeting was scheduled for November 12, 2015, at 10:00 a.m., however, due to the new Director's arrival it was recommended and accepted that the next regular Personnel Commission meeting be moved to Wednesday, November 18, 2015, at 10:00 a.m. in the Board Room.

IX. ADJOURNMENT

The meeting adjourned at 10:45 a.m.

Respectfully submitted,



Kristin Olson

Director III - Classified Personnel Services