

# PERSONNEL COMMISSION REGULAR MEETING #443 AUGUST 17, 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	Selma Murillo, Classified Personnel Services Specialist

OTHERS PRESENT	
Peter Daniels, Chief Public Affairs Officer	
Jas Sohal, Manager – Purchasing Services	
Frank Indovina, Supervisor – Warehousing Services	

#### III. APPROVAL OF AGENDA

**MOTION #443-1** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve Agenda #443 – August 17, 2016.

MOTION #443-1 carried unanimously.

#### IV. APPROVAL OF MINUTES

**MOTION #443-2** by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve the Minutes of Regular Meeting #442, July 13, 2016.

**MOTION #443-2** carried unanimously.

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

Mr. Peter Daniels, Chief Public Affairs Officer, Mr. Jas Sohal, Manager – Purchasing Services, and Mr. Frank Indovina requested to address the Personnel Commission during the review of the classifications pertinent to their departments.

## VI. NEW BUSINESS

#### A. Approval of Classification Specification Revisions without Title Changes

**MOTION #443-3** by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve establishing the following classification and associated classification specification.

MOTION #443-3 carried unanimously.

# a. Supervisor - Health and Wellness

The classification specification for Supervisor — Health and Wellness requires minor revisions. The reporting structure requires updating, as the title of the supervising administrator has changed. Thus, this classification has been updated to reflect the change in reporting structure. Additionally, the California Department of Education requires that staff at the county office level coordinate tobacco use prevention programs. That responsibility has been assigned to this

position. Accordingly, the classification has been updated to reflect this change. Finally, formatting updates were applied to this classification, in the revision process, so that content areas of responsibility were reasonably grouped together within the classification.

### B. Approval of Establishing Classifications and Associated Classification Specifications

**MOTION** #443-4 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase to approve establishing the following classification and associated classification specifications. **MOTION** #443-4 carried unanimously.

## a. Language Translator/Interpreter (English/Spanish) - Senior

In response to a need for high-level and complex translation and interpretation services, the Santa Clara County Office of Education ("SCCOE") proposes to establish the classification of Language Translator/Interpreter (English/Spanish) – Senior. Some of the responsibilities of this position include, translating highly complex and technical documents, and serving as the primary translating resource for critical high-level meetings within the SCCOE, such as serving as the primary translator at all Board of Education meetings. This position will report to the Chief Public Affairs Officer, within the Superintendent's Office. Mr. Peter Daniels, Chief Public Affairs Officer, addressed the Personnel Commission, on this position.

**MOTION #443-5** by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve establishing the following classification and associated specifications.

MOTION #443-5 carried unanimously.

#### b. Warehouse Liaison

The SCCOE proposes to establish the Warehouse Liaison classification. In the past, the Warehouse unit has made use of an Administrative Assistant I/II. However, in reviewing the efficiency of operations, it has been determined that a Warehouse Liaison is more functional and will better support the operations of the Warehouse unit. This formulation of staffing has been reviewed by the Supervisor – Warehousing Services and Manager – Purchasing Services, who both assess, based on professional expertise, that greater functionality can be achieved with the position of Warehouse Liaison. The Warehouse Liaison will assume the administrative support activities needed within a warehouse operation, in addition to supporting receiving and delivery activities within the Warehouse. Mr. Frank Indovina, Supervisor – Warehousing Services, addressed the Personnel Commission, stating this position would assume receiving and inventory control, as well as perform the clerical/administrative support functions. Mr. Jas Sohal, Manager – Purchasing Services, further explained that the warehouse staff is also responsible for all office moves and district deliveries. It is expected that this new classification would provide support in completing the previously mentioned tasks, as well as provide back-up support to the Mail Room Staff.

### C. Approval of Recommending Salary Ranges

**MOTION #443-6** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase, to approve recommending the following salary range recommendations.

**MOTION #443-6** carried unanimously

- a. Language Translator/Interpreter (English/Spanish) Senior, Range 45
- b. Warehouse Liaison, Range 41.5

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

**MOTION #443-7** by Mr. Nicholas Gervase, seconded by Ms. Libby Spector to approve and/or ratify the Eligibility Lists.

MOTION #443-7 carried unanimously.

