

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
 REGULAR MEETING #452
 MAY 10, 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

MEMBERS PRESENT	STAFF PRESENT
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
	Natalie Kelm, Classified Personnel Services Specialist
	Yasmeen Husain, Classified Personnel Services Specialist

OTHERS PRESENT
Sung Park, Inclusion Training Specialist
Melissa Christie, Director – Curriculum & Instruction
Esther Tokihiro, Director – STEAM Program

III. APPROVAL OF AGENDA

MOTION #452-1: The Commissioners approved the Personnel Commission Agenda #452, May 10, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #452-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #452-2: The Commissioners approved the Minutes for the Regular Personnel Commission Meeting #451, April 12, 2017, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #452-2: 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

MOTION #452-3: The Commissioners approved establishing the following classifications, and associated classification specifications, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #452-3: carried unanimously.

(1) Classification: Manager – Inclusion Collaborative Program Support

The Manager – Inclusion Collaborative Program Support position was requested to assist within the Inclusion Collaborative. The emphasis of the Manager – Inclusion Collaborative Program Support is centered upon managing the program budget, event planning and coordination, grant submission and implementation, contracts, marketing, and leveraging technology to develop a web presence. This position will assume a leadership role in program evaluation, assessment, and data collection and analysis, in support of program improvement.

Mr. Sung Park, Inclusion Training Specialist, addressed the Commission and provided additional information on why this position is needed to support the Inclusion Collaborative Program.

(2) Classification: Manager – Instructional Technology

The Manager – Instructional Technology position was requested to assist in oversight, organizing, guiding, and training within Instructional Technology, as part of the STEAM program within the Santa Clara County Office of Education (“SCCOE”). This position will train a variety of individuals on how to integrate technology with education for enhanced student learning and readiness for the modern world. Some of the technology related areas this position will address, include computer science, engineering, coding, and robotics.

Ms. Melissa Christie, Director – Curriculum and Instruction, and Ms. Esther Tokihiro, Director – STEAM Program, addressed the Commission and provided additional information on why this position is needed to support the Curriculum and Instruction/STEAM Program Department in ensuring that meaningful educational content is developed and provided to our students.

(3) Classification: Paraeducator – Behavioral Assistant**(4) Classification: Education Associate – Behavioral Assistant**

The Paraeducator – Behavioral Assistant and the Education Associate – Behavioral Assistant position were requested to assist with students’ instructional needs related to behavior guidance. These classifications will assist in monitoring, developing, and guiding behavioral aspects of learning.

B. Approval of Recommending Salary Ranges

MOTION #452-4: The Commissioners approved recommending the salary ranges for the following classifications, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #452-4: carried unanimously.

- (1) **Manager – Inclusion Collaborative Program Support, Range 9**
- (2) **Manager – Instructional Technology, Range 11**
- (3) **Paraeducator – Behavioral Assistant, Range 37**
- (4) **Education Associate – Behavioral Assistant, Range 41**

C. Approval of Classification Specification Revisions

MOTION #452-5: The Commissioners approved classification specifications revisions for the following classifications, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #452-5: carried unanimously.

Classifications
Environmental Education Specialist
Cook – Lead
Cook

SCCOE proposed to revise the above-listed classifications. Minor revisions were requested to include driving and license requirements.

D. Approval of Establishing and / or Extending Eligibility Lists

Motion #452-6: The Commissioners approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #452, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

Motion #452-6 carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Overnight Program Specialist – Environmental Education	04/07/17	AIDES	4	3
2	Early Learning Services Specialist	04/12/17	OTBS	8	8
3	Educare Family Engagement Specialist	04/13/17	OTBS	11	10

E. Public Hearing for the 2017-2018 Proposed Budget for the Personnel Commission

A public hearing on the Personnel Commission’s proposed Budget for 2017-2018 was scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representative, employees, public were invited to comment.

Location: Santa Clara County Office of Education
 1290 Ridder Park Drive
 San Jose, CA 95131
 Board Room (First Floor)

Date: May 10, 2017
Time: 10:00 a.m.

Open Hearing at: 10:31 a.m. Motion: N. Gervase
 Second: R. Martin
 Vote: Approved

Close Hearing at: 10:32 a.m. Motion: R. Martin
 Second: N. Gervase
 Vote: Approved

F. Approval and Adoption of 2017-2018 Personnel Commission Annual Budget

Motion #452-7: The Commissioners approved and adopted the 2017-2018 Personnel Commission Annual Budget, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

Motion #452-7 carried unanimously.

