

# PUBLIC NOTICE PERSONNEL COMMISSION AGENDA REGULAR MEETING #461 FEBRUARY 14, 2018, 10:00 A.M. BOARD ROOM

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II.	DOLL	CALL
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President – Nicholas Gervase Vice President – Rodney Martin Member – Libby Spector

III.	APPROVAL OF AGENDA #461 – FEBRUARY 14, 2018ACTION
IV.	APPROVAL OF MINUTES  A. Regular Meeting #460 – January 10, 2018ACTION
٧.	HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS
VI.	NEW BUSINESS
	A. Approval / Ratification of Establishing and / or Extending Eligibility ListsACTION
	B. Budget RevisionACTION
	C. Report on Trainings and Conferences Summary for 2017-2018INFORMATION

D. Monthly Vacancy Status Report.....INFORMATION

#### VII. SECRETARY'S REPORT

- A. Layoffs Update
- B. Staff Profiles
- C. Merit Academy
- D. Neogov Banner
- E. Work2Future Job Fair

#### VIII. CLOSED SESSION

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

Title: Interim Director - HR / Classified Personnel Services

#### IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: March 14, 2018)

#### X. ADJOURNMENT

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

#### I. CALL TO ORDER

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

#### II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT		
Libby Spector, President	Jonathan Muñoz, Interim Director – HR / Classified		
Nicholas Gervase, Vice President	Personnel Services		
Rodney Martin, Member	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. <u>NEW BUSINESS</u>

#### 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

#### AGENDA ITEM VI - A (NEW BUSINESS - ACTION)

#### **APPROVAL OF ELIGIBILITY LISTS**

#### **BACKGROUND**

The Director - Classified Personnel Services is responsible for preparing eligibility lists containing the names of eligible persons who have successfully passed required examinations and are available to accept employment in the classified service of the Santa Clara County Office of Education. The names of eligible persons have been arranged on each eligibility list in accordance with its examination rules.

#### **RECOMMENDATION**

The Director - Classified Personnel Services respectfully recommends the Personnel Commission approve and/or ratify the following eligibility lists:

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Paraeducator – Special Education	02/07/18	AIDES	2	Unranked

#### AGENDA ITEM VI – B (NEW BUSINESS – ACTION)

#### PROPOSED REVISION OF APPROVED BUDGET 2017-2018 – PERSONNEL COMMISSION SANTA CLARA COUNTY OFFICE OF EDUCATION

#### **BACKGROUND**

During the month of January the Interim Director - HR/Classified Personnel Services and administrative staff participated in office-wide activities for the second interim budget report, for the current fiscal year. The Budget Office, in Internal Business Services, guides the budget process and coordinates budget activities.

The Personnel Commission's proposed budget revision is attached for Commission review and approval.

#### **RECOMMENDATION**

It is recommended the Personnel Commission approve / ratify the following actions:

- 1. Approve the proposed budget revision as submitted and detailed in the table included. Any future changes will be communicated to the Commissioners.
- 2. Approval / ratification shall be effective February 14, 2018.

