

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
REGULAR MEETING #463  
APRIL 11, 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. CLOSED SESSION (10:03 a.m.)**

- A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957  
Title: Interim Director – Human Resources / Classified Personnel Services

**III. ROLL CALL (10:23 a.m.)**

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

<b>OTHERS PRESENT</b>
David Wu, Chief Technology Officer
Anisha Munshi, Director – HR / Certificated
Rigoberto Elenes, Director – Migrant Education
Marie Bacher, Director – Environmental Education

**IV. APPROVAL OF AGENDA**

**MOTION #463-1:** The Commission approved the Personnel Commission Agenda #463, April 11, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #463-1:** carried unanimously.

**V. APPROVAL OF MINUTES**

**MOTION #463-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #462, March 14, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #463-2:** carried unanimously.

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

None

**VII. NEW BUSINESS**

**A. Approval of Classification Specification Revisions**

**MOTION #463-3:** The Commission approved revising the following classification specifications, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #463-3:** carried unanimously.

**Classification**

- **Cook – Lead**

The Cook – Lead position required minor revisions to meet program needs. To address the increasing requests to accommodate dietary restriction at Walden West, the Santa Clara County Office of Education (“SCCOE”) requested revising the Cook – Lead job description.

Ms. Marie Bacher, Director – Environmental Education, addressed the Commission and provided additional information on why this position is needed to support the Environmental Education program.

**B. Approval of Classification Specification Revisions**

**MOTION #463-4:** The Commission approved revising the following classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #463-4:** carried unanimously.

**Classification**

- **Migrant Education Program Advocate**

The SCCOE proposed revising the Migrant Education Program Advocate classification in an effort to maintain capacity of quality services, as well as align with the reorganization within the Migrant Education Department

In reviewing the efficiency and operation of the Migrant Education Program, it has been determined that revising the duties of the Migrant Education Program Advocate would be more functional to better support the operations of the department. The Migrant Education Program Advocate will assume duties related to educating and connecting students and parents to available resources that promote education and well-being. Mr. Rigoberto Elenes, Director – Migrant Education, addressed the Personnel Commission.

**C. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #463-5:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #463-5:** carried unanimously.

**Classification**

- **Web Developer / Programmer – Lead**

To meet the needs of the Technology Services Branch, the SCCOE proposed establishing the Web Developer / Programmer – Lead classification. This classification will oversee, design, develop, analyze, implement and maintain highly complex web-based business applications for the SCCOE, districts, schools and communities. In addition, the Web Developer / Programmer – Lead will code, test and script programs and databases using web-based interactive technologies, as well as scope projects, schedule and coordinate the programming efforts of staff. The Web Developer / Programmer – Lead will also organize and lead the web development / programming team in using Scrum development processes or other agile work-management methods.

Mr. David Wu, Chief Technology Officer, addressed the Commission, further elaborating on the need to establish the classification to meet the department’s increasing demands and stay current with industry trends.

**D. Approval of Recommending Salary Range**

**MOTION #463-6:** The Commission approved recommending the salary range for the following classification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #463-6:** carried unanimously.

- **Web Developer / Programmer – Lead, Range 59**

**E. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #463-7:** The Commission approved establishing the following classification and associate classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #463-7:** carried unanimously.

**Classification**

- **Supervisor – Human Resources / Substitute Services**

As part of the reorganization within the Human Resources Branch, the SCCOE proposed establishing the Supervisor – Human Resources / Substitute Services classification. The classification will organize and manage the activities and operations of the SCCOE’s Substitute Services Unit, as well as manage the operations of the Frontline Education system application. In addition, the Supervisor – Human Resources / Substitute Services will plan and manage the substitute recruitment process, oversee substitute classification and compensation. This classification will supervise the LiveScan fingerprint unit and related process, train and evaluate the performance of assigned staff.

Interim Director – Human Resources / Classified Personnel Services, Mr. Jonathan Muñoz, addressed the Commission and provided additional information on why this position is needed to support the Substitute Services Unit. Currently, the Substitute Services Unit is supervised by the Manager – Human Resources Analyst, however, this position will be eliminated on June 30, 2018. The Office proposes to replace the Manager – Human Resources Analyst position with the Supervisor – Human Resources / Substitute Services position, which more accurately reflects the duties of job performed by the incumbent. Moreover, it was noted this is not an additional FTE.

**F. Approval of Recommending Salary Range**

**MOTION #463-8:** The Commission approved recommending the salary range for the following classification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #463-8:** carried unanimously.

- **Supervisor – Human Resources / Substitute Services, Range 8**

**G. Approval of the Personnel Commission Meeting Calendar for 2018 – 2019**

The meeting calendar for the 2018-2019 Personnel Commission was proposed as outlined below:

**Motion #463-9:** The Commissioners approved and / or ratified the Personnel Commission Meeting Calendar for 2018-2019 within Personnel Commission Agenda #463, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**Motion #463-9:** carried unanimously.

