


 Santa Clara County Office of Education

PERSONNEL COMMISSION
REGULAR MEETING #448
JANUARY 11, 2017, 10:00 A.M.
ADOPTED MINUTES

I. CALL TO ORDER

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

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Rodney Martin, President	Kristin Olson, Ex-Officio Secretary
Libby Spector, Vice President	Jonathan Muñoz, Supervisor – Classification & Recruitment
Nicholas Gervase, Member	Veronica Contreras, Executive Assistant

OTHERS PRESENT
Philip J. Gordillo, Chief Human Resources Officer
Jas Sohal, Manager – Purchasing Services
Frank Indovina, Supervisor – Warehousing Services

III. ORGANIZATION OF THE COMMISSION FOR THE 2017 TERM

Ms. Libby Spector will preside as President of the Commission for the 2017 term.

IV. OATH OF OFFICE

Ms. Kristin Olson, Director – Classified Personnel Services, administered the Oath of Office to Mr. Rodney Martin.

V. APPROVAL OF AGENDA

MOTION #448-1 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase, to approve Agenda #448 – January 11, 2017.

MOTION #448-1 carried unanimously.

VI. APPROVAL OF MINUTES

MOTION #448-2 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector, to approve the Minutes of Regular Meeting #447, December 14, 2016.

MOTION #448-2 carried unanimously.

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

None.

VIII. NEW BUSINESS

A. Approval/Ratification of Classification Specification Retitling & Revisions

- Warehouse Person retitled to Warehouse Person/Delivery Driver

The Warehouse Person classification changed over time, the driving activities assigned to this class are more emphasized, in comparison to the warehousing activities. The driving, loading, and unloading activities were moved to the forefront of the job description. Additionally, some sentences were reworded for greater clarity. Mr. Jas Sohal, Manager – Purchasing Services and Mr. Frank Indovina, Supervisor – Warehousing Services addressed the Commission on the

revisions of this job description. Both concurred the proposed changes to the job description better reflected the responsibilities of the job.

MOTION #448-3 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector, to approve the classification specification retitling and revisions: Warehouse Person/Delivery Driver.

MOTION #448-3 carried unanimously.

B. Approval / Ratification of Establishing and / or Extending Eligibility Lists

The Personnel Commission approved/ratified the following eligibility lists.

Motion #448-4 by Ms. Libby Spector, seconded by Mr. Nicolas Gervase, to approve and /or ratify the Eligibility Lists.

Motion #448-4 carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	LANGUAGE TRANSLATOR/INTERPRETER (ENGLISH/SPANISH) – SENIOR	12/07/16	OTBS	5	4
2	EDUCARE – FAMILY ENGAGEMENT SPECIALIST	12/16/16	OTBS	7	6

C. Report on Future Trainings and Conferences

A listing of conferences and trainings that Commission staff and/or Commissioners have, or plan on attending during the 2016-2017 fiscal year was presented to the Commission. As more conferences or training opportunities become available, relevant information will be included within this table.

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
CSPCA Annual Conference 2016-17	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	01/27/17-01/28/17 San Francisco, CA	Jonathan Muñoz	\$1730.00 total for registration, transportation, lodging, dinner; included within registration – lunch and breakfast each day (this number is an approximation based on total from 2016; updates will be provided as more information becomes available)
Merit Academy 2016-2017	A 5-day academy, lasting 8 hours per session, designated for	February – June 2017	Veronica Contreras	\$500.00 total, mileage & lunch not included

