

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
REGULAR MEETING #453  
JUNE 14, 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
	Natalie Kelm, Classified Personnel Services Specialist
	Yasmeen Husain, Classified Personnel Services Specialist

<b>OTHERS PRESENT</b>
Philip J. Gordillo, Chief Human Resources Officer
Don Bolce, Director – Early Learning Services
Adolfo Pando, Manager – Head Start Planning & Support - Restricted
Lizbeth Galeana, OYA Student Intern

**III. APPROVAL OF AGENDA**

**MOTION #453-1:** The Commissioners approved the Personnel Commission Agenda #453, June 14, 2017, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #453-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #453-2:** The Commissioners approved the Minutes for the Regular Personnel Commission Meeting #452, May 10, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #453-2:** 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 the state budget and the anticipated a \$14 million dollar budget deficit of the Santa Clara County Office of Education (“SCCOE”) for the 2018-19 fiscal year. This is a result of the STRS and PERS increases, as well as the salary increase for bargaining unit agreements. The SCCOE is not the only district anticipating budget difficulties, as this is the general consensus of many of the districts in the County.

**VI. NEW BUSINESS**

**A. Approval of Classification Specification Revision**

**MOTION #453-3:** The Commissioners approved revising the following classifications, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #453-3:** carried unanimously.

**Classifications:**

- **ERSEA Compliance Specialist – Restricted**
- **ERSEA Compliance Specialist - Senior – Restricted**

These classifications were revised to incorporate enrollment duties related to State Preschool. The Head Start and State Preschool Programs are experiencing enrollment challenges, and, to continue serving the community in a viable manner, the previously separate programs require blending. The State Preschool enrollment duties were incorporated into the ERSEA Compliance Specialist series.

Mr. Don Bolce, Director – Early Learning Services and Mr. Adolfo Pando, Manager – Head Start Planning & Support – Restricted, addressed the Commission and provided additional information on the classification revision.

**Classification: Manager – Instructional Technology (STEAM)**

The Manager – Instructional Technology position required minor revisions to assist in assuring a distinction between responsibilities within the Curriculum and Instruction Department and the Technology Branch. Both departments work collaboratively to support student learning and instruction, whereas, Curriculum and Instruction focuses on curriculum, and Technology assists with supporting a platform and environment that integrates technology and learning.

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

**Motion #452-4:** The Commissioners approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #453, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**Motion #452-4** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Fiscal Technician	05/17/17	OTBS	19	14
2	Maintenance Person – Lead	05/24/17	OSS	3	3
3	Supervisor – Administrative Services/Restricted	05/25/17	LT	11	10

**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	01/27/17-01/28/17 San Francisco, CA	Jonathan Muñoz	\$1730.00 total for registration, transportation, lodging, dinner; included within registration –

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	Commission Offices and HR Operations			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 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"> <li>Diversity: Awareness &amp; Strategies</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>• 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> <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> </ul>			

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	<ul style="list-style-type: none"> <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 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)

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

**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 – June 14, 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**

A copy of the Superintendent's memorandum, published on May 22, 2017, detailing the success of the Job Fair was distributed to the Commissioners. Mr. Jon R. Gundry, Superintendent of Schools, recognized the great work of Classified Personnel Services in hosting the Second Annual Instructional Assistant Job Fair on May 6, 2017. The Office was able to organize a successful event and attract a diverse pool of qualified candidates to support Special Education and Early Learning Services.

**B. OYA Career Closet Update**

Ms. Yasmeen Husain, Classified Personnel Services Specialist, reported on the success of the Opportunity Youth Academy ("OYA") Career Closet, providing pictures of the collection of clothes and the finished Closet. The Career Closet was built with the intent of providing professional attire to the OYA students and is housed at one of the OYA sites. Over the course of two weeks, approximately 20 boxes of clothing were collected. In conjunction with Alternative Education, General Services and Classified Personnel Services, the clothes were distributed to the site and the OYA students were provided with access to professional attire.

**C. Layoff Assistant Workshop**

Classified Personnel Services, along with a team composed of representatives from Benefits, Unemployment Insurance, Substitute Staffing, Payroll, Wellness, Workers Compensation and Talent Management, conducted the first of two workshops in June. The Workshops were developed to provide guidance and assistance to the staff impacted by the recent layoffs. The

first workshop was held on June 2, 2017, with approximately 16 SCCOE employees in attendance. The second workshop is scheduled for June 27, 2017.

**D. Head Start Bid Board**

The Head Start Bid Board was successfully held on June 6, 2017. Overall feedback has been positive. Mr. Jonathan Muñoz, Supervisor – Classification and Recruitment, managed the Bid Board.

**E. Paraeducator Bid Board**

The Paraeducator Bid Board is scheduled for June 19, 2017. Ms. Kathy Jalaan, Classified Personnel Services Specialist, is leading the organization of the Bid Board.

**F. OYA Intern Update**

Ms. Lizbeth Galeana, OYA Student Intern, has been working with Classified Personnel Services and Talent Management, and has been nominated for OYA Student Intern of the Year. Ms. Galeana will be recognized at the SCCOE Board Meeting on Wednesday, June 21, 2017. Ms. Galeana addressed the Commission, expressing her appreciation of the OYA Internship Program and her experience working as an Intern with the SCCOE.

**G. Marketing & Public Relations (Recruitment) – Brochure & Needs Analysis Survey Initiative**

The Classified Personnel Services staff has taken on the task of analyzing our marketing and public relations needs. Specialists have been working with Mr. Mike Bromberg, Graphic Designer, and Ms. Irina Schacter, Research Analyst, in identifying areas where Classified Personnel Services can improve its branding and outreach. Staff is targeting the end of July to have a Needs Analysis Survey developed, as well as a marketing plan.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

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

**IX. ADJOURNMENT**

The meeting adjourned at 10:47 a.m.

Respectfully submitted,



Kristin Olson  
Director of Classified Personnel Services