

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
REGULAR MEETING #445  
OCTOBER 12, 2016, 10:00 A.M.  
APPROVED 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>
Philip J. Gordillo, Chief Human Resources Officer

**III. APPROVAL OF AGENDA**

**MOTION #445-1** by Mr. Nicholas Gervase, seconded by Ms. Libby Spector, to approve Agenda #445 – October 12, 2016.

**MOTION #445-1** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #445-2** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase, to approve the Minutes of Regular Meeting #444, September 14, 2016.

**MOTION #445-2** carried unanimously.

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

Mr. Philip J. Gordillo, Chief Human Resources Officer addressed the Commission on Cabinet appointments, contract negotiations and new Human Resources staffing.

- Mr. Jon Gundry, Superintendent of Schools, has selected Dr. Jeanette Rodriguez-Chien as the new Chief Academic Officer. Dr. Rodriguez-Chien comes from the Chino Valley Unified School District and has 32 years of public education experience. Dr. Rodriguez-Chien will start on October 31, 2016.
- The Chief Business Officer position was recently vacated by the retirement of Mr. Mark Skvarna, who held the position as Interim Chief Business Officer. Superintendent Gundry has selected Ms. Ann Jones as the Interim Chief Business Officer, effective October 17, 2016. Ms. Jones comes from San Jose Unified School District and previously Franklin McKinley School District, where she held the Chief Business Officer position.
- Chief Gordillo announced the ratification of the SEIU contract agreement in early September. The SEIU contract includes a 5% increase effective September 1, 2016, 4% increase effective September 1, 2017, and 3% increase effective September 1, 2018, all contracts include a COLA contingency. The ratification of the SEIU contract brings all contract negotiations to a closure.

- The Ewing Classification and Compensation Study recommendations were approved by SEIU. Thus, a memorandum of understanding (“MOU”) has been established pending Commission approval of the Ewing Study recommendations.
- Dr. Norma Martinez-Palmer has started as the Director – Credentialing Program, Human Resources. Ms. Martinez-Palmer will oversee the new program which will be composed of a Program Administrator – EPIC Program, Program Administrator – LEAP, as well as clerical support for the program. Ms. Martinez-Palmer most recently held the position of Assistant Superintendent of Educational Services with Morgan Hill Unified School District and prior to that Ms. Martinez-Palmer was with the San Jose Unified School District for 35 years.
- Four Board Members are currently up for election; Ms. Anna Song and Mr. Joe DiSalvo are both running unopposed, Ms. Rosemary Kamei and Ms. Grace Mah both face opponents in their district elections.

**VI. NEW BUSINESS**

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

**Motion 445-3** by Mr. Nicholas Gervase, seconded by Ms. Libby Spector, to approve and/or ratify the Eligibility Lists.

**Motion 445-3** carried unanimously.

The Personnel Commission approved/ratified the following eligibility lists:

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Enrollment Compliance Specialist I/II – Restricted – Bilingual Spanish	09/07/16	OTBS	8	7
2	Administrative Assistant III	09/09/16	OTBS	12	7
3	School Site Technology Support Specialist	09/20/16	OTBS	11	10
4	Evening Program Specialist	09/23/16	AIDES	4	4

**B. Ewing Classification and Compensation Study Update**

The study has been completed. All incumbents and their respective supervisors have been provided with a letter detailing new classification recommendations, job descriptions, and new versus old salary range placement. The implementation date is January 1, 2017; however, it is pending Commission approval scheduled for the December 14, 2016, Personnel Commission Meeting. Group review sessions occurred on October 6<sup>th</sup> and October 7<sup>th</sup>. Individual meetings with incumbents seeking appeals were scheduled for the week of October 10<sup>th</sup>. Currently, three appeals have been received. Appeals will be heard at the November Personnel Commission Meeting.