## PROPOSED BUDGET REVISION 2017-2018 – PERSONNEL COMMISSION SANTA CLARA COUNTY OFFICE OF EDUCATION

OBJECT CODE	DESCRIPTION	PROPOSED 2017-18 BUDGET	PROPOSED REVISION	PROPOSED WORKING BUDGET
1900-00	Other Certificated Salaries	160.00		
2320-00	Executive Administrative Assistant – Classified	91,481.00	9,391.00	100,872.00
2360-00	Director – Classified	161,768.00	-9,391.00	152,377.00
2395-00	Other Management – Classified	111,670.00	-64,471.00	47,199.00
2425-00	Other Specialists/Technicians	216,388.00		
2900-00	Other Classified	1,000.00		
3000-00	Employee Benefits	251,823.00	-15,093.00	236,730.00
3402-00	Commissioner Benefits	31,094.00		
4000-00	Materials & Supplies	3,214.00		
4400-00	Non-Capitalized Equipment	3,800.00		
5200-00	Travel & Conferences	10,000.00		
5299-00	Mileage Reimbursement	312.00		
5300-00	Dues & Membership	3,263.00		
5710-15	Print Services	6,822.00		
5800-00	Contract Services – Other	1,902.00		
5800-00	Commissioner Stipends	1,800.00		
5809-00	Advertising	22,821.00		
5819-00	Caterers	7,000.00		
5900-00	Communications	580.00		
5905-00	Communications – Postage/Courier	100.00		
5912-00	Cell Phone Stipend Classified	960.00		
	TOTAL	\$ 927,958.00	-\$ 79,564.00	\$ 848,394.00

- 2320-00 Increase due to 5% differential
- 2360-00 Reallocate salary expense due to 5% differential
- 2395-00 Reallocate salary expenses due to Working Out of Class / Sub Staffing
- 3000-00 Reallocate benefit expenses due to Working Out of Class / Sub Staffing

#### **AGENDA ITEM VI - C (NEW BUSINESS - INFORMATIONAL)**

### INFORMATION RECEIVED 2017 – 2018 PROFESSIONAL DEVELOPMENT TRAINING REPORT

Below is a listing of professional development conferences and trainings that Commission staff and/or Commissioners anticipate to attend or attended during the 2017-2018 fiscal year.

Conference/Training	Conference/Training	Date & Location	Attendees
Commence, maning	Summary		
CSPCA Northern California Annual	1-day annual conference on	10/13/17	J. Muñoz
Conference 2017-18	legal updates and budget	San Jose, CA	V. Contreras
	issues impacting merit		M. Flores
	systems.		K. Jalaan
Merit Academy 2017-2018	5-day academy, 8 hours per	1/20/18	J. Muñoz
•	session, covers the workings	2/10/18	Y. Husain
	of a merit system,	3/10/18	Y. Gomez
	responsibilities of the	4/14/18	
	Personnel Commission,	5/19/18	
	recruitment and selection,	(updates will be	
	class and compensation.	provided as more	
		information	
		becomes	
		available)	
NEOGOV Annual User Conference	Conference on product	10/26/17 –	J. Muñoz
2017-2018	functionality and best	10/27/17, Las	K. Jalaan
	practices.	Vegas, NV	
Professional Services Agreement	Review of current policies	8/7/17	J. Muñoz
Contract Training	and procedures for	SCCOE	M. Perry
	Professional Services		V. Contreras
	Agreements (PSAs).		
Improving Your Presentation	Tools to sharpen and	7/18/17	N. Kelm
Skills	improve your presentation	SCCOE	
	skills.		
Intro to QCC	Learn the basics of working	9/21/17	M. Flores
	effectively with the QCC	SCCOE	
	interface. We will review:		
	Logging in		
	QCC Control Center		
	Window		
	Custom settings		
	QCC Menu Tree & Options		
	Favorites		
	Print Manager		
	Documentation & Help		
OMS Administrator Training	This workshop will provide	8/28/17	M. Flores
	hands-on instruction on	SCCOE	

Conference/Training	Conference/Training	Date & Location	Attendees
	Summary		
	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.		
QCC Print Manager and	In this course, participants	11/01/17	K. Jalaan
Download	will learn how to manage	SCCOE	
	reports sent to the QCC		
	Print Manager.		
CODESP	Labor Relations: Bargaining	8/7/17	J. Muñoz
	101	Online	~
CODESP	Labor Relations: Bargaining	8/8/17	J. Muñoz
Channel and Carlo and and the	102	Online	W. H. and a
Champions for Leadership	The purpose of the program	8/17 - 5/18	Y. Husain M. Flores
	is to identify future leaders from each branch, match	SCCOE	ivi. Flores
	them with a mentor, and		
	provide them with		
	professional development		
	opportunities. Seminar		
	topics include effective		
	leadership, communication,		
	team building, change		
	management, and		
	interviewing skills. In		
	addition to attending		
	monthly seminars,		
	participants in the program		
	meet with a mentor on a		
	regular basis and complete		
	a work-related project.	44/02/4=	~
Advanced Collective Bargaining	Overview of the bargaining	11/02/17	J. Muñoz
Workshop	process	SCCOE	V Jalaari
QCC Print Manager & Excel Tips	Participants will learn how	11/01/17	K. Jalaan
	to manage reports sent to	SCCOE	
	the QCC Print Manager (formerly QSS LSpool)		
	including:		
	mciaumg.		

