


 Santa Clara County Office of Education

**PERSONNEL COMMISSION**  
**REGULAR MEETING #447**  
**DECEMBER 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**

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

OTHERS PRESENT
Philip J. Gordillo, Chief Human Resources Officer
Marisa Perry, Manager – Human Resources Analyst
Charles Doan, Webmaster
Cheryl Jimenez, School Office Coordinator
Duong Ton, School Office Coordinator
Suzanne Carrig, Administrative Program and Evaluation Specialist

**III. APPROVAL OF AGENDA**

**MOTION #447-1** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase, to approve Agenda #447 – December 14, 2016.

**MOTION #447-1** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #447-2** by Mr. Nicholas Gervase, seconded by Ms. Libby Spector, to approve the Minutes of Regular Meeting #446, November 9, 2016.

**MOTION #447-2** carried unanimously.

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

None.

**VI. NEW BUSINESS**

**A. Approval/Ratification of Classification Specification Revisions without Title Changes**

a. Director I – Special Projects

The Director I – Special Projects classification specification required slight revisions to remove the following responsibilities, as listed below, which fall within an alternate classification specification. No other changes were made to this classification. These changes were responsive to the current assignment of responsibilities within the Santa Clara County Office of Education (“SCCOE”).

- Develop policies and procedures
- Provide counsel and guidance on expulsion and inter-district transfers

**MOTION #447-3** by Mr. Nicholas Gervase, seconded by Ms. Libby Spector, to ratify the classification specification revisions without title changes: Director I – Special Projects.

**MOTION #447-3** carried unanimously.

**B. Approval of Classification Retitling & Revision and Salary Reallocation**

- a. Administrative Program and Evaluation Specialist, Range 11 to Director I – Policy Development & Administrative Programs, Range 12

The Administrative Program & Evaluation Specialist was retitled to the Director I – Policy Development and Administrative Programs, with the associated salary range reallocated from Range 11 to Range 12. Overtime, this position has increased in responsibility. The areas assigned to this position are highly technically nuanced, requiring command of a wide array of laws pertaining to employment and education, thus warranting the expertise and direction of a Director. Ms. Suzanne Carrig, Administrative Program and Evaluation Specialist, addressed the Commission, providing further information of the role and responsibilities of the classification.

**Motion #447-4** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase, to approve the classification retitling and revision and salary reallocation.

**Motion #447-4** carried unanimously.

**C. Ewing Classification and Compensation Study Approvals and Recommendations**

The Personnel Commission took action to approve and recommend the following classification and salary actions, as outlined in Table 1, effective January 1, 2017. Anticipated classifications, ranges, and step placements were submitted to incumbents and their supervisors on or about September 28, 2016. Incumbents were assigned step allocations based on Personnel Commission Rule 15.14.

Ms. Kristin Olson, Director – Classified Personnel Services, noted that all classifications, and associated compensation, were extensively analyzed before bringing this information forward to the Personnel Commission for consideration.

Mr. Nicolas Gervase, Personnel Commissioner – Member, commented on the effort put forth in completing this project. Mr. Gervase expressed his appreciation of the time, effort, and patience invested in completing the Study. Mr. Gervase elaborated on the importance of studying classifications, as such studies assist in ensuring classifications are responsive to today's work environment.

Ms. Libby Spector, Personnel Commissioner – Vice President, stated she extensively reviewed all supportive materials, in her analysis of the Ewing Study, and supported the recommendations before the Personnel Commission.

Mr. Rodney Martin, Personnel Commissioner – President, concurred with the statements and recommendations of the Personnel Commissioners.

Mr. Philip J. Gordillo, Chief Human Resources Officer, addressed the Commission on the results of the Ewing Study. Mr. Gordillo commended Ms. Olson, Director – Classified Personnel Services, for her work in bringing the Study to its fruition, expressing his appreciation of Ms. Olson's resolve and expertise in the area of classification analysis. Mr. Gordillo congratulated the participating employees, as well as the Classified

Personnel Services staff, on the results of the Study. Mr. Gordillo further elaborated on completing successful conversations with SEIU regarding the implementation of the Study.

Ms. Libby Spector suggested that the School Office Coordinators – Special Education receive guidance and further consideration in possibly receiving additional help in the distribution of their workload. Mr. Gordillo commented that he will present this recommendation to Ms. Norma Del Rio, Director – Special Education.

