

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
REGULAR MEETING #444  
SEPTEMBER 14, 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**

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

<b>OTHERS PRESENT</b>
Nicky Ramos-Beban, Principal – Opportunity Youth Academy
Khristel Johnson, Principal – Alternative Education
Cherie Hesse-Ronsvalle, Supervisor – Administrative Services, Special Education

**III. APPROVAL OF AGENDA**

**MOTION #444-1** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase, to approve Agenda #444 – September 14, 2016.

**MOTION #444-1** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #444-2** by Mr. Nicholas Gervase, seconded by Ms. Libby Spector, to approve the Minutes of Regular Meeting #443, August 17, 2016.

**MOTION #444-2** carried unanimously.

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

Ms. Nicky Ramos-Beban, Principal – Opportunity Youth Academy and Ms. Cherie Hesse-Ronsvalle, Supervisor – Administrative Services, Special Education, requested to address the Personnel Commission during the review of the classifications pertinent to their departments.

**VI. NEW BUSINESS**

**A. Announcement of Intended Joint Appointee(s) to the Personnel Commission**

a. The Personnel Commission publically announced the intended Joint Appointee(s) to the Personnel Commission for future consideration at a public hearing at the November 2016 Personnel Commission Meeting

b. Name of Intended Appointee(s): Rodney Martin

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

**MOTION #444-3** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase, to approve establishing the following classification and associated classification specification.

**MOTION #444-3** carried unanimously.

**a. Paraeducator – Opportunity Youth Academy**

The classification is proposed because the needs of the students within Opportunity Youth Academy are sufficiently distinguishable to warrant establishing a new classification responsive to these students. Potential students involved in this program include individuals returning to school to complete their diploma, who are not currently enrolled in an educational program, and between the ages of 16-24. This program helps focus students in achieving their educational and career goals. Dr. Nicky Ramos-Beban, Principal – Opportunity Youth Academy, addressed the Personnel Commission on this position.

**MOTION #444-4** by Mr. Nicholas Gervase, seconded by Ms. Libby Spector, to approve establishing the following classification and associated classification specification.

**MOTION #444-4** carried unanimously.

**b. Special Education Specialist**

In the past, the Special Education Department has made use of an Office Coordinator. However, in reviewing the efficiency of the operation, it has been determined that a Special Education Specialist is more functional and will better support the operations of the Special Education Department. This formulation of staffing has been reviewed by the management within the Special Education Department, and it is assessed that greater functionality can be achieved with the position of Special Education Specialist. The Special Education Specialist will assume duties related to contract development, monitoring, and compliance, legal settlement monitoring, and compliance, and managing the budget associated with these activities. Additionally, the incumbent will perform administrative support activities related to these functions. Ms. Cherie Hesse-Ronsvalle, Supervisor – Administrative Services, Special Education, addressed the Personnel Commission on this position.

**C. Approval of Recommending Salary Ranges**

**MOTION #444-5** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase, recommended the following salary ranges:

**MOTION #444-5** carried unanimously.

- a. Paraeducator – Opportunity Youth Academy, Range 37
- b. Special Education Specialist, Range 44.5
- c. Language Translator/Interpreter (English/Spanish) – Senior, Range 50.5
- d. Warehouse Liaison, Range 43

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

**MOTION #444-6** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase, to approve and/or ratify the Eligibility Lists.

**MOTION #444-6** carried unanimously.

The Personnel Commission approved/ratified the following eligibility lists:

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Environmental Education Specialist	08/16/16	AIDES	14	12
2	Teacher Assistant II	08/16/16	AIDES	4	4
3	IT Support Specialist	08/18/16	OTBS	6	5
4	Teacher Assistant – Educare	08/30/16	AIDES	3	3
5	Financial Administrator – Charter Schools	08/31/16	LT	4	4

**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.

<b>Conference/Training</b>	<b>Conference/Training Summary</b>	<b>Date &amp; Location</b>	<b>Attendees</b>	<b>Anticipated Cost</b>
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	Kristin Olson 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 selection, class and compensation	Dates TBD, SMCOE, San Mateo, CA (updates will be provided as more information becomes available)	Veronica Contreras	\$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