**C. 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 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
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	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
	<p>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> <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> </ul>			

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	<ul style="list-style-type: none"> <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, 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	Natalie Kelm Yasmeen Husain	No cost (SCCOE sponsored professional development)
MS Excel – Formulas & Functions	In this class, participants will learn how to use powerful functions, how to build effective formulas, and	September 9, 2016  October 28, 2016	Natalie Kelm  Selma Murillo Jael Valle	No cost (SCCOE sponsored professional development)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	other time-saving techniques.			
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 function; use numbering and bullets; insert and manipulate tabs; and save, open, and print a document.	September 27, 2016	Yasmeen Husain	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	October 11, 2016	Veronica Contreras Yasmeen Husain	No cost (SCCOE sponsored professional development)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	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.	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 the data into Excel, as well as review some Excel techniques for customizing your data.	October 26, 2016	Kristin Olson Jonathan Muñoz Veronica Contreras	No cost (SCCOE sponsored professional development)
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)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
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)

#### D. MONTHLY VACANCY STATUS REPORT – OCTOBER 12, 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. Promotional Opportunities Training

Ms. Selma Murillo, Classified Personnel Services Specialist, presented a brief training on the application, selection and hiring process for classified employees. The presentation detailed the internal process Classified Personnel Services follows in posting and filling positions, as well as providing recommendations to potential applicants on how to apply for positions with the Santa Clara County Office of Education.

##### B. Classified Job Fair

Mr. Jonathan Muñoz, Supervisor – Classification & Recruitment, in coordination with Human Resources Administrative Services and Classified Personnel Services staff, worked diligently on the Classified Job Fair. The Job Fair was held on Saturday, September 24, 2016, from 8:00 a.m. – 1:00 p.m. Classifications for recruitment included Clerical/Administrative Assistant, Food Service, Custodian/Maintenance, Driver, and Paraeducator. This Fair was started last year and provides recruitment support to the districts within Santa Clara County. Applicants had the opportunity to meet and network with potential district employers. Districts representatives were present at the Fair to conduct interviews and additional screenings. Feedback from both the districts and participants has been of a positive nature. Next year's Job Fair has been scheduled for September 30, 2017.

##### C. Online Transfer Opportunities Update

On December 5, 2016, the transfer request process for classified employees will transition online. As of that date, transfer requests can be submitted online. As the SCCOE transitions to



the online format, the Transfer Opportunities Telephone Hotline (408-453-6618) will remain available until June 30, 2017, when it will be phased out. Training opportunities on the new system will be conducted throughout November and December 2016. Mr. Charles Doan, Webmaster, Mr. Jonathan Muñoz, Supervisor – Classification and Recruitment, and Ms. Veronica Contreras, Executive Assistant, will be conducting the training sessions for staff.

**D. Santa Clara University Job Fair**

This Office is implementing a program to strengthen our outreach with community colleges and universities by participating in job fairs. The goal of this Office is to make our name visible at these job fairs and become a stronger presence as an employer in Santa Clara County. Mr. Jonathan Muñoz, Supervisor – Classification and Recruitment and Ms. Natalie Kelm, Classified Personnel Services Specialist, attended a job fair at Santa Clara University on September 28, 2016.

**E. Biweekly Site Visits**

This fall, Human Resources started a biweekly site visit program. Human Resources staff, directors, managers and staff have participated in these visits, observing real life experiences of the site and classrooms. Sites include Special Education, Alternative Education, Head Start, Opportunity Youth Program, Educare, and State Preschool. Staff meets with the site directors and/or principals and site staff, to obtain a better understanding of the inner workings of the sites and to reinforce the working relationships between Human Resources staff and site staff. These visits have been well received and have provided an opportunity for our staff to observe the impact and meaningfulness of our jobs toward our students.

**F. San Jose State University Recruitment Partnership**

Mr. Jonathan Muñoz, Supervisor – Classification and Recruitment participated in an orientation on the new career platform offered by San Jose State University, in the aim of strengthening our recruitment presence with San Jose State.

**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, November 9, 2016, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 10:59 a.m.

Respectfully submitted,



Kristin Olson  
Ex-Officio Secretary, Personnel Commission.