

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #435
DECEMBER 9, 2015, 10:00 A.M.
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, Ex-Officio Secretary
Adriana E. Casas, Supervisor-Classification & Recruitment
Veronica Contreras, Executive Assistant
Luis Enrique Alvarado, Classified Personnel Substitute
Linda Gore, Classified Personnel Services Specialist

OTHERS PRESENT

Philip J. Gordillo, Chief Human Resources Officer-Human Resources
Laurie Book, Interim-Director, Internal Business Services

III. APPROVAL OF AGENDA

MOTION #435-1 by Ms. Libby Spector, seconded by Mr. Rodney Martin to approve Agenda #435, December 9, 2015.

MOTION #435-1 carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #435-2 by Mr. Rodney Martin, seconded by Ms. Libby Spector to approve the minutes of Regular Meeting #434, November 18, 2015.

MOTION #435-2 carried unanimously.

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

None.

VI. UNFINISHED BUSINESS

None.

VII. NEW BUSINESS

A. Approval/Ratification of Classification Specifications Revisions without Title Changes

MOTION #435-3 by Ms. Libby Spector, seconded by Mr. Rodney Martin to approve/ratify classification specifications revisions without title changes:

The following classifications were revised to ensure the proper reporting structure was represented. Additionally, the minimum qualifications for Director I – Special Projects and Director III – Charter Schools were updated to expand the applicant pool. Within the minimum qualification section, Option 1 and Option 2 were added to allow for recruitment as both a classified and certificated position:

- a) Director I – Special Projects
- b) Director III – Charter Schools
- c) Manager – Unemployment Insurance

The following classifications listed below were revised to eliminate the words per minute, or to be determined by the hiring authority requirement to read “keyboarding at a rate that ensures successful job performance.” This ensures the minimum qualifications for office positions remain current with modern office practices and technologies, as well as simultaneously eliminating an unnecessary testing hurdle, which should increase testing efficiency:

- d) Senior Executive Assistant
- e) Senior Executive Assistant – County Superintendent of Schools
- f) Administrative Assistant III
- g) Administrative Assistant III – Restricted
- h) Office Coordinator
- i) Office Coordinator – Restricted
- j) Classified Personnel Services Specialist I/II
- k) Credential Services Specialist I/II
- l) Employee Benefits Specialist I/II
- m) Human Resources Specialist I/II
- n) School Office Coordinator
- o) School Office Specialist
- p) Transition Student Specialist
- q) Office Assistant I/II
- r) Office Assistant I/II - Restricted

MOTION #435-3 carried unanimously.

B. Approval/Ratification of Classification Specification Revisions with Title Changes

MOTION #435-4 by Ms. Libby Spector, seconded by Mr. Rodney Martin to approve/ratify classification specification revisions with title changes. After assessing programmatic need, the position has been retitled to Volunteer Liaison Recruiter and transitioned to the County Office of Education. Previously recruitment was a portion of the responsibilities, and now it is the central focus of this particular position. Due to the change in concept emphasis, the position title has likewise changed.

- a) Environmental Education Liaison Recruiter to Volunteer Liaison Recruiter

MOTION #435-4 carried unanimously.

C. Approval of the Personnel Commission Annual Report for 2014-2015

MOTION #435-5 by Mr. Rodney Martin, seconded by Ms. Libby Spector to approve the Annual Report. The Annual Report provides statistical information relating to applications, recruitment and classified staffing, as well as disciplinary hearings and appeals data.

MOTION #435-5 carried unanimously.

D. Approval/Ratification of Establishing and/or Extending 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:

MOTION #435-6 by Ms. Libby Spector, seconded by Mr. Martin to approve the Eligibility Lists.