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	individuals interested in the workings of a merit system, covering the responsibilities of the Personnel Commission, recruitment and selection, class and compensation	SMCOE, San Mateo, CA		within registration
SPCANC Annual Conference 2016-2017	This conference is dedicated to address current legal updates on the following topics: workers compensation, the interactive process, leave updates, and merit system principles	10/21/16 – 10/23/16, Reno, NV	Kristin Olson Jonathan Muñoz	\$2000.00 approximate cost for registration, lodging, airfare, meals and transportation
NEOGOV Annual User Conference 2016-2017	NEOGOV led sessions to demonstrate product functionality and discuss best practices	10/13/16 – 10/14/16, Las Vegas, NV	Jonathan Muñoz Selma Murillo	\$2160.00 approximate cost for registration, lodging, airfare, meals, and transportation
CODESP Webinar Series	CODESP currently has 29 online webinars on the topics of recruitment, selection, onboarding, and best HR practices. As a team, CPS will review a webinar biweekly, topics include: <ul style="list-style-type: none"> • Diversity: Awareness & Strategies • Ethics: Public Sector Ethics • Excel: Maximizing Excel during Recruitment • Excel: Using Excel to Calculate ROI • Health: Maximizing Productivity • HR: Change Leadership • HR: Salary Surveys • HR: Employee Engagement • HR: Analytics 	Fridays, 9:00 – 10:00 a.m.	All CPS Staff	No cost (web based training that can be watched at work)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	<ul style="list-style-type: none"> • HR: Basics • HR: Layoffs • HR: Onboarding Best Practices • HR: Onboarding Leaders • Labor Relations: Bargaining I • Labor Relations: Bargaining II • Legal: Brown Act • Legal: Bumping Rights • Legal: Social Media • Legal: Conviction Records • Selection: Job Analysis • Selection: Attracting the Best Candidates • Selection: Choosing and Using Selection Procedures • Selection: Content Validations Strategies • Selection: Hiring for the Best Job Fit • Selection: Interviewer Training • Selection: Managing Large Applicant Pools • Selection: Reducing Large Applicant Pools • Selection: Train-the-Trainer • Selection: Working with Job Experts 			
Building Trust Under Pressure: The Basic Principles	A one-day training program drives participants to understand how the principles relate to their daily challenges and illustrates how to effectively integrate	August 23, 2016	Veronica Contreras Selma Murillo	No cost (SCCOE sponsored professional development)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	them into their own work behaviors.			
Skillpath Seminar – Business Writing & Grammar Skills	Two-day workshop aimed at providing skills and confidence necessary for presenting polished, professional communications.	November 9-10, 2016	Veronica Contreras	\$299.00, lunch not included
MS Excel I – Mastering the Basics	The goal of this class is to become familiar with the various commands and features of Microsoft Excel. Participants will be able to: create a new document, use toolbars and shortcuts, enter and edit text in cells, format numbers and cells, use auto-fill, find and replace data, create math formulas and use simple functions, and save, open and print a worksheet.	November 2, 2016	Natalie Kelm Yasmeen Husain	No cost (SCCOE sponsored professional development)
MS Excel – Formulas & Functions	In this class, participants will learn how to use powerful functions, how to build effective formulas, and other time-saving techniques.	September 9, 2016 October 28, 2016	Natalie Kelm Selma Murillo Jael Valle	No cost (SCCOE sponsored professional development)
MS Excel – Macros & More	In this class, participants will learn how to put Macros to work, find out how they can eliminate the need to repeat the same set of keystrokes over and over. The class will also cover creating, running, modifying, and sharing macros; Collaborating in Excel with others including sharing, protection, and revision tracking; Table tips; and Advanced filtering techniques.	September 20, 2016	Selma Murillo	No cost (SCCOE sponsored professional development)
MS Excel – Pivot Tables & Charts	In this class, participants will learn	October 5, 2016	Selma Murillo	No cost (SCCOE sponsored)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	to: prepare data in Microsoft Excel® Create a PivotTable report Format and modify the PivotTable.			professional development)
MS Word – Mastering the Basics	The goal of this class is to become familiar with the various commands and features of Microsoft Word. After this workshop, participants will be able to: create a new document; use toolbars; apply formatting commands; rearrange text; use the spell checking function; use numbering and bullets; insert and manipulate tabs; and save, open, and print a document.	September 27, 2016	Yasmeen Husain	No cost (SCCOE sponsored professional development)
Adobe Acrobat – PDF Documents: Basic Skills	In this class, participants will learn how to use Adobe Acrobat to create PDF (Portable Document Format) files. Participants will look at PDFs and their many uses and walk through the steps of creating a PDF file – including converting documents (like Word). Participants will also learn techniques for doing simple modifications to existing PDFs.	October 11, 2016	Veronica Contreras Yasmeen Husain	No cost (SCCOE sponsored professional development)
Adobe Acrobat – PDF Forms I & II	Participants will learn even more about creating and distributing Adobe Acrobat forms, such as Advanced skills in creating calculated fields, validation rules for data entry, advisory text, and interactive forms.	October 26, 2016 November 15, 2016	Natalie Kelm Selma Murillo Veronica Contreras	No cost (SCCOE sponsored professional development)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
QSS/QCC - Introduction to QCC	Introduction to QCC Learn the basics of working effectively with the QCC interface. We will review: logging in, QCC Control Center Window, custom settings, QCC Menu Tree & Options, Favorites, Print Manager, Documentation & Help	September 26, 2016	Kristin Olson Jonathan Muñoz	No cost (SCCOE sponsored professional development)
QCC – Personnel Downloader	In this class participants will learn how to create a Personnel Downloader preset, launch the download and export the data into Excel, as well as review some Excel techniques for customizing your data.	October 26, 2016	Kristin Olson Jonathan Muñoz Veronica Contreras	No cost (SCCOE sponsored professional development)
QCC – Print Manager & Download	Participants will learn how to manage reports sent to the QCC Print Manager as well as customizing downloaded Excel data including: • Custom Lists • Auto-Fill handle • Splitting Data	October 4 , 2016 December 6, 2016	Kristin Olson Jonathan Muñoz Veronica Contreras	No cost (SCCOE sponsored professional development)
Laserfische Basics	Participants will learn basic scanning & searching techniques. Explore the Laserfiche layout, scanning and filing techniques, and searching guidance.	September 19, 2016	Veronica Contreras	No cost (SCCOE sponsored professional development)
OMS Administration	This workshop will provide hands-on instruction on how to use the event management functions of the Organization Management System (OMS). This session will include information on tracking attendance for the events, downloading event	September 28, 2016 December 1, 2016	Veronica Contreras Selma Murillo	No cost (SCCOE sponsored professional development)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	data, preparing event registration materials, preparing reports, and fine-tuning event data.			

