

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #446
NOVEMBER 9, 2016, 10:00 A.M.
UNAPPROVED 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	

OTHERS PRESENT
Philip J. Gordillo, Chief Human Resources Officer
Bruce Houseman, Conference Center Coordinator – General Services
Bertie Cooper, School Office Coordinator – Special Education
Cheryl Jimenez, School Office Coordinator – Special Education
Arcelia Tejada, School Office Coordinator – Special Education
Duong Ton, School Office Coordinator – Special Education
Gloria Villarreal, School Office Coordinator – Special Education
Cathie Parshall, School Office Coordinator – Special Education
Stephanie Maggetti, School Office Coordinator – Special Education

III. APPROVAL OF AGENDA

MOTION #446-1 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase, to approve Agenda #446 – November 9, 2016.

MOTION #446-1 carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #446-2 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector, to approve the Minutes of Regular Meeting #445, October 12, 2016.

MOTION #446-2 carried unanimously.

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

Mr. Bruce Houseman, Conference Center Coordinator, Ms. Bertie Cooper, Ms. Cheryl Jimenez and Ms. Duong Ton, School Office Coordinators, deferred their comments regarding the Ewing Classification and Compensation Study to Item J of the Agenda.

VI. CLOSED SESSION

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

Title: Director – Classified Personnel Services

MOTION #446-3 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase, to approve the Closed Session.

MOTION #446-3 carried unanimously.

VII. NEW BUSINESS

A. Public Hearing to Consider the Joint Appointee to the Personnel Commission

- a. A public hearing to consider the Joint Appointee, Mr. Rodney Martin, to the Personnel Commission was held at the location, date and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

Location:	Santa Clara County Office of Education 1290 Ridder Park Drive San Jose, CA 95131 Board Room (First Floor)	Date:	November 9, 2016
		Time:	10:00 a.m.

Open Hearing at:	<u>10:54</u> a.m.	Motion:	<u>Mr. Nicholas Gervase</u>
		Second:	<u>Ms. Libby Spector</u>
		Vote:	<u>Yes</u>

Close Hearing at:	<u>10:55</u> a.m.	Motion:	<u>Ms. Libby Spector</u>
		Second:	<u>Mr. Nicholas Gervase</u>
		Vote:	<u>Yes</u>

B. Appointment of the Intended Joint Appointee to the Personnel Commission

- a. The Personnel Commission moved to publically announce and appoint the Joint Appointee to the Personnel Commission, initiating in December 2016, for a three-year term.

MOTION #446-6 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector, to appoint Mr. Rodney Martin as the Joint Appointee to the Personnel Commission.

MOTION #446-6 carried unanimously.

C. Approval/Ratification of Classification Specification Revisions without Title Changes

- a. Paraeducator – Opportunity Youth Academy
In response to a need for a Paraeducator – Opportunity Youth Academy, the Santa Clara County Office of Education (“SCCOE”) established the Paraeducator – Opportunity Youth Academy. This classification was proposed because the needs of the students within Opportunity Youth Academy are distinguishable from students enrolled in Alternative Education and students enrolled in Special Education. Students involved in this program include individuals returning to school to complete their diploma, students who are not currently enrolled in an educational program, and students between the ages of 16 – 24. This program helps focus students in achieving their educational and career goals through a variety of support personnel and programs. Since the creation of this position, further information has come to light, wherein Paraeducator – Opportunity Youth Academy will have some exposure to students who are simultaneously supported by and enrolled in Special Education instruction. Consequently, a few task statements have been revised to reflect this responsibility.

Motion #446-7 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase, to approve and/or ratify Classification Specification Revisions without Title Changes: Paraeducator – Opportunity Youth Academy.

Motion #446-7 carried unanimously.

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

The Personnel Commission approved/ratified the following eligibility lists:

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	STUDENT DATA SPECIALIST	10/06/16	OTBS	9	7
2	ASSOCIATE TEACHER – EDUCARE – BILINGUAL SPANISH	10/11/16	AIDES	7	5
3	PARAEDUCATOR – SPECIAL EDUCATION	10/25/16	AIDES	99	UNRANKED
4	ADMINISTRATIVE ASSISTANT I/II	10/27/16	OTBS	12	8

Motion #446-8 by Mr. Nicholas Gervase, seconded by Ms. Libby Spector, to approve and /or ratify the Eligibility Lists.

Motion #446-8 carried unanimously.

E. Limited Term / Substitute Assignments

The Payroll Department is currently participating in an in-depth audit of prior years' payroll records of each employee. This is necessary to ensure such records are updated and accurate. Because this project, when completed, will not be added to the regular assignments of the Payroll Department, substitute employees were hired to perform this task, pursuant to Education Code section 45286. It has since been determined that this project will take approximately a year to complete. In this instance only, to ensure that the audit work is completed, the County Office proposes to extend the substitute assignments to encompass a one-year period. This request is reasonable, as the assignment has an anticipated end date. Thus, this is not an instance wherein the services of substitute employees would assume an indefinite nature.

