


 Santa Clara County Office of Education

**PERSONNEL COMMISSION
 REGULAR MEETING #449
 FEBRUARY 8, 2017, 10:00 A.M.
 ADOPTED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Libby Spector at 10:00 a.m.

II. ROLL CALL

| MEMBERS PRESENT | STAFF PRESENT |
|----------------------------------|---|
| Libby Spector, President | Kristin Olson, Ex-Officio Secretary |
| Nicholas Gervase, Vice President | Veronica Contreras, Executive Assistant |
| Rodney Martin, Member | |

| OTHERS PRESENT |
|---|
| Philip J. Gordillo, Chief Human Resources Officer |
| Marie Bacher, Director – Environmental Education |

III. APPROVAL OF AGENDA

MOTION #449-1: The Commissioners approved the Personnel Commission Agenda #449, February 8, 2017, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #449-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #449-2: The Commissioners approved the Minutes for the Regular Personnel Commission Meeting #448, January 11, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #449-2: carried unanimously.

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

None.

VI. NEW BUSINESS

A. Approval of Establishing Classifications and Associated Classification Specifications

Maintenance Person – Lead

MOTION #449-3: The Commissioners approved establishing the Maintenance Person - Lead classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #449-3: carried unanimously.

The Maintenance Person – Lead position was requested to assist in oversight, organizing, guiding, and training for facilities-related positions, for both incumbents and substitute employees, and to assist with troubleshooting and resolving daily maintenance issues, at the

Environmental Education sites. The incumbent will train incoming employees and substitutes in facilities related matters, serving the Environmental Education sites. These responsibilities were previously included within the classification of Supervisor – Environmental Education. In analyzing the staffing needs of Environmental Education, the facilities related duties were removed from the Supervisor – Environmental Education and built into Maintenance Person – Lead, allowing for greater concentration on facilities and maintenance.

Ms. Marie Bacher, Director – Environmental Education, addressed the Commission and provided additional information on why this position is needed to support the Environmental Education program.

B. Approval of Recommended Salary Range

Maintenance Person - Lead, Range 45.5

MOTION #449-4: The Commissioners approved the recommended salary range at 45.5, for Maintenance Person – Lead, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #449-4: carried unanimously.

The salary range for Maintenance Person – Lead was recommended at Range 45.5. The recommendation was based on the concept of the class, and an audit of internal classifications within the SEIU work unit. Similar Lead classifications were reviewed, demonstrating a 1.5 to 3.5 range differential between positions and Lead positions. It was additionally determined a majority of Lead positions demonstrate a differential of at least 3.5 ranges. Because the Maintenance I/II classification, an alternate classification series, has an average of Range 42, it was determined Range 45.5 was reasonable.

C. Approval / Ratification of Classification Specification Retitling & Revisions

Evening Program Specialist, Environmental Education to Overnight Program Specialist - Environmental Education

MOTION #449-5: The Commissioners approved retitling Evening Program Specialist, Environmental Education to Overnight Program Specialist - Environmental Education, and revising the classification, moved by Mr. Nicholas Gervase, seconded by Mr. Rodney Martin.

MOTION #449-5: carried unanimously.

The classification entitled Evening Program Specialist, Environmental Education was revised to Overnight Program Specialist, to ensure the classification accurately reflects its concept and responsibilities. This position functions in an overnight capacity as a core responsibility and concept of this classification. Meaning, overnight work is the primary work environment for this classification. Additionally, a few task statements were revised so overnight work, rather than evening work, was properly reflected.

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

Motion #449-6: The Commissioners approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #449, moved by Mr. Rodney Martin, and seconded by Mr. Nicolas Gervase.

Motion #449-6: carried unanimously.

| | CLASSIFICATION | DATE | UNIT | NUMBER OF ELIGIBLES | NUMBER OF RANKS |
|---|--|----------|------|---------------------|-----------------|
| 1 | Utility Person | 01/04/17 | OSS | 4 | 4 |
| 2 | Accountant I/II | 01/05/17 | OTBS | 16 | 11 |
| 3 | Print Support Technician | 01/06/17 | OTBS | 6 | 5 |
| 4 | Credential Services Specialist I/II | 01/09/17 | OTBS | 16 | 10 |
| 5 | Communications/Public Relations Specialist | 01/11/17 | OTBS | 8 | 8 |
| 6 | Special Education Specialist | 01/11/17 | OTBS | 7 | 7 |