D. MONTHLY CLASSIFICATION ACTION REPORT

Ex-Officio Secretary Olson reported on the Monthly Classification Action Report and reviewed all classification actions within the last month. The Commissioners accepted the report as delivered.

E. MONTHLY VACANCY STATUS REPORT – JANUARY 11, 2017

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

IX. SECRETARY'S REPORT

Ex-Officio Secretary Olson reported on the following:

A. Introduction of New Classified Personnel Services Specialist – Ms. Kathy Jalaan

Ms. Jalaan has been an employee of the Santa Clara County Office of Education (“SCCOE”) since December 2008, holding administrative clerical support positions and, most recently, the Credential Services Specialist position, within the Human Resources Branch. Ms. Jalaan is currently working on her Master’s in Public Administration, at the University of California – San Francisco. A copy of Ms. Jalaan’s professional and academic biography and resume were distributed to the Commissioners.

B. Distribution of Personnel Commission Annual Report

A copy of the approved Personnel Commission Annual Report was distributed to the Commissioners. The report, previously approved at the December meeting, summarizes the activities of the Commission’s staff for the 2015-2016 fiscal year. Information included in the Report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals.

C. Opportunity Youth Academy (“OYA”) Mentorship Programs

The Mentorship Program for OYA students was reported as going well. Teen Force, an OYA partner agency, provided workforce orientation and training to the students. On January 25, 2017, the Human Resources Branch and the OYA program will co-host an orientation for both the mentees and mentors at the SCCOE. The orientation will provide an opportunity for mentees to meet their mentors and learn about the work-study internship opportunities and expectations. Students are currently signing up for Human Resources processing appointments.

D. Classified Personnel Services Team Meeting – Friday, January 13, 2017

The Classified Personnel Services staff will be meeting on Friday, January 13, 2017, to review the past year’s accomplishments, welcome the staff to the second half of the fiscal year, and review office expectations and procedures.

E. Announcement

Mr. Philip J. Gordillo, Chief Human Resources Officer, addressed the Commission on the Personnel Commission Report (“Report”). Mr. Gordillo was pleased with the outcome and stated the Report was very well done. Mr. Gordillo made an appointment with Mr. Jon Gundry,

Superintendent of Schools, to present the report on Thursday, January 12, 2017. Ms. Kristin Olson, Director – Classified Personnel Services will attend the meeting. An invitation to Mr. Nicholas Gervase, Personnel Commissioner, was extended.

X. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, February 8, 2017, at 10:00 a.m.

XI. ADJOURNMENT

The meeting adjourned at 10:20 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kristin Olson", with a long horizontal line extending to the right.

Kristin Olson
Ex-Officio Secretary, Personnel Commission