

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #442
JULY 13, 2016, 10:00 A.M.
ADOPTED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rodney Martin at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Rodney Martin, President	Kristin Olson, Ex-Officio Secretary
Libby Spector, Vice President	Jonathan Muñoz, Supervisor – Classification & Recruitment
Nicholas Gervase, Member	Veronica Contreras, Executive Assistant

III. APPROVAL OF AGENDA

MOTION #442-1 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve Agenda #442 – July 13, 2016.

MOTION #442-1 carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #442-2 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve the Minutes of Regular Meeting #441, June 8, 2016.

MOTION #442-2 carried unanimously.

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

None.

VI. NEW BUSINESS

A. Approval of Establishing Classifications and Associated Classification Specifications

MOTION #442-3 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve establishing the following classification and associated classification specification.

MOTION #442-3 carried unanimously.

Student Data Specialist

To assist the data governance initiative within the Santa Clara County Office of Education (“SCCOE”), the SCCOE proposes to establish the Student Data Specialist classification. This classification will function in a similar manner to like positions, within school districts, tasked with management of student data. This position will have the additional component of assisting with data governance, which includes assisting with data control, regulation, storage, and security, for the SCCOE and the school districts the SCCOE supports. This position will also assist with managing the data, as related to the DataZone project.

B. Approval of Recommending Salary Ranges

MOTION #442-4 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve the salary range recommendation.

MOTION #442-4 carried unanimously.

Student Data Specialist, Range 48

C. Approval of Classification Retitling & Revision and Salary Reallocation

MOTION #442-5 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector, to approve retitling, revising, and reallocating the salary range for the Director I – Workforce & Organization Development to Director II – Workforce & Organization Development with the associated salary range reallocated from Range 12 to Range 14.

MOTION #442-5 carried unanimously.

Currently, this position functions as a Director I. However, over time, this position has increased in responsibility and management of staff. For example, the Talent Management Department, which is overseen by the Director I – Workforce & Organization Development, has increased its staffing levels to include an additional three full-time equivalents (FTE). Additionally, two of the added FTEs are at the management level. As such, this position oversees four management-level positions. This adds further support for retitling this position from a Director I to a Director II. Likewise, with the increased positions within the Talent Management Department, the scope of responsibility has increased, as an initiative of Talent Management Department is increasing the training currently available to SCCOE staff.

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

MOTION #442-6 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve and/or ratify the Eligibility Lists.

MOTION #442-6 carried unanimously.

The Personnel Commission approved/ratified the following eligibility lists:

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Accountant, Senior	06/03/16	OTBS	4	4
2	Director III – Data Governance	06/03/16	LT	4	3
3	Custodian – Lead	06/08/16	OSS	4	3
4	Research Analyst – Senior/Grant Writer	06/08/16	OTBS	2	2
5	Associate Teacher – Restricted	06/24/16	AIDES	16	10
6	Early Learning Services Specialist	06/27/16	OTBS	4	4
7	Bus Driver	06/29/16	OSS	8	8
8	Associate Teacher – Infant Toddler	06/30/16	AIDES	6	6

E. Report on Future Trainings and Conferences

To remain current and well-versed within the field of personnel and public education, Commission staff attends a variety of knowledge enhancement and professional development trainings each year. Below is a listing of conferences and trainings that Commission staff and/or Commissioners have, or plan on attending during the 2016-2017 fiscal year. As more conferences or training opportunities become available, relevant information will be included within this table. After a training has concluded, an informational briefing will be provided to the Commissioners at the subsequent Personnel Commission meeting.

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	01/27/17-01/28/17	Kristin Olson Jonathan Muñoz	\$1730.00 total for registration, transportation,

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	a variety of legal updates and best practices for Personnel Commission Offices and HR Operations	San Francisco, CA		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 selection, class and compensation	Dates TBD, SCCOE, San Jose, CA (updates will be provided as more information becomes available)	Veronica Contreras	\$500.00 total, lunch not included
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:	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"> • 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 • 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 			

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

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 – JULY 13, 2016

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:

- On behalf of the Commissioners, Commissioner Gervase commended staff on the recruitment accomplishments, noting procedures have been followed in a more efficient manner, and time to fill vacancies has been quicker. He also acknowledged the positive feedback received from applicants. Commissioner Spector made note of the work with the Paraeducator classification and the work to reduce vacancies. Ex-Officio Secretary Olson aims to start the school year with zero vacancies in the Paraeducator classification.
- Instructional Assistant Job Fair Summary:

Instructional Assistant Job Fair Grand Total Numbers	
Total Walk-ins (Non-Registered Participants)	28
Total Tested (Registered & Non-Registered Participants)	54
Total Interviewed	53

(Paraprofessional & Teaching Assistant/Associate Teacher)	
Total Processed (Substitute & Regular Employees: Paraprofessional & Teaching Assistant/Associate Teacher)	50

- Year End Summary Review

Year End Summary Review	
Classifications Completed (Pending Approval)	34
Classifications Approved	102
Eligibility List Completed	107
Trainings Attended <ul style="list-style-type: none"> • CSPCA Annual Conference 2015-16 • Merit Academy • CODESP Webinar – Leadership Series: Coaching Skills for Supervisors • CODESP Webinar – Ethics & Transparency • Smart Ways to Manage Unconscious Bias • Laserfiche - Basics • CODESP Webinar – Onboarding Best Practices • 7 Habits of Highly Effective People • Adobe Acrobat Forms • Workplace Investigations 	10

- Ex-Officio Secretary Olson has scheduled a 4-hour mini-retreat for Classified Personnel Services (“CPS”) staff, to be held on-site on Friday, August 19, 2016. Ms. Olson intends to review and emphasize the 2015-2016 accomplishments of with staff, and review a strategic plan for the year.
- The Office anticipates Ewing Consulting will finalize and provide salary data by July 15, 2016. Once provided, Ms. Olson will review the salary data. Additionally, Ms. Sandy Fakaosi, SEIU President, has reviewed the Classification Review Plan for anticipated future classification studies. This plan will be used to guide the Office with regard to future classification studies. This information will be presented to the Commissioners at a future meeting.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, August 17, 2016, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:19 a.m.

Respectfully submitted,

Kristin Olson
Ex-Officio Secretary, Personnel Commission.