Month	Date	Year	Day	Meeting Category
July	11	2018	Wednesday	Regular

Month	Date	Year	Day	Meeting Category
August	08	2018	Wednesday	Regular
September	12	2018	Wednesday	Regular
October	10	2018	Wednesday	Regular
November	14	2018	Wednesday	Regular
December	12	2018	Wednesday	Regular
January	09	2019	Wednesday	Regular
February	13	2019	Wednesday	Regular
March	13	2019	Wednesday	Regular
April	10	2019	Wednesday	Regular
May	08	2019	Wednesday	Regular
June	12	2019	Wednesday	Regular

**H. Approval to Pilot Administering Leadership Recruitments as Open and Promotional**

**MOTION #463-10:** The Commission approved to pilot administering leadership recruitments as Open and Promotional through October 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #463-10:** carried unanimously.

**I. Approval of Establishing and / or Extending Eligibility Lists**

**MOTION #463-11:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #463, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #463-11** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1.	Research & Data Governance Analyst – Senior	03/13/18	OTBS	5	5
2.	Manager – Security, Network & Systems Engineering	03/15/18	LT	5	5
3.	Web Developer/Programmer	03/16/18	OTBS	11	8

**J. Public Employee Employment and / or Appointment**

**MOTION #463-12:** The Commission approved to use the established eligibility list for Director III – Human Resources / Classified & Employee Benefits to fill the vacant Director III – Human Resources / Classified Personnel Services position, and conduct interviews on Wednesday, April

18, 2018 (Special Meeting); announcing the selected candidate at the Regular Meeting, scheduled for May 9, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin. **MOTION #463-12** carried unanimously.

**K. Personnel Commission Budget: 2018-2019 (First Reading)**

Interim Ex-Officio Secretary Muñoz submitted for review the Personnel Commission’s Proposed Budget for the 2018-2019 fiscal year. Any revisions to the budget proposal will be included in the Commissioner’s packet for approval at the forthcoming meeting in May. Interim Ex-Officio Secretary Muñoz highlighted key increases and decreases as proposed in the budget summary.

**ANNUAL BUDGET  
2018-2019 – PERSONNEL COMMISSION  
SANTA CLARA COUNTY OFFICE OF EDUCATION**

<b>OBJECT CODE</b>	<b>DESCRIPTION</b>	<b>ADOPTED 2017-18 BUDGET</b>	<b>PROPOSED 2018-19 BUDGET</b>
2320-00	Administrative Assistant – Classified	91,480.00	96,049.00
2360-00	Director – Classified	163,218.00	132,387.00
2395-00	Other Management – Classified	111,670.00	114,838.00
2425-00	Other Specialists/Technicians	206,767.00	200,306.00
2485-00	Substitute Clerical & Office	0	0
3000-00	Employee Benefits	249,975.00	253,969.00
3402-00	Commissioner Benefits	31,094.00	31,094.00
4000-00	Materials & Supplies	7,014.00	6,959.00
5200-00	Travel & Conferences	10,000.00	5,000.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Membership	3,263.00	3,443.00
5710-15	Print Services	5,977.00	6,877.00
5800-00	Contract Services – Other	13,082.00	6,902.00
5800-00	Commissioner Stipends	1,800.00	1,800.00
5809-00	Advertising	22,766.00	31,321.00
5819-00	Caterers	7,000.00	3,500.00
5900-00	Communications	580.00	580.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
<b>TOTAL</b>		<b>\$ 927,058.00</b>	<b>\$ 896,396.00</b>

- 2360-00 Director – Classified: vacancy projected at step 2.
- 5200 Travel & Conferences: Proposed \$5,000 decrease to reallocate funds to support recruitment expenses.
- 5800-00 Contract Services – Other: Proposed \$6,180 decrease to reallocate funds to support recruitment expenses.

- 5809-00 Advertising: Proposed \$8,555 increase to support recruitment expenses.

**L. Monthly Vacancy Status Report – April 11, 2018**

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

**VIII. SECRETARY'S REPORT**

Interim Ex-Officio Secretary Muñoz reported on the following:

**A. Seniority Roster**

Interim Ex-Officio Secretary Muñoz completed the Seniority Roster in March. Both rosters (by Employee and by Classification) were published on the SCCOE website, as well as distributed via email to staff. Copies of rosters were distributed to the Commissioners.

**B. Layoff Update**

Interim Ex-Officio Secretary Muñoz updated the Commission on the Layoffs impacting Classified staff. To date, the Office has identified an estimated 70 Classified employees to be impacted by layoff. The Office anticipates an estimated 15 Classified employee separations as a result of layoff.

**C. Staffing Update**

Interim Ex-Officio Secretary Muñoz updated the Commission on the staffing of Classified Services, specifically the additional duties currently being performed by Ms. Marisa Perry, Manager – Human Resources Analyst. As of March 19, 2018, Ms. Perry has taken on some of the duties of the Supervisor – Classification and Recruitment, specifically revising and creating classifications, as well as assisting in layoff administration. It is anticipated that Ms. Perry will resume her full duties as Manager – Human Resources Analyst on May 1, 2018.

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

President Gervase identified Wednesday, April 18, 2018, at 10:00 a.m., as the final interview date (Special Meeting) for the appointment of the Director III – Human Resources / Classified Personnel Services.

The next Personnel Commission meeting is scheduled for Wednesday, May 9, 2018, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 11:11 a.m.

Respectfully submitted,



Jonathan Muñoz

Interim Ex-Officio Secretary, Personnel Commission