**Motion #447-5** by Mr. Nicolas Gervase, seconded by Ms. Libby Spector, to approve and recommend the Ewing Classification and Compensation Study results, as reflected in Table 1.

**Motion #447-5** carried unanimously.

**Table 1. Ewing Classification & Compensation Study Recommendations 2015-2016.**

Former Classification	New Classification	Former Range	New Range
Office Coordinator	Senior Executive Assistant	42.5	7.0
Staff Coordinator - LPC	LPC Administrative Specialist	48.0	53.0
Job Development Specialist	Employment Support Specialist	44.5	51.5
Inclusion Support Specialist	Inclusion Support Specialist	48.0	51.5
Administrative Assistant III	Administrative Assistant - Senior	42.5	47.5
Family Support Specialist, Senior	Family Support Specialist	45.0	47.5
Early Learning Services Specialist - Senior	Inclusion Services Specialist - Senior	44.5	47.5
Language Translator (English/Spanish) - Restricted	Language Translator - English/Spanish - Restricted	42.0	47.5
Language Translator (English/Vietnamese) - Restricted	Language Translator - English/Vietnamese - Restricted	42.0	47.5
Administrative Assistant III	Administrative Assistant IV	42.5	47.0
Administrative Assistant III - Restricted	Administrative Assistant IV - Restricted	42.5	47.0
Transition Coordinator, Alternative Schools Department	Transition Coordinator - AED	46.0	46.5
Foster Youth Services Liaison	Foster Youth Services Liaison	42.5	46.0
Enrollment Compliance Specialist I/II – Restricted (ACS)	ERSEA Compliance Specialist - Senior - Restricted	41.0/42.5	45.5
Migrant Education Program Advocate I/II (ACS)	Migrant Education Program Advocate	41.0/42.5	45.5
Administrative Assistant III	Administrative Assistant III	42.5	44.5
School Office Coordinator	Administrative Assistant III	43.0	44.5
Enrollment Data Specialist I/II (ACS)	Enrollment Data Specialist	38.5/42.5	44.5

Former Classification	New Classification	Former Range	New Range
Health Technician, Environmental Education	Health Technician - Environmental Education	39.5	44.5
Office Coordinator	Office Specialist	42.5	44.5
Office Coordinator - Restricted	Office Specialist - Restricted	42.5	44.5
School Office Coordinator	School Office Coordinator - Alternative Education	43.0	44.5
School Office Coordinator	School Office Coordinator - Special Education	43.0	44.5
Conference Center Coordinator	Conference Center Coordinator	41.0	44.0
Enrollment Compliance Specialist I/II – Restricted (ACS)	ERSEA Compliance Specialist - Restricted	41.0/42.5	44.0
Family Advocate I/II – Restricted (ACS)	Family Advocate - Restricted	41.0/42.5	44.0
Early Learning Services Specialist	Early Learning Services Specialist	42.5	44.0
Transition/Student Specialist	Transition/Student Specialist	42.5	44.0
Administrative Assistant I/II (ACS)	Administrative Assistant II	39.5/41.0	42.5
School Office Specialist	Environmental Education - Office Coordinator	41.5	42.5
Central Office Receptionist I/II (ACS)	Central Office Receptionist	36.5/38.0	42.0
Postal Services Assistant	Postal Services Assistant	38.0	41.0
ADA Support Assistant	ADA Support Assistant	37.0	40.5
Office Assistant I/II (ACS)	Office Assistant II	35.5/37.0	40.5
Eligibility Enrollment Specialist I/II (ACS)	Eligibility Enrollment Specialist	38.5/42.5	40.5
Migrant Education Program-Community Liaison	Migrant Education Community Liaison	41.0	40.5
Migrant Education Program Specialist I/II (ACS)	Migrant Education Program Specialist	44.0/46.0	44.0
Staff Receptionist I/II (ACS)	Receptionist	36.0/37.5	39.5

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

The Personnel Commission approved/ratified the following eligibility lists.

**Motion #447-6** by Ms. Libby Spector, seconded by Mr. Nicolas Gervase, to approve and /or ratify the Eligibility Lists.