Motion #446-9 by Ms. Libby Spector, seconded by Mr. Nicholas Gervase, to approve and/or ratify Classification Specification Revisions without Title Changes.

Motion #446-9 carried unanimously.

F. Personnel Commission Annual Report 2015-2016 (First Draft)

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Presented before the Personnel Commission is a draft of the Annual Report for 2015-2016 for Commissioner review. The final version of the Annual Report will be presented at the December 2016 Personnel Commission meeting. Among other information, the Annual Report provides statistical information relating to applications, recruitment and classified staffing, as well as disciplinary hearings and appeals data. A copy of the draft Annual Report is included.

G. 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	January – June 2017 SMCOE, San Mateo, CA	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	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>HR practices. As a team, CPS will review a webinar biweekly, topics include:</p> <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 • Selection: Content Validations Strategies 			

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	<ul style="list-style-type: none"> • 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 			
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	September 9, 2016	Natalie Kelm	No cost (SCCOE sponsored)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	functions, how to build effective formulas, and other time-saving techniques.	October 28, 2016	Selma Murillo Jael Valle	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 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.	October 11, 2016	Veronica Contreras Yasmeen Husain	No cost (SCCOE sponsored professional development)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	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.	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-	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
	Fill handle • Splitting Data			
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)

H. 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.

I. MONTHLY VACANCY STATUS REPORT – NOVEMBER 9, 2016

Ex-Officio Secretary Olson reported on the Monthly Vacancy Status Report and positions filled. The Commissioners accepted the report as delivered.

J. EWING CLASSIFICATION AND COMPENSATION STUDY APPEALS

- a. Qualifying individuals or groups of individuals submitted classification and compensation study appeal requests. The Personnel Commission heard appeal requests at this time. The Personnel Commission will take action at the December 2016 meeting.
- b. The following individuals or groups of individuals presented appeal requests to the Personnel Commission:
 - i. **Conference Center Coordinator**
Mr. Bruce Houseman, Conference Center Coordinator, addressed the Commission on the Ewing Study Classification and Compensation Study recommendation, specifically, the step placement recommendation. Mr. Houseman asked the Commission elevate the salary recommendation placement from Step 2 to Step 5.
 - ii. **Data Enrollment Specialist**
The incumbent withdrew their appeal request.

iii. School Office Coordinators transitioning to School Office Coordinators – Special Education

Ms. Cheryl Jimenez, Ms. Bertie Cooper and Ms. Duong Ton, spokespersons for the School Office Coordinators, addressed the Commission on the Ewing Study Classification and Compensation Study recommendations. The School Office Coordinators presented to the Commission a chart detailing Special Education cluster structure, a summary of roles and responsibilities, and a study of comparable salaries. Based on the information provided, the School Office Coordinators requested a Salary Range placement of 46 or higher.

The Personnel Commissioners, acknowledged the School Office Coordinator spokespersons and Mr. Houseman for their respective information and data collected. Mr. Gervase further elaborated on the study process and the impact of changes to the study recommendations. The Commissioners then stated that further consideration and analysis of the appeals will be completed, with action to take place at the December Personnel Commission Meeting.

VIII. SECRETARY'S REPORT

Ex-Officio Secretary Olson reported on the following:

A. OYA Student Worker Program

The Personnel Commission Office is partnering with the Opportunity Youth Academy (“OYA”) to establish a student-worker program for individuals over 18 years of age. While students are working to receive their high school diploma in an alternative setting, the SCCOE is exploring the opportunity to offer a student-worker program to assist students in building their skill-sets in a work-force environment. As the project continues to unfold, more information will be available.

B. Superintendent Advisory Council

The Superintendent of Schools, Mr. Jon Gundry, holds an advisory council composed of leadership staff members. The Superintendent’s Advisory Council meets monthly and reviews topics such as the County Office’s Strategic Plan and addresses employee concerns brought to the Council. Ex-Officio Secretary Olson is a participant of the Superintendent Advisory Council.

C. NEOGOV Conference and Job Openings Webpage

Mr. Jonathan Muñoz, Supervisor – Classification and Recruitment, and Ms. Selma Murillo, Classified Personnel Services Specialist, recently attended the NEOGOV Conference in October, bringing to the office new strategies and recommendations to strengthen and modernize our presence in the community, as well as increase our applicant pool. Mr. Muñoz shared with the Commission the updated features of the SCCOE Job Opportunities website.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

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

X. ADJOURNMENT

The meeting adjourned at 11:44 a.m.

Respectfully submitted,



Kristin Olson
Ex-Officio Secretary, Personnel Commission.