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
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> <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> </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>• 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 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,	November 2, 2016	Natalie Kelm Yasmeen Husain	No cost (SCCOE sponsored professional development)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	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.			
MS Excel – Formulas & Functions	In this class, participants will learn how to use powerful functions, how to build effective formulas, and other time-saving techniques.	September 9, 2016  October 28, 2016	Natalie Kelm  Selma Murillo Jael Valle	No cost (SCCOE sponsored professional development)
MS Excel – Macros & More	In this class, participants will learn how to put Macros to work, find out how they can eliminate the need to repeat the same set of keystrokes over and over. The class will also cover creating, running, modifying, and sharing macros; Collaborating in Excel with others including sharing, protection, and revision tracking; Table tips; and Advanced filtering techniques.	September 20, 2016	Selma Murillo	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)
MS Word – Mastering the Basics	The goal of this class is to become familiar with the various commands and features of Microsoft Word. After this workshop, participants will be able to: create a new document; use toolbars; apply formatting commands; rearrange text; use the spell checking	September 27, 2016	Yasmeen Husain	No cost (SCCOE sponsored professional development)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	function; use numbering and bullets; insert and manipulate tabs; and save, open, and print a document.			
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 for data entry, advisory text, and interactive forms.	October 26, 2016  November 15, 2016	Natalie Kelm  Selma Murillo Veronica Contreras	No cost (SCCOE sponsored professional development)
QSS/QCC - Introduction to QCC	Introduction to QCC Learn the basics of working effectively with the QCC interface. We will review: logging in, QCC Control Center Window, custom settings, QCC Menu Tree & Options, Favorites, Print Manager, Documentation & Help	September 26, 2016	Kristin Olson Jonathan Muñoz	No cost (SCCOE sponsored professional development)
QCC – Personnel Downloader	In this class participants will learn how to create a Personnel Downloader preset, launch the download and export	October 26, 2016	Kristin Olson Jonathan Muñoz Veronica Contreras	No cost (SCCOE sponsored professional development)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	the data into Excel, as well as review some Excel techniques for customizing your data.			
QCC – Print Manager & Download	Participants will learn how to manage reports sent to the QCC Print Manager as well as customizing downloaded Excel data including: • Custom Lists • Auto-Fill handle • Splitting Data	October 4 , 2016  December 6, 2016	Kristin Olson Jonathan Muñoz  Veronica Contreras	No cost (SCCOE sponsored professional development)
Laserfische Basics	Participants will learn basic scanning & searching techniques. Explore the Laserfiche layout, scanning and filing techniques, and searching guidance.	September 19, 2016	Veronica Contreras	No cost (SCCOE sponsored professional development)
OMS Administration	This workshop will provide hands-on instruction on how to use the event management functions of the Organization Management System (OMS). This session will include information on tracking attendance for the events, downloading event data, preparing event registration materials, preparing reports, and fine-tuning event data.	September 28, 2016  December 1, 2016	Veronica Contreras  Selma Murillo	No cost (SCCOE sponsored professional development)

#### 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 – SEPTEMBER 14, 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:

##### A. Report on the Classified Personnel Services (“CPS”) Departmental Retreat



Ex-Officio Secretary Olson shared with the Commissioners a copy of the information reviewed at the Departmental Retreat on August 19, 2016. The CPS staff reviewed the SCCOE's Vision, Mission, Goals, and Values, and how CPS impacts and contributes to each. The CPS team also reviewed Human Resources articles and videos, and discussed ways to provide excellent customer services and achieve high level of work productivity and efficiency.

**B. 2016-2017 Strategic Plan for Classified Personnel Services (Draft)**

Ex-Officio Secretary Olson distributed copies of the Strategic Plan for CPS with the Commissioners. The plan may extend to beyond the 2016-17 fiscal year, due to the amount of items on the plan. Currently, the staff is reviewing what has been assessed as critical areas to address in the Office. A review of the Strategic Plan will be completed on a quarterly basis.

**C. Classified Job Fair**

Mr. Jonathan Muñoz, Supervisor – Classification & Recruitment, in coordination with Human Resources Administrative Services, has worked diligently on the Classified Job Fair. The Job Fair will be held on Saturday, September 24, 2016, from 8:00 a.m. – 1:00 p.m. Classifications for recruitment include Clerical/Administrative Assistant, Food Service, Custodian/Maintenance, Driver, and Paraeducator. Currently, this Office has 36 Paraeducator applications, 200 Clerical/Administrative Assistant, 16 Drivers, 20 Food Service and 20 for Custodian/Maintenance. This Fair was started last year and provides recruitment support to the districts within Santa Clara County. Applicants will have the opportunity to meet and network with potential district employers. Districts representatives will be present at the Fair to conduct interviews and additional screenings.

**VIII. CLOSED SESSION**

**A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957**

Title: Director – Classified Personnel Services

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for Wednesday, October 12, 2016, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 11:00 a.m.

Respectfully submitted,

Kristin Olson  
Ex-Officio Secretary, Personnel Commission.