

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
REGULAR MEETING #451  
APRIL 12, 2017, 10:00 A.M.  
APPROVED MINUTES**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

<b>MEMBERS PRESENT</b>	<b>STAFF PRESENT</b>
Libby Spector, President	Kristin Olson, Director – Classified Personnel Services
Nicholas Gervase, Vice President	Jonathan Muñoz, Supervisor – Classification & Recruitment
Rodney Martin, Member	Veronica Contreras, Executive Assistant
	Kathy Jalaan, Classified Personnel Services Specialist

<b>OTHERS PRESENT</b>
Mary Ann Dewan, Deputy Superintendent – Office of the Superintendent
David Wu, Chief Technology Officer
Philip J. Gordillo, Chief Human Resources Officer
Ana Trujillo, Director – Head Start
Craig Blackburn, Director – Technology Programs and Instructional Services
Sonya House, Supervisor – Foster Youth and Homeless Education
Theresa Martinez – Senior Executive Assistant

**III. APPROVAL OF AGENDA**

**MOTION #451-1:** The Commissioners approved the Personnel Commission Agenda #451, April 12, 2017, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #451-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #451-2:** The Commissioners approved the Minutes for the Regular Personnel Commission Meeting #450, March 8, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #451-2:** carried unanimously.

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

Mr. Philip J. Gordillo, Chief Human Resources Officer addressed the Commission on Cabinet appointments, the Superintendent’s Cabinet meetings, and program changes.

- Mr. Jon Gundry, Superintendent of Schools, has selected Ms. Megan Reilly as the new Chief Business Officer. Ms. Reilly brings more than 28 years of experience in business services, serving as a budget analyst, comptroller, executive director of business services and comptroller, deputy comptroller, and chief financial officer. Ms. Reilly most recently served as Chief Financial Officer for Los Angeles Unified School District, the second largest public school district in the country. Ms. Reilly will start on April 17, 2017.
- The Superintendent’s Cabinet recently visited Walden West. Cabinet members toured the facility and interacted with Walden West staff as they led camp activities with a participating school.

- Chief Gordillo provided information of Office changes that impacted several programs within the Santa Clara County Office of Education (“SCCOE”). The Alternative Education Department is facing major reductions and impacted staff will be notified by the end of the month. The Head Start Department is undergoing a reorganization. Due to the federal qualifying mandate for Head Start families, 13 classrooms will be closing and converting to the Early Head Start model. The State Preschool program has also been experiencing struggles with filling student/family slots, therefore, five classrooms will be closing. The State Preschool Parkway site has been leased from Campbell Union School District and the district has requested the site back. Additionally, due to the Head Start and State Preschool program reductions, the Food Production Center will also be closed. The building lease will expire on June 30, 2018. Due to program reductions, we have given notice that the Office will not be renewing the lease. There is a possibility that the Office may vacate the building earlier, therefore layoffs may impact the Food Production Center staff. Chief Gordillo and Chief Reilly will be making another visit to the center next week.

## VI. NEW BUSINESS

### A. **Approval of Establishing Classifications and Associated Classification Specifications**

#### **Manager – Program & Quality Assurance**

**MOTION #451-3:** The Commissioners approved establishing the Manager – Program and Quality Assurance 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 Head Start Department. The emphasis of the Manager – Program & Quality Assurance is centered upon monitoring and assessing programs within Head Start for compliance and improvement. This position will assume a leadership role in managing, planning, organizing, and supporting the functions of data collection, analysis, and research.

Ms. Ana Trujillo, Director – Head Start, addressed the Commission and provided additional information on why this position is needed to support the Head Start program.

#### **Payroll Services Specialist – Lead**

**MOTION #451-4:** The Commissioners approved establishing the Payroll Services Specialist - Lead classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #451-4:** carried unanimously.

The Payroll Services Specialist - Lead position was requested to assist in oversight, organizing, guiding, and training of payroll staff, for both incumbents and substitute employees, and to assist with troubleshooting and resolving daily payroll issues, both routine and complex in nature. This position will train incoming employees and substitutes in payroll related matters, to ensure that all such employees understand job expectations and standards.

Ms. Mary Ann Dewan, Deputy Superintendent, addressed the Commission and provided additional information on why this position is needed to support the Payroll Services department in creating team organization, structure, and to reduce the loss of information due to retirements.

**B. Approval of Classification Specification Revisions**

**Supervisor – Foster Youth and Homeless Educational Services**

**MOTION #451-5:** The Commissioners approved the revision of classification specification for the Supervisor – Foster Youth and Homeless Educational Services, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #451-5:** carried unanimously.