E. 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 individuals interested in the workings of a merit system, covering the responsibilities of the Personnel Commission, recruitment and | Dates Feb. – Jun. 2017, SMCOE, San Mateo, CA (updates will be provided as more information becomes available) | Veronica Contreras Natalie Kelm | \$500.00 total, mileage & lunch not included within registration |

| Conference/Training | Conference/Training Summary | Date & Location | Attendees | Anticipated Cost |
|---|--|------------------------------------|---------------------------------|--|
| | selection, class and compensation | | | |
| 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 | <p>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:</p> <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 • HR: Basics • HR: Layoffs • HR: Onboarding Best Practices | 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: 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 them into their own work behaviors. | August 23, 2016 | Veronica Contreras Selma Murillo | No cost (SCCOE sponsored professional development) |

| Conference/Training | Conference/Training Summary | Date & Location | Attendees | Anticipated Cost |
|---|---|---------------------|--------------------------------------|--|
| 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 | Yasmeen Husain | No cost (SCCOE sponsored professional development) |
| MS Excel – Pivot Tables & Charts | In this class, participants will learn to: prepare data in Microsoft Excel® Create a PivotTable report Format and modify the PivotTable. | October 5, 2016 | Selma Murillo | 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 | November 15, 2016 | Selma Murillo | No cost (SCCOE sponsored) |

| Conference/Training | Conference/Training Summary | Date & Location | Attendees | Anticipated Cost |
|--|---|---------------------|--|--|
| | distributing Adobe Acrobat forms, such as Advanced skills in creating calculated fields, validation rules for data entry, advisory text, and interactive forms. | | | professional development) |
| CODESP Webinar - Job Description Task Statements | This webinar will focus on task statements that are used in job descriptions. An emphasis will be placed on how to verify that tasks are being performed by incumbents and how to effectively write these statements. | October 24, 2016 | Jonathan Muñoz | No cost (web based training that can be watched at work) |
| Productive Partnering | This workshop will explore elements of partnership and collaborative relationships, partnership planning and essentials, as well as learning to apply and practicing productive partnering. | February 9, 2017 | Veronica Contreras | No cost (SCCOE sponsored professional development) |
| Grammar Bootcamp | The first in the series of 10 modules will cover the following: Why Write, Writing Clearly, Individual Exercises and Resources/References | January - June 2017 | Veronica Contreras Yasmeen Husain Natalie Kelm Kathy Jalaan | No cost (SCCOE sponsored professional development) |

F. 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.

G. Monthly Vacancy Status Report – February 8, 2017

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

VII. SECRETARY'S REPORT

Ex-Officio Secretary Olson reported on the following:

A. CSPCA Conference Update

Mr. Jonathan Muñoz, Supervisor – Classification and Recruitment, attended the CSPCA Conference in San Francisco, January 27-28, 2017. Brochures and materials from the CSPCA Conference were distributed to the Commissioners.

B. Framing Our Future

The Commissioners were provided with materials related to the strategic plan for the SCCOE, Framing Our Future, including background information and a copy of the memorandum from Mr. Jon Gundry, Superintendent of Schools, regarding plan implementation. Ms. Olson, Director – Classified Personnel Services, was assigned to lead a team on analyzing and implementing the following objective:

Goal 3 – Be a Premier Employer, Objective 8.2. Review turnover rates of teachers and paraprofessionals. If applicable, reduce turnover rates through increased marketing of positions open and positive press at SCCOE schools and classrooms (not just new openings), by June 2018.

C. OYA Career Closet Update

The Career Closet proved to be a successful and well-received project, led by Ms. Yasmeen Husain, Classified Personnel Services Specialist. The Human Resources Branch collected 15 boxes of professional clothing, for the OYA students to use in both interview and work environments, all donated by current SCCOE employees.

D. OYA Student – Worker Mentorship Program

The Mentorship Program for OYA students was reported as going well. On January 25, 2017, the Human Resources Branch and the OYA Program, co-hosted an orientation, for both OYA student mentees and their assigned mentors, at the SCCOE. The orientation provided an opportunity for student mentees to meet their mentors and learn about the work-study internship opportunities and expectations. Students are currently assigned to various programs within the SCCOE for an initial six week internship, which could be extended to a later end date.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

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

IX. ADJOURNMENT

The meeting adjourned at 10:23 a.m.

Respectfully submitted,



Kristin Olson
Ex-Officio Secretary, Personnel Commission