

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
REGULAR MEETING #460  
JANUARY 10, 2018, 10:00 A.M.  
APPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Libby Spector at 10:00 a.m.

**II. ROLL CALL**

<b>MEMBERS PRESENT</b>	<b>STAFF PRESENT</b>
Libby Spector, President Nicholas Gervase, Vice President Rodney Martin, Member	Jonathan Muñoz, Interim Director – HR / Classified Personnel Services Veronica Contreras, Executive Assistant Yasmeen Husain, Classified Personnel Specialist

**III. ORGANIZATION OF THE COMMISSION FOR THE 2018 TERM**

Mr. Nicholas Gervase will preside as President of the Commission for the 2018 term.

**IV. OATH OF OFFICE**

Mr. Jonathan Muñoz, Interim Director – HR / Classified Personnel Services, administered the Oath of Office to Ms. Libby Spector.

**V. APPROVAL OF AGENDA**

**MOTION #460-1:** The Commissioners approved the Personnel Commission Agenda #460, January 10, 2018, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #460-1:** carried unanimously.

**VI. APPROVAL OF MINUTES**

**MOTION #460-2:** The Commissioners approved the Minutes for the Regular Personnel Commission Meeting #459, December 13, 2017, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #460-2:** carried unanimously.

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

None

**VIII. NEW BUSINESS**

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

**MOTION #460-3:** The Commissioners approved establishing the following classification, and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #460-3:** carried unanimously.

**Classification**

- **Senior Executive Assistant – Deputy Superintendent**

This classification was formerly in classified service but was eliminated in January 2013, as part of a classification clean-up, during a time the Santa Clara County Office of Education (“SCCOE”) did not have a Deputy Superintendent. The concept of the classification is to perform complex and responsible secretarial and administrative assistant duties to relieve the Deputy Superintendent of a variety of administrative details. Based on the concept of the class and an audit of internal classifications within the Leadership team, the SCCOE proposed establishing the Senior Executive Assistant – Deputy Superintendent classification.

**B. Approval of Recommending Salary Ranges**

**MOTION #460-4:** The Commissioners approved recommending the salary range for the following classification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #460-4:** carried unanimously.

- **Senior Executive Assistant – Deputy Superintendent, Range 8**

**C. Approval of Position Reallocation**

**MOTION #460-5:** The Commissioners approved reallocation of the following positions, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #460-5:** carried unanimously.

- **Positions 004824 and 005090 from Senior Executive Assistant, Range 7 to Senior Executive Assistant – Deputy Superintendent, Range 8**

**D. Monthly Vacancy Status Report – January 10, 2018**

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

**IX. SECRETARY'S REPORT**

Interim Ex-Officio Secretary Muñoz reported on the following:

**A. Report on Future Training Update**

Ex-Officio Secretary Muñoz proposed reporting on the training and professional development opportunities of staff to three times a year versus monthly reporting. Thus, allowing for more accurate and current data.

**B. Volunteer Opportunities**

Ms. Veronica Contreras – Executive Assistant, addressed the Commission regarding the opportunities staff volunteered in this past holiday season. Ms. Contreras partnered with volunteer coordinators from the following organizations: Toys for Tots, Bill Wilson Community Center, and Second Harvest Food Bank; recruiting Classified Personnel Services staff, as well as other SCCOE staff to participate. A presentation detailing the highlights of the staff’s efforts was distributed to the Commissioners. The Commissioners applauded the efforts of the staff for making the SCCOE a presence within the community by participating at events such as these.

**C. Work2Future Job Fair**

On December 13, 2017, Ms. Kathy Jalaan, Classified Personnel Specialist and Ms. Yasmeen Husain, Classified Personnel Specialist participated in a Work2Future Job fair in San Jose, as part of an effort by this office to increase accessibility to SCCOE jobs and to diversify our candidate pool. Prospective applicants for the following classifications were sought: Paraeducator –

Special Education, Substitute / Relief Education Assistant – Special Education, Substitute / Relief Facility Worker, and Substitute / Relief Office Worker. As a result, 40 job fair participants signed up for more information about SCCOE jobs, 20 submitted resumes, four interviewed on-site with a Special Education Principal, and three have been processed to work as Substitute / Relief Education Assistants.

**X. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for Wednesday, February 14, 2018, at 10:00 a.m.

**XI. ADJOURNMENT**

The meeting adjourned at 10:27 a.m.

Respectfully submitted,



Jonathan Muñoz, Interim Director – Human Resources / Classified Personnel Services