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
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
TOTAL		\$ 914,253.00	\$ 927,058.00

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

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
				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 • Excel: Maximizing Excel during Recruitment • Excel: Using Excel to Calculate ROI 	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"> • 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 • Selection: Reducing Large Applicant Pools • Selection: Train-the-Trainer 			

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	<ul style="list-style-type: none"> 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 (Portable Document Format) files. Participants will look at PDFs and their many uses and walk	October 11, 2016	Veronica Contreras Yasmeen Husain	No cost (SCCOE sponsored professional development)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	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)
Owning the Customer Experience	Participants will define their role in creating positive customer experiences and provide the framework for the remaining	April – August 2017	Veronica Contreras Yasmeen Husain Natalie Kelm Kathy Jalaan	No cost (SCCOE sponsored professional development)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	modules in the Customer Experience Series. As learners explore practical skills and concepts over 5 sessions, they appreciate how individual efforts support teams and organizational success.		Jael Valle Lizbeth Galeana	

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 – May 10, 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 Personnel Services Specialist, addressed the Commission and provided a brief summary of the success of the Instructional Assistant Job Fair, held on Saturday, May 6, 2017, at SCCOE. This year, the County Office welcomed over 106 attendees to the event; 57 of which were pre-registered candidates and 49 walk-ins. During the Fair, 31 Paraeducator applicants were tested for the Special Education Program, and 7 Associate Teachers applicants for the Early Learning Services Program. Principals from both programs were able to conduct interviews of 33 Paraeducators and 30 substitute Teacher Assistant candidates. Overall, the County Office was able to process 56 permanent and substitute Instructional Assistant candidates for position and substitute vacancies.

B. Online Transfer Request Process

Ms. Veronica Contreras, Executive Assistant, addressed the Commission and provided an update on the online transfer request process, launched in December, 2016. Currently, the County Office is posting transfer opportunities both on the SCCOE website, as well as on the Transfer Opportunities Telephone Hotline. Staff, in conjunction with Mr. Charles Doan, Webmaster, provided training on the Transfer Opportunities website to SCCOE employees, during the months of December and January. The launch of the online transfer request process has been successful, in that employees are continuously using the Transfer Opportunities website to submit transfer requests, as opposed to faxing or walking in their requests. The requests are then processed and staff is able to easily retrieve and archive transfer information.

C. Education Interpreter Update

Ms. Yasmeen Husain, Classified Personnel Services Specialist, and Ms. Natalie Kelm, Classified Personnel Services, addressed the Commission, and provided updates on both the recruitment of the Education Interpreter classification and participating in the Ohlone Job Fair. Ms. Husain has been working on the recruitment of the Education Interpreter classifications since December, 2016, partnering with site staff and performing outreach to educational and training

institutions, to identify the best qualified candidates for this classification and meet the needs of the students, as well as the interpreters. On Thursday, May 11, 2017, Mr. Jonathan Muñoz, Supervisor – Classification and Recruitment and Ms. Husain, will be meeting with staff from Ohlone College, to communicate employment opportunities at the SCCOE and explore the possibilities of forming partnerships and internship opportunities.

Ms. Husain and Ms. Kelm attended the Ohlone Job Fair on Friday, May 5, 2017. The Job Fair gathered 29 organizations. The Department's participation was met with success, as the Specialist recruited for both the Paraeducator classification, and the Education Interpreter.

D. Workshop – SCCOE Resources & Applications & Interview Skills

Ex-Officio Secretary Olson updated the Commission on the Layoff Assistance Workshop scheduled for employees impacted by the recent layoffs. Classified Personnel Services, along with a team composed of representatives from Benefits, Unemployment Insurance, Substitute Staffing, Payroll, Wellness, Workers Compensation and Talent Management, will be conducting two workshops in June.

Commissioner Gervase commented on the great work being accomplished by the staff. Commissioner Gervase further stated he is impressed by the level of work being done.

Commissioner Spector reinforced Mr. Gervase's comments, praising the staff for their efforts and contributions.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, June 14, 2017, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:57 a.m.

Respectfully submitted,



Kristin Olson
Director of Classified Personnel Services