The Personnel Commission approved/ratified the following eligibility lists:

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Research Analyst, Associate	07/12/16	OTBS	5	5
2	Director II – Workforce & Organization Development	07/14/16	LT	6	6
3	Food Services Assistant/Delivery Driver	07/15/16	OSS	5	3
4	Occupational Therapist I/II	07/18/16	OTBS	6	6
5	Home Visiting Specialist – Restricted/Bilingual Spanish	07/22/16	OTBS	3	3
6	Supervisor – Maintenance & Operations	07/22/16	LT	6	6
7	Physical Therapist	07/26/16	OTBS	2	2
8	Supervisor – Health & Wellness	08/05/16	LT	2	2

## E. Report on Future Trainings and Conferences

To remain current and well-versed within the field of personnel within 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	This is a 2-day annual	01/27/17-	Kristin Olson	\$1730.00 total
Conference 2016-17	conference by CSPCA,	01/28/17	Jonathan	for registration,
	this conference covers	San	Muñoz	transportation,
	a variety of legal	Francisco,		lodging, dinner;
	updates and best	CA		included within
	practices for Personnel			registration –
	Commission Offices			lunch and
	and HR Operations			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-	A 5-day academy,	Dates TBD,	Veronica	\$500.00 total,
2017	lasting 8 hours per	SMCOE, San	Contreras	lunch not
	session, designated for	Mateo, CA		included
	individuals interested	(updates will		
	in the workings of a	be provided		
	merit system, covering	as more		

Conference/Training	Conference/Training	Date &	Attendees	Anticipated
	Summary	Location		Cost
	the responsibilities of the Personnel Commission, recruitment and selection, class and compensation	information becomes available)		
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	Date &	Attendees	Anticipated
	Summary	Location		Cost
	HR: Basics			
	<ul> <li>HR: Layoffs</li> </ul>			
	HR: Onboarding			
	Best Practices			
	HR: Onboarding			
	Leaders			
	• Labor Relations:			
	Bargaining I			
	<ul><li>Labor Relations:</li></ul>			
	Bargaining II			
	<ul><li>Legal: Brown</li></ul>			
	Act			
	<ul><li>Legal: Bumping</li></ul>			
	Rights			
	• Legal: Social			
	Media			
	• Legal:			
	Conviction			
	Records			
	<ul><li>Selection: Job</li></ul>			
	Analysis			
	<ul><li>Selection:</li></ul>			
	Attracting			
	the Best			
	Candidates			
	Selection:			
	Choosing and			
	Using			
	Selection Procedures			
	• Selection:			
	Content			
	Validations			
	Strategies			
	Selection: Hiring			
	for the Best			
	Job Fit			
	Selection:			
	Interviewer			
	Training			
	<ul><li>Selection:</li></ul>			
	Managing			
	Large			
	Applicant			
	Pools			
	• Selection:			
	Reducing			
	Large			
	Applicant Pools			
	• Selection: Train-			
	• Selection: Train- the-Trainer			
	tile-Trailler			

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	<ul><li>Selection:</li></ul>			
	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.

Classification Title	New Class or Revision	Title revision: No, or Yes; if Yes, then previous title	Revisions Description
Supervisor – Health and Wellness	Revision	No	<ul><li>Duty modification updates</li><li>Formatting update</li><li>Reporting structure revision</li></ul>
Language Translator/Interpreter (English/Spanish) – Senior	New	No	Establish classification
Warehouse Liaison	New	No	Establish classification

### G. MONTHLY VACANCY STATUS REPORT – AUGUST 17, 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:

- Ex-Officio Secretary Olson shared with the Commissioners the training matrix developed to track professional development of staff. The matrix is divided into two matrices: 1) tracking computer software skills training opportunities; and 2) tracking CODESP Human Resource webinar trainings. The goal is to have the staff fully trained and skilled in these areas to make them as successful and efficient as possible.
- The Classified Job Fair will be held on Saturday, September 24<sup>th</sup>, at the SCCOE. The Classified Job Fair is structured in organization and advertising practices similar to the Teacher Fair and Instructional Assistant Job Fair events hosted by the SCCOE. SCCOE is recruiting for the Paraeducators, Clerical/Administrative Assistants, Drivers/Food Delivery Drivers, and Food Service Assistant/Cooks classifications. Applicants will have the opportunity to possibly interview and network with district administrators for potential employment. Ex-Officio Secretary Olson distributed copies of the fliers used to advertise for the Job Fair, and discussed the advertising methods employed to attract participants to the event.
- The Office anticipates finalizing the Ewing Consulting study by the end of the business day.
   Approximately 140 recommendations were received. Review of the compensation data will

occur with Mr. Philip J. Gordillo, Chief Human Resources Officer and then submitted to Mr. Jon Gundry, Superintendent of Schools.

# VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, September 14, 2016, at 10:00 a.m.

## IX. ADJOURNMENT

The meeting adjourned at 10:30 a.m.

Respectfully submitted,

Kristin Olson

Ex-Officio Secretary, Personnel Commission.