Conference/Training	Conference/Training	Date & Location	Attendees
	Summary Custom Lists		
	Auto-Fill		
	Splitting Data		
Microsoft Excel: Formulations &	In this class, participants	11/16/17	K. Jalaan
Functions	will learn how to use	SCCOE	
	powerful functions, how to		
	build effective formulas,		
	and other time-saving		
	techniques, including:		
	Table cross-referencing		
	look-up functions such as		
	VLOOKUP, INDEX, and		
	MATCH; Text functions to clean up		
	your text fields;		
	Array formulas; and		
	Tips on troubleshooting		
	your formulas.		
Education, Labor and	Review of current legal	11/16/17	J. Muñoz
Employment Law Series	cases as they pertain to	02/01/18	
	education	Sunnyvale	
		Elementary SD	
Strengths Finder	The CliftonStrengths is an	12/05/17	J. Muñoz
	online assessment tool	1/12/18	V. Contreras
	fueling better performance	SCCOE	N. Kelm K. Jalaan
	in workplaces. Participants will use CliftonStrengths to		Y. Husain
	maximize human potential		Y. Gomez
	by developing themselves		M. Flores
	to become great at what		C. Gutierrez
	they're naturally good at.		
PHR & PHR/CA	The Professional in Human	12/22/17 –	M. Flores
	Resources ("PHR")	05/22/18	V. Contreras
	certification demonstrates		K. Jalaan
	mastery of the technical		
	and operational aspects of		
	HR management, including		
2018 Northern California Public	U.S. laws and regulations.  2018 new legal and	01/23/18	V. Contreras
Sector Labor & Employment Law	legislative changes affecting	Hayward, CA	M. Flores
Update	the field of public sector	ilaywaia, CA	141. 1 101 03
	human resources.		

#### AGENDA ITEM VI – D (NEW BUSINESS - INFORMATIONAL)

### INFORMATION RECEIVED MONTHLY VACANCY STATUS REPORT

#### **BACKGROUND**

A monthly report is provided to the Commissioners outlining the vacancy requests since the previous Personnel Commission meeting. The report is updated on an on-going basis, between Personnel Commission meetings. Enclosed, please find the Monthly Vacancy Status Report. This item is informational only.



