

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #462
MARCH 14, 2018, 10:00 A.M.
APPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Nicholas Gervase at 10:00 a.m.

II. ROLL CALL

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

OTHERS PRESENT
Mary Ann Dewan, County Superintendent of Schools Philip J. Gordillo, Chief Human Resources Officer

III. APPROVAL OF AGENDA

MOTION #462-1: The Commission approved the Personnel Commission Agenda #462, March 14, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #462-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #462-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #461, February 14, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #462-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #462-3: The Commission approved establishing the following classification, and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #462-3: carried unanimously.

Classification

• **Manager – Human Resources / Employee Benefits**

As part of the reorganization within the Human Resources Branch and in an effort to maintain quality of services, the Santa Clara County Office of Education (“SCCOE”) proposed establishing the Manager – Human Resources / Employee Benefits classification. This classification will plan, organize and administer the SCCOE’s employee health and welfare benefit programs, disability plans, tax shelter and IRC 125 plans, as well as provide administrative services of unemployment insurance claims to the SCCOE, school districts, and charter schools throughout Santa Clara County. The Manager – Human Resources / Employee Benefits will ensure compliance with

legislation and related laws, rules, and regulations applicable to health and welfare benefits, and unemployment insurance, as well as supervise and evaluate the performance of assigned personnel.

B. Approval of Recommending Salary Range

MOTION #462-4: The Commission approved recommending the salary range for the following classification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #462-4: carried unanimously.

- **Manager – Human Resources / Employee Benefits, Range 10**

C. Approval of Establishing and / or Extending Eligibility Lists

MOTION #462-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #462, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #462-5: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1.	Paraeducator – Special Education	02/13/18	AIDES	4	Unranked
2.	Health Technician – Environmental Education	02/15/18	OTBS	4	4
3.	Applications Systems Analyst	03/01/18	OTBS	7	6
4.	Head Start Program Analyst – Restricted	03/01/18	OTBS	4	4

D. Update Regarding Budget Development and the State of the SCCOE

Dr. Mary Ann Dewan, County Superintendent of Schools, addressed the Commission regarding the Office’s budget development process and the overall state of the SCCOE. Dr. Dewan distributed a copy of the *Update Regarding Budget Development and the State of the SCCOE* presentation to the Commissioners. The presentation detailed the 2018-19 budget timeline and elaborated on the strategies to bring a balanced budget to the Santa Clara County Office of Education Board at the June meeting. Declining enrollment within the county has impacted districts, as well as the Office. Thus, the SCCOE needs to be diligent with its forecasting and expenditures. Dr. Dewan further elaborated on studies and cost analysis impacting budget development, as well as feedback strategies. Mr. Nicholas Gervase, congratulated Dr. Dewan on her appointment and Ms. Libby Spector also commended her on her work.

E. Monthly Vacancy Status Report – March 14, 2018

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

VII. SECRETARY’S REPORT

Interim Ex-Officio Secretary Muñoz reported on the following:

A. California Task Force on Education Interpreting

Ms. Yasmeen Husain addressed the Commission on the California Task Force. Ms. Husain attended the statewide task force meeting on Education Interpreting in Modesto, California, on March 5, 2018. A key take-away from the meeting was that the Office’s approach to

recruitment and retention is in line with current recommendations of the California Department of Education (CDE). The task force found value in the Office's plan to support the cohort of five interpreters to pass the Education Interpreter Performance Assessment (EIPA). The consensus of the task force is to coordinate statewide resources to address the shortage of education interpreters locally.

B. Work2Future Job Fair - 03/07/18

As part of an ongoing effort by this department to increase accessibility to SCCOE jobs and to diversify our candidate pool, Classified Personnel Services and Substitute Staffing participated in a second Work2Future Job Fair on March 7, 2018.

C. Layoff Assistance Workshops – 05/07/18 and 06/04/18

Ex-Officio Secretary Muñoz updated the Commission on the Layoff Assistance Workshops scheduled for employees impacted by the upcoming layoffs. Classified Personnel Services, along with a team comprised of representatives from Benefits, Unemployment Insurance, Substitute Staffing, Payroll, Wellness and Workforce and Organization Development, will be conducting two workshops, scheduled for May 7, 2018 and June 4, 2018.

D. Seniority Roster Update

Ex-Officio Secretary Muñoz has completed the Seniority Roster, currently being reviewed and anticipated to be published by Monday, March 19, 2018.

VIII. CLOSED SESSION (10:57 a.m.)

- 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, April 11, 2018, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 11:26 a.m.

Respectfully submitted,



Jonathan Muñoz
Interim Ex-Officio Secretary, Personnel Commission.