MOTION #435-6 carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Classified Personnel Services Specialist I/II	11/18/15	OTBS	6	6
2	Environmental Education Naturalist	11/19/15	PARA	4	4
3	Office Coordinator – Restricted	11/19/15	OTBS	Pending	Pending
4	School Office Coordinator -	11/25/15	OTBS	Pending	Pending
5	Administrative Assistant I/II	11/25/15	OTBS	Pending	Pending
6	Program Services Specialist	11/30/15	OTBS	2	2
7	Director III – District Business Services	12/01/15	LT	5	5
8	Senior Executive Assistant	12/02/15	LT	Unranked	7

F. Information Received on Lateral Transfer Requests

Pursuant to Commission Rule 10.05(A)(7), managerial employees may initiate lateral transfers into like positions, upon supervisory approval and upon meeting the conditions set-forth in Rule 10.05(A)(7). The qualifying criteria is as follows:

- The positions must be related in concept
- The positions must function at the same range

Additionally, greater deference for allowing the transfer is reasonable, if the employees meet the minimum qualifications for the class.

The County Office of Education is exploring a transfer opportunity whereby the Assistant Controller may transfer into a District Business Advisor position, a District Business Advisor may transfer into the Assistant Controller. Further conversations with the employees and operational analysis will be conducted to analyze the potential movement. If moved forward, all employees in the Assistant Controller and District Business Advisor position will be contacted and provide an opportunity to submit an interest form for the transfer consideration.

G. Report on Future Trainings and Conferences

A listing of conferences and training that Commission staff and/or Commissioners plan on attending was provided for informational purposes. These conferences and trainings will allow Commission staff to remain current and well-versed within the field of personnel and public education by enhancing knowledge and professional development opportunities.

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
CSPCA Annual Conference 2015-16	This is a 2-day annual conference by CSPCA, this conference covers a variety of legal updates and best practices for Personnel Commission Offices and HR Operations	02/26/16-02/27/16 Anaheim, CA	Kristin Olson Adriana Casas	\$600.00 total not including airfare, transportation, or meals, lunch and breakfast are provided each day
Merit Academy	A 5-day academy, lasting 8 hours per session, designated	01/09/16, 02/06/16, 03/19/16,	Adriana Casas Natalie Kelm	\$500.00 total, not including mileage

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	for individuals interested in the workings of a merit system, covering the responsibilities of the Personnel Commission, recruitment and selection, class and comp	04/16/16 05/21/16 Fremont USD, Fremont, CA	or Veronica Contreras	reimbursement and lunch
CODESP Webinar – Leadership Series: Coaching Skills for Supervisors	Guiding change through tools, experiences, career-path mentoring, and continued support to assist employees in building their skills and redirecting inefficient behavior	01/16/16, 10:00 – 11:15 a.m., SCCOE, San Jose, CA	Kristin Olson Adriana Casas	No cost (web based training that can be watched at work)

H. MONTHLY VACANCY STATUS REPORT – DECEMBER 9, 2015

Ex-Oficio Secretary Olson reported on the Monthly Vacancy Status Report and positions filled. The Commissioners accepted the report as delivered.

VIII. SECRETARY'S REPORT

Ex-Oficio Secretary Olson reported on the following:

- To properly track our recruitments, a tracking system with job and/or tracking codes will be established. These tracking numbers will be assigned to each recruitment, allowing for specific recruitment information, including applicant and testing information.
- Ms. Linda Gore's promotion and acceptance of the Senior Executive Assistant, Human Resources Administration position was formally announced. The position was vacated by Ms. Barbara Monges' recent retirement.
- Additional Human Resources changes were announced: Ms. Selma Murillo starts as Classified Personnel Services Specialist I, effective December 11, 2015. The following individuals retired from the Santa Clara County Office of Education: Ms. Barbara Monges, Ms. Karen Bacica, and Ms. Charmein LoCascio.
- This office is exploring and testing the transition of the current manual transfer request system to an online format. Ms. Olson has viewed a demonstration and first impressions are promising. A second review by both Ms. Olson and Mr. Philip J. Gordillo, Chief Human Resources Officer, has been scheduled for January.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, January 13, 2016, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 10:39 a.m.

Respectfully submitted,



Kristin Olson
Ex-Officio Secretary, Personnel Commission