### **CLASSIFIED PERSONNEL SERVICES Vacancy Status Report**

Reporting Period: January 10, 2018 to February 14, 2018 Report Date: 2/8/2018

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
1	0833	School Office Coordinator - Special Education	Special Education/McCollam	Veronica	Filled	01/09/18	01/29/18
2	3546	Specialized Physical Health Care (SPHC) Assistant	Special Education/Monticello	Kathy	Filled	12/14/17	01/08/18
3	4632	Administrative Assistant III	ASAPconnect	Veronica	Testing/Orals		
4	0740	Applications Systems Analyst	Technology Programs & Instructional Support Center	Yasmeen	Testing/Orals		
5	4418	Communications/Staff Liaison	Media & Communications	Kathy	Testing/Orals		
6	5390	Education Program Coordinator, Vocational Services	Special Education	Veronica	Testing/Orals		
7	4515	Health Technician - Environmental Education	Walden West	Yasmeen	Testing/Orals		
8	5387	Research & Data Governance Analyst - Senior	Deputy Superintendent's Office	Veronica	Testing/Orals		
9	3304	Web Developer/Programmer	Technology Programs & Instructional Support Center	Kathy	Testing/Orals		
10	0588	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
11	0853	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
12	1016	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
13	1648	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
14	2062	Education Interpreter/Tutor - DHOH	Special Education/Silver Creek	Yasmeen	Repost		
15	2535	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
16	2916	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
17	4701	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
18	4676	Head Start Program Analyst - Restricted	Head Start/Ridder Park	Veronica	Repost		
19	5037	Associate Teacher - Educare	State Preschool/Educare Santee	Veronica	Hold		
20	5079	Associate Teacher - Educare	State Preschool/Educare Santee	Veronica	Hold		
21	1568	Associate Teacher - Restricted	Head Start/Hollister	Veronica	Hold		
22	2550	Associate Teacher - Restricted	Head Start/Christopher Ranch	Veronica	Hold		
23	5324	Associate Teacher - Restricted	Head Start/Glenview	Veronica	Hold		
24	5389	Associate Teacher - Restricted	Head Start/Daniel Lairon	Veronica	Hold		

# CLASSIFIED PERSONNEL SERVICES Vacancy Status Report - Paraeducator – Special Education

Reporting Period: January 10, 2018 to February 14, 2018

Report Date: 2/8/2018

#	PC#	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	4698	Paraeducator - Special Education	Argonaut	Kathy	Filled	02/07/18
2	2896	Paraeducator - Special Education	Chandler Tripp	Kathy	Filled	02/09/18
3	3832	Paraeducator - Special Education	Chandler Tripp	Kathy	Filled	02/09/18
4	1586	Paraeducator - Special Education	Bachrodt	Kathy	Filled	01/22/18
5	2997	Paraeducator - Special Education	Hester	Kathy	Filled	02/06/18
6	1581	Paraeducator - Special Education	Brownell	Kathy	Filled	01/25/18
7	2851	Paraeducator - Special Education	SDC/Osborne	Kathy	Certified	
8	1788	Paraeducator - Special Education	Foothill	Kathy	Certified	
9	4061	Paraeducator - Special Education	Majestic Way	Kathy	Certified	
10	0262	Paraeducator - Special Education	Hester	Kathy	Certified	
11	0888	Paraeducator - Special Education	Milpitas	Kathy	Certified	
12	3640	Paraeducator - Special Education	Baldwin	Kathy	Testing/Orals	
13	0213	Paraeducator - Special Education	Brownell	Kathy	Testing/Orals	
14	0846	Paraeducator - Special Education	Santa Teresa HS	Kathy	Testing/Orals	
15	1416	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
16	3614	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
17	3586	Paraeducator - Special Education	Parkway	Kathy	Testing/Orals	
18	1394	Paraeducator - Special Education	Saratoga	Kathy	Testing/Orals	
19	0372	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
20	1404	Paraeducator - Special Education	Orchard	Kathy	Testing/Orals	
21	4391	Paraeducator - Special Education	Anne Darling	Kathy	Testing/Orals	
22	4379	Paraeducator - Special Education	Cesar Chavez	Kathy	Testing/Orals	
23	3105	Paraeducator - Special Education	Cherrywood	Kathy	Testing/Orals	
24	3824	Paraeducator - Special Education	Toyon	Kathy	Testing/Orals	
25	0593	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
26	1798	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
27	1943	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
28	3692	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
29	3842	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
30	4378	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
31	2103	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	



# CLASSIFIED PERSONNEL SERVICES Vacancy Status Report - Paraeducator — Special Education

Reporting Period: January 10, 2018 to February 14, 2018

Report Date: 2/8/2018

#	PC#	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
32	1787	Paraeducator - Special Education	Ley Va	Kathy	Testing/Orals	
33	3058	Paraeducator - Special Education	Blackford	Kathy	Transfer Hotline	