The Student Services Branch proposed to revise the classification entitled Supervisor – Foster Youth Services. Minor revisions were requested to reflect the requirements and wording within the McKinney Vento Act, which pertains to services which impact foster youth and homeless youth populations. Specifically, the title of the position was revised to reflect the update: Supervisor – Foster Youth and Homeless Educational Services.

Ms. Sonja House, Supervisor – Foster Youth and Homeless Educational Services addressed the Commission, providing additional informational on the broadening services to the homeless population in the county.

**Web Developer/Programmer – Senior**

**MOTION #451-6:** The Commissioners approved the revision of the classification specification for the Web Developer/Programmer - Senior, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #451-6:** carried unanimously.

The Technology Services Branch proposed to revise the classification entitled Web Developer/Programmer – Senior. This position is currently unoccupied by any incumbent employees. As the focus of the SCCOE moves more toward the use of vast quantities of complex data, stored and manipulated within web-based programs, the services of a Web Developer/Programmer – Senior are required. The industry, in general, is moving toward a greater need for the highly technical and nuanced skill sets of web developers and programmers, functioning at a senior, or advanced level. Additionally, this classification requires updating to remain current with the needs of the SCCOE and industry trend.

Mr. David Wu, Chief Technology Officer, and Mr. Craig Blackburn, Director – Technology Programs and Instructional Support, addressed the Commission, further elaborated on the need to revise the classification to meet the increased demands and web development complexities associated with the classification and industry trends.

**C. Approval of Recommended Salary Range**

**Manager – Program & Quality Assurance, Range 12**

**MOTION #451-7:** The Commissioners approved the recommended Salary Range for Manager – Program & Quality Assurance at Range 12, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #451-7:** carried unanimously.

The salary range for the Manager - Program & Quality Assurance was recommended at Range 12, as this Range aligns with other management-level positions within Head Start. The

recommendation was based on the concept that this position will assure a lead role in several critical areas, including family recruitment and enrollment, program compliance and improvement, developing community and business relationships, and locating and submitting grants.

**Payroll Services Specialist – Lead, Range 48**

**MOTION #451-8:** The Commissioners approved recommending the Salary Range for the Payroll Services Specialist - Lead at Range 48, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #451-8:** carried unanimously.

The salary range for the Payroll Services Specialist - Lead was recommended at Range 48. The recommendation was based on the concept of the class, and an audit of internal classifications within the SEIU work unit that ensures a robust internal structure.

**Web Developer/Programmer – Senior, Range 57.5**

**MOTION #451-9:** The Commissioners approved recommending the Salary Range Web Developer/Programmer - Senior at Range 57.5, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #451-9:** carried unanimously.

Because this classification has been substantially reviewed and updated, it is reasonable to review the previously associated salary, and recommend the salary range for the Web Developer/Programmer – Senior be at Range 57.5. After the completion of an extensive market analysis, on a regional, state, and national level, it was recommended that the associated salary be revised to Range 57.5.

**D. Approval of the Personnel Commission Meeting Calendar for 2017-2018**

The meeting calendar for the 2017-2018 Personnel Commission was proposed as outlined below:

**Motion #451-10:** The Commissioners approved and / or ratified the Personnel Commission Meeting Calendar for 2017-2018 within Personnel Commission Agenda #451, moved by Mr. Rodney Martin, and seconded by Mr. Nicolas Gervase.

**Motion #451-10:** carried unanimously.

Month	Date	Year	Day	Meeting Category
July	12	2017	Wednesday	Regular
August	09	2017	Wednesday	Regular
September	13	2017	Wednesday	Regular
October	11	2017	Wednesday	Regular
November	08	2017	Wednesday	Regular
December	13	2017	Wednesday	Regular
January	10	2018	Wednesday	Regular

February	14	2018	Wednesday	Regular
March	14	2018	Wednesday	Regular
April	11	2018	Wednesday	Regular
May	09	2018	Wednesday	Regular
June	13	2018	Wednesday	Regular

**E. Approval / Ratification of Establishing and / or Extending Eligibility Lists**

**Motion #451-11:** The Commissioners approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #451, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**Motion #451-11** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Warehouse Person/Delivery Driver	03/08/17	OSS	16	8
2	Accounting Technician/Accounting Technician – Senior	03/13/17	OTBS	14	11
3	Payroll Services Specialist I/II	03/13/17	OTBS	13	9
4	Food Service Assistant	03/14/17	OSS	5	5

**F. Personnel Commission Budget: 2017-2018 (First Reading)**

Ex-Officio Secretary Olson submitted for review the Personnel Commission's Proposed Budget for the 2017-2018 fiscal year. Any revisions to the budget proposal will be included in the Commissioner's packet for approval at the forthcoming meeting in May. Ex-Officio Secretary Olson highlighted key increases and decreases as proposed in the budget summary.

