

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #450
MARCH 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	Jonathan Muñoz, Supervisor – Classification & Recruitment
Nicholas Gervase, Vice President	Veronica Contreras, Executive Assistant
Rodney Martin, Member	Natalie Kelm, Classified Personnel Services Specialist
	Kathy Jalaan, Classified Personnel Services Specialist

OTHERS PRESENT
Jeanette Rodriguez-Chien, Ed.D. – Chief Academic Officer
Lizbeth Galeana – Opportunity Youth Academy Student-Worker Intern

III. APPROVAL OF AGENDA

MOTION #450-1: The Commissioners approved the Personnel Commission Agenda #450, March 8, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #450-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #450-2: The Commissioners approved the Minutes for the Regular Personnel Commission Meeting #449, February 8, 2017, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #450-2: 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

Administrative Data Technician

MOTION #450-3: The Commissioners approved establishing the Administrative Data Technician classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #450-3: carried unanimously.

The Administrative Data Technician position was requested to assist within the Safe and Healthy Schools Department. The emphasis of the Administrative Data Technician is centered upon data collection, auditing, analysis, reconciliation, and maintenance. This position will assume a responsible role with collecting, organizing, and analyzing data.

Ms. Jeanette Rodriguez-Chien, Ed.D., Chief Academic Officer, addressed the Commission and provided additional information on why this position is needed to support the Safe and Healthy Schools program.

B. Approval of Recommending Salary Range

Administrative Data Technician, Range 44.5

MOTION #450-4: The Commissioners approved recommending the Salary Range for Administrative Data Technician at Range 44.5, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #450-4: carried unanimously.

The salary range for Administrative Data Technician was recommended at Range 44.5. The recommendation was based on the concept of the class, and an audit of internal classifications within the SEIU work unit. The Range 44.5 recommendation is supported in reviewing the minimum qualifications for the Administrative Data Technician, which align with the Administrative Assistant III experience equivalency. Range 44.5 was also recommended because the higher level administrative responsibilities are displaced with technically skilled data management responsibilities.

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

Motion #450-5: The Commissioners approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #450, moved by Mr. Rodney Martin, and seconded by Mr. Nicolas Gervase.

Motion #450-5: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	School Office Coordinator – Special Education	02/07/17	OTBS	9	8

D. 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

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
				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 selection, class and compensation	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
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 	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"> • 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 • 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 			

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	<ul style="list-style-type: none"> • 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)
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	October 11, 2016	Veronica Contreras Yasmeen Husain	No cost (SCCOE sponsored professional development)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	(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.			
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.	November 15, 2016	Selma Murillo	No cost (SCCOE sponsored 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 Boot Camp	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)

E. Monthly Classification Action Report

Mr. Jonathan Muñoz, Supervisor – Classification and Recruitment, reported on the Monthly Classification Action Report and reviewed all classification actions within the last month. The Commissioners accepted the report as delivered.

F. Monthly Vacancy Status Report – March 8, 2017

Mr. Muñoz reported on the Monthly Vacancy Status Report and positions filled. The Commissioners accepted the report as delivered.

VII. SECRETARY'S REPORT

Mr. Muñoz reported on the following:

A. Site Visits Calendar and Report

Mr. Muñoz provided the Personnel Commissioners a copy of the Site Visit Calendar, detailing dates, sites and Human Resources team participation. Mr. Muñoz further elaborated by summarizing past site visit experiences.

B. Opportunity Youth Academy (OYA) Student-Worker Intern

Ms. Lizbeth Galeana, OYA Student–Worker Intern, was introduced to the Personnel Commissioners. Ms. Galeana is currently working within Classified Personnel Services as an intern, providing clerical support to assist with ongoing recruitments. Ms. Galeana addressed the Commission on her experience with OYA, her current internship assignments, as well as future educational and professional goals.

C. Classification Updating Process

The Classified Personnel Services team is currently in the process of updating the job classifications, specifically with regard to the location of classifications within the Santa Clara County Office of Education website and application platforms (Neogov and Edjoin). The team has taken on the task of reviewing job classifications, updating them to the current formatting standards, and removing obsolete classifications. It is anticipated this will be a long term project.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, April 12, 2017, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:30 a.m.

Respectfully submitted,



Kristin Olson
Director of Classified Personnel Services