**Motion #447-6** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	OCCUPATIONAL THERAPIST I/II	11/08/16	OTBS	4	3
2	PARAEDUCATOR – OPPORTUNITY YOUTH ACADEMY	11/10/16	AIDES	7	6
3	SPECIAL EDUCATION FINANCIAL ANALYST	11/10/16	LT	14	10
4	CUSTODIAN	11/15/16	OSS	9	7
5	MIGRANT EDUCATION PROGRAM/COMMUNITY LIAISON	11/18/16	OTBS	4	4
6	HOME VISITING SPECIALIST – (EHS) – RESTRICTED	11/29/16	OTBS	2	2
7	ADMINISTRATIVE ASSISTANT III	11/30/16	OTBS	14	8
8	PARAEDUCATOR – SPECIAL EDUCATION	12/01/16	AIDES	12	UNRANKED
9	WAREHOUSE LIAISON	12/05/16	OTBS	11	9

**E. Personnel Commission Annual Report 2015-2016**

An Annual Report was prepared summarizing the activities of the Commission's staff for the 2015-2016 fiscal year. Information included in the Report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals.

**Motion #447-7** by Ms. Libby Spector, seconded by Mr. Nicholas Gervase, to approve the Personnel Commission Annual Report 2015-2016, as submitted.

**Motion #447-7** carried unanimously.

**F. Report on Future Trainings and Conferences**

A listing of conferences and trainings that Commission staff and/or Commissioners have, or plan on attending during the 2016-2017 fiscal year was presented to the Commission. As more conferences or training opportunities become available, relevant information will be included within this table.

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	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

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
				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	February – 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 HR practices. As a team, CPS will review a webinar biweekly, topics include: <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> </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>• 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> <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> </ul>			

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	<ul style="list-style-type: none"> <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 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	September 20, 2016	Selma Murillo	No cost (SCCOE sponsored professional development)



Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	creating, running, modifying, and sharing macros; Collaborating in Excel with others including sharing, protection, and revision tracking; Table tips; and Advanced filtering techniques.			
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 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)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
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)
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	September 28, 2016	Veronica Contreras	No cost (SCCOE sponsored)

Conference/Training	Conference/Training Summary	Date & Location	Attendees	Anticipated Cost
	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.	December 1, 2016	Selma Murillo	professional development)

**G. 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.

**H. MONTHLY VACANCY STATUS REPORT – DECEMBER 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. OYA Career Closet**

The Classified Personnel Services Department partnered with the Opportunity Youth Academy (“OYA”) to assist in establishing a Career Closet, for OYA, which will be located at the Washington site. OYA is in the process of implementing a work-study internship for students in the OYA program. These students will be able to make use of the OYA Career Closet for their work opportunities and job interviews. On December 8, 2016, Classified Personnel Services volunteered to host a Career Closet donation station, with successful results. Donations will also be received the week of January 3, 2017.

**B. Online Transfer Opportunities Update - Training**

Mr. Jonathan Muñoz, Supervisor – Classification and Recruitment, Mr. Charles Doan, Webmaster, and Ms. Veronica Contreras, Executive Assistant, have taken a lead role in developing and presenting training for the newly launched Online Transfer Opportunities webpage for classified employees. The online platform was launched on December 5, 2016, and several training opportunities have already been offered to SCCOE employees. The Telephone Hotline format will continue to be available during this transition period, until June 30, 2017, when it will be phased out. SCCOE employees are now able to view transfer opportunities online and submit their requests accordingly.

**C. De Anza Community College Job Fair**

Mr. Jonathan Muñoz, Supervisor – Classification and Recruitment, and Ms. Marisa Perry attended the De Anza Community College Job Fair in November 2016, in an effort to increase our applicant pool and increase marketing for the SCCOE. The job fair was tailored to the needs

of the students in the De Anza Community College Early Childhood Development program. Approximately twenty students expressed interest in permanent and substitute opportunities with the Head Start, Early Learning, State Preschool and Special Education programs.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for Wednesday, January 11, 2017, at 10:00 a.m. At the next meeting the Commissioner positions will rotate.

**IX. ADJOURNMENT**

The meeting adjourned at 10:32 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kristin Olson", with a long horizontal stroke extending to the right.

Kristin Olson  
Ex-Officio Secretary, Personnel Commission