OBJECT CODE	DESCRIPTION	ADOPTED 2016-17 BUDGET	PROPOSED 2017-18 BUDGET
2320-00	Administrative Assistant – Classified	83,072.00	91,480.00
2360-00	Director – Classified	162,172.00	163,218.00
2395-00	Other Management – Classified	120,139.00	111,670.00
2425-00	Other Specialists/Technicians	191,808.00	206,767.00
2485-00	Substitute Clerical & Office	34,002.00	0
3000-00	Employee Benefits	219,808.00	249,975.00
3402-00	Commissioner Benefits	30,775.00	31,094.00
4000-00	Materials & Supplies	7,114.00	7,014.00
5200-00	Travel & Conferences	5,000.00	10,000.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Membership	3,263.00	3,263.00
5710-15	Print Services	5,000.00	5,977.00

OBJECT CODE	DESCRIPTION	ADOPTED 2016-17 BUDGET	PROPOSED 2017-18 BUDGET
5800-00	Contract Services – Other	20,082.00	13,082.00
5800-00	Commissioner Stipends	1,800.00	1,800.00
5809-00	Advertising	22,766.00	22,766.00
5819-00	Caterers	5,000.00	7,000.00
5900-00	Communications	580.00	580.00
5905-00	Communications – Postage/Courier	0	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
<b>TOTAL</b>		<b>\$ 914,253.00</b>	<b>\$ 927,058.00</b>

#### G. 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"> <li>• Diversity: Awareness &amp; Strategies</li> <li>• Ethics: Public Sector Ethics</li> <li>• Excel: Maximizing Excel during Recruitment</li> <li>• Excel: Using Excel to Calculate ROI</li> <li>• Health: Maximizing Productivity</li> <li>• HR: Change Leadership</li> <li>• HR: Salary Surveys</li> <li>• HR: Employee Engagement</li> <li>• HR: Analytics</li> <li>• HR: Basics</li> <li>• HR: Layoffs</li> <li>• HR: Onboarding Best Practices</li> <li>• HR: Onboarding Leaders</li> </ul>	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"> <li>• Labor Relations: Bargaining I</li> <li>• Labor Relations: Bargaining II</li> <li>• Legal: Brown Act</li> <li>• Legal: Bumping Rights</li> <li>• Legal: Social Media</li> <li>• Legal: Conviction Records</li> <li>• Selection: Job Analysis</li> <li>• Selection: Attracting the Best Candidates</li> <li>• Selection: Choosing and Using Selection Procedures</li> <li>• Selection: Content Validations Strategies</li> <li>• Selection: Hiring for the Best Job Fit</li> <li>• Selection: Interviewer Training</li> <li>• Selection: Managing Large Applicant Pools</li> <li>• Selection: Reducing Large Applicant Pools</li> <li>• Selection: Train-the-Trainer</li> <li>• Selection: Working with Job Experts</li> </ul>			
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	November 9-10, 2016	Veronica Contreras	\$299.00, lunch not included



Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	presenting polished, professional communications.			
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 distributing Adobe Acrobat forms, such as advanced skills in creating calculated fields, validation rules	November 15, 2016	Selma Murillo	No cost (SCCOE sponsored professional development)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	for data entry, advisory text, and interactive forms.			
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)

#### H. 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.

#### I. Monthly Vacancy Status Report – April 12, 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. Instructional Assistant Job Fair

Ms. Kathy Jalaan, Classified Services Specialist, addressed the Commission and provided an update of the Instructional Assistant Job Fair, scheduled for Saturday, May 6, 2017. In a strengthening our relationships with the city college communities, the staff is scheduled to attend several career fairs during the week of May 1. Ms. Jalaan and other staff members of will be attending career fairs at Evergreen Valley College, De Anza College and Ohlone College.

Mr. Jonathan Muñoz, Supervisor – Classification and Recruitment, and Ms. Jalaan, will also be visiting Mission College to showcase our programs and employment opportunities.

**B. Online Performance Evaluation Update**

Ex-Officio Secretary Olson informed the Commissioners of the Office’s initiative to transition from a paper performance evaluation format to an online platform. A pilot team has been trained in the process and the Office is currently transitioning to the new format.

**C. Opportunity Youth Academy (OYA) Student Intern Program**

On May 1, 2017, the Human Resources Branch and the OYA program will co-host an orientation for the second cohort of 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.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

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

**IX. ADJOURNMENT**

The meeting adjourned at 10:58 a.m.

Respectfully submitted,



Kristin Olson  
Director of Classified Personnel Services