

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
REGULAR MEETING #434  
NOVEMBER 18, 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**

Kristin Olson, Director - Classified Personnel Services  
Adriana Casas, Supervisor - Classification & Recruitment  
Veronica Contreras, Executive Assistant

**OTHERS PRESENT**

Philip J. Gordillo, Chief Human Resources Officer

**III. APPROVAL OF AGENDA**

**MOTION #434-1** by Mr. Martin, seconded by Ms. Spector to approve Agenda #434, November 18, 2015.

**MOTION #434-1** carried unanimously.

**IV. APPROVAL OF MINUTES**

**A. APPROVAL OF REGULAR MEETING #433 MINUTES – OCTOBER 14, 2015**

**MOTION #434-2** by Ms. Spector, seconded by Mr. Martin to approve the Minutes of the Regular Meeting #433, October 14, 2015.

**MOTION #434-2** carried unanimously.

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

**A.** Mr. Philip J. Gordillo, Chief Human Resources Officer, welcomed Ms. Kristin Olson, Director – Classified Personnel Services, to the office, making note of the ease of her transition into the position. Mr. Gordillo extended congratulations to President Nicholas Gervase on the approval of his reappointment to the Personnel Commission. The public hearing was held on November 5, 2015, at 10:00 a.m. in the Superintendent's Office. Mr. Gordillo stated that the County Superintendent of Schools, Mr. Jon Gundry, is interested in attending a future Personnel Commission Meeting. Due to prior commitments, Superintendent Gundry has been unable to attend a Personnel Commission Meeting. However, he would like to present the Commissioners with his plans, vision, and agenda for the County Office. Mr. Gordillo, in collaboration with Ms. Olson, and the Superintendent's Office, will identify a future Personnel Commission Meeting date to include Superintendent Gundry.

**VI. NEW BUSINESS**

**A. REVISION OF CLASSIFICATION SPECIFICATIONS: DIGITAL MEDIA OPERATIONS**

**MOTION #434-3** by Ms. Spector, seconded by Mr. Martin to revise the classification specification of the Digital Media Operations, assigned to OTBS Unit, Range 49 (\$5,509.10 - \$6,530.99 monthly), effective November 18, 2015.

**MOTION #434-3** carried unanimously.

**VII. SECRETARY'S REPORT**

Ex-Officio Secretary Olson, reported on the following:

- One-on-one meetings were conducted with staff members to identify work and vacation schedules for the current fiscal year to assist in organizing the work of the office. Professional development plans are being developed to identify training opportunities, aligned with organizational goals. Weekly staff meetings have been scheduled, so staff can collaboratively develop innovative and efficient strategies for the office.
- Previously, the Job Transfer Hotline had been updated on a weekly basis, in order to reduce the time between transfer and vacancy opportunities, the Job Transfer Hotline will now be updated on a daily basis. Before launching this process, it was discussed with SEIU and SEIU communicated their approval. In addition, an informational announcement will be included in the newsletter detailing the process change.
- As a department, several trackers (Excel spreadsheets) are being established to analyze our recruitment efforts and strategies. These trackers include: recruitments, classification, reclassification, and appeals.
- Pursuant to Federal law, the Classified job postings will be revised to incorporate specific language pertaining to sexual harassment, accommodations, and discrimination.
- This department will be developing a customer satisfaction survey to align the departmental goals with customer expectations. Our survey customers will include employees, management leadership, and SEIU.
- Winter Break shutdown has been identified for December 21, 2015, through January 2, 2016, with the office returning to regular business operations on Monday, January 4, 2016.

**VIII. CLOSED SESSION**

An Employee appeal hearing is scheduled for Wednesday, December 9, 2015, at 10:00 a.m.

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

- The next regular Personnel Commission Meeting is scheduled for Wednesday, December 9, 2015, at 10:00 a.m. The following meeting is scheduled for Wednesday, January 13, 2016, at 10:00 a.m. in the Board Room.

**IX. ADJOURNMENT**

The meeting adjourned at 10:47 a.m.

Respectfully submitted,



Kristin Olson

Director III - Classified Personnel Services