

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
REGULAR MEETING #464  
MAY 9, 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<br>Rodney Martin, Vice President<br>Libby Spector, Member | Jonathan Muñoz, Director – HR / Classified Personnel Services<br>Veronica Contreras, Executive Assistant<br>Marisa Perry, Manager – HR Analyst<br>Yasmeen Husain – Classified Personnel Specialist<br>Yolanda Gomez – Staffing Specialist<br>Meipo Flores – Staffing Specialist |

| OTHERS PRESENT   |
|--|
| Megan Reilly, Chief Business Officer<br>Don Bolce, Director – Early Learning Services<br>Craig Wilde, Director – General Services<br>Marie Bacher, Director – Environmental Education<br>Richard Reid, Supervisor – Maintenance & Operations<br>Theresa Martinez, Senior Executive Assistant<br>Linda Gore, Senior Executive Assistant |

**III. APPROVAL OF AGENDA**

**MOTION #464-1:** The Commission approved the Personnel Commission Agenda #464, May 9, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #464-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #464-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #463, April 11, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #464-2:** carried unanimously.

**MOTION #464-3:** The Commission approved the Minutes for the Special Personnel Commission Meeting #70, April 18, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #464-3:** carried unanimously.

**V. UNFINISHED BUSINESS**

**A. Candidate Selection: Director III – Classified Personnel Services (Merit Rule 4.14 /Government Code Section 54957)**

The Commission extended an employment offer to Mr. Jonathan Muñoz, who accepted the position of Director III – HR / Classified Personnel Services with a start date of May 9, 2018.

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

None

## VII. NEW BUSINESS

### A. **Approval of Establishing Classification and Associated Classification Specification**

**MOTION #464-4:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #464-4:** carried unanimously.

#### **Classification**

- **Emergency Preparedness, School Safety and Security Administrator**

The Emergency Preparedness, School Safety and Security Administrator classification was requested to implement a disaster and crisis management program for the Santa Clara County Office of Education (“SCCOE”). This classification will develop, evaluate and implement disaster response and crisis management activities for the SCCOE. The Administrator will lead disaster preparedness training to SCCOE leadership and staff, schools and Districts, parents and students, and community leaders, as well as represent the SCCOE within the County of Santa Clara emergency response and coordination efforts and activities.

Ms. Megan Reilly, Chief Business Officer, addressed the Commission and provided additional information on why this position is a vital need for the organization. A dedicated and focused person to coordinate and collaborate with host sites is critical to support the coordination of emergency preparedness and security drills with SCCOE stakeholders and government agencies.

### B. **Approval of Recommended Salary Range**

**MOTION #464-5:** The Commission approved recommending the salary range for the following classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #464-5:** carried unanimously.

#### **Classification**

- **Emergency Preparedness, School Safety and Security Administrator, Range 11**

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

**MOTION #464-6:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #464-6:** carried unanimously.

#### **Classification**

- **Manager – Strategy and Implementation**

To meet the needs of the Office of the Superintendent, the SCCOE proposed establishing the Manager – Strategy and Implementation classification. This classification will plan, develop and manage strategies and policies for fostering the culture necessary for the SCCOE to achieve its core mission and goals. The Manager – Strategy and Implementation classification will align and execute key functions for strategy planning, organizational development, and service improvement.

### D. **Approval of Recommending Salary Range**

**MOTION #464-7:** The Commission approved recommending the salary range for the following classification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #464-7:** carried unanimously.

- **Manager – Strategy and Implementation, Range 10**

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

**MOTION #464-8:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #464-8:** carried unanimously.

**Classification**

- **Administrator – Superintendent Projects**

As part of the reorganization within the Office of the Superintendent and to meet the needs of the Office, the SCCOE proposed establishing the Administrator – Superintendent Projects classification. The classification will perform highly complex, confidential and detailed administrative functions, requiring considerable knowledge and understanding of and ability to interpret and communicate SCCOE policies, procedures, initiatives, priorities, and projects to SCCOE leadership, staff and community members. Additionally, the Administrator will supervise and ensure completion of specialized and technical projects for the County Superintendent of Schools.

**F. Approval of Recommending Salary Range**

**MOTION #464-9:** The Commission approved recommending the salary range for the following classification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #464-9:** carried unanimously.

- **Administrator – Superintendent Projects, Range 11**

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

**MOTION #464-10:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #464-10:** carried unanimously.

**Classification**

- **Director I – Child Care Planning and Support**

This classification will oversee and assure the Local Early Education Planning Council (“LPC”) carries out the functions and responsibilities prescribed by California Education Code and associated legislation. The Director I – Child Care Planning and Support will manage and coordinate communication, meetings, partnerships and programs of the LPC, as well as manage the budgets and staff assigned to the LPC, ensuring accurate and timely reports to the California Department of Education. This classification will function under the direction of the County Superintendent of Schools.

Mr. Don Bolce, Director – Early Learning Services addressed the Commission and provided additional information on the establishment and recommendations of the classification.

**H. Approval of Recommending Salary Range**

**MOTION #464-11:** The Commission approved recommending the salary range for the following classification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #464-11:** carried unanimously.

- **Director I – Child Care Planning and Support, Range 12**

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

**MOTION #464-12:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #464-12:** carried unanimously.

**Classification**

- **Supervisor – Custodial Services**

The Supervisor – Custodial Services will organize and lead the activities and operation of the SCCOE Custodial Services. The Supervisor will develop and recommend cleaning standards, procedures, and practices. The classification will respond to and resolve routine and emergency custodial service needs, participate in Williams Settlement site inspections, as well as train and evaluate the performance of assigned staff.

Mr. Craig Wilde, Director – General Services, and Mr. Richard Reid, Supervisor – Maintenance and Operations, addressed the Commission and provided additional information on why this position is needed to support the General Services department, as it plans for the transition of the Head Start Maintenance and Custodial staff.

**J. Approval of Recommending Salary Range**

**MOTION #464-13:** The Commission approved recommending the salary range for the following classification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #464-13:** carried unanimously.

- **Supervisor – Custodial Services, Range 6**

**K. Approval of Classification Retitling and Revision**

**MOTION #464-14:** The Commission approved retitling and revising the following classification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #464-14:** carried unanimously.

**Classification**

- **Environmental Education Program Lead**

This position currently functions as the program lead and assists the Director – Environmental Education plan environmental education and summer camp programs and activities. Retitling the classification from Environmental Education Naturalist to Environmental Education Program Lead is reasonable and more reflective of the concept of the classification. Minor duty revisions were also made to the job description, reinforcing the lead nature of the classification.

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.

**L. Approval / Ratification of Classification Specification Revision**

**MOTION #464-15:** The Commission approved / ratified the specification revision of the following classification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #464-15:** carried unanimously.

**Classification**

- **Print Production Staff Liaison**

The Print Services Unit was previously housed within the General Services Department and the Print Production Staff Liaison served as the back up to the Postal Services Assistant in the Mail Room. This position is no longer in the General Services Department and is now part of the recently created Public Affairs Branch. Thus, the revised job description reflects the deletion of the backup function.

**M. Public Hearing for the 2018-2019 Proposed Budget for the Personnel Commission**

A public hearing on the Personnel Commission’s proposed Budget for 2018-2019 was scheduled for the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

**Location:** Santa Clara County Office of Education  
 1290 Ridder Park Drive  
 San Jose, CA 95131  
 Board Room (First Floor)

**Date:** May 9, 2018

**Time:** 10:00 a.m.

|                   |              |      |                           |
|-------------------|--------------|------|---------------------------|
| Open Hearing at:  | <u>10:40</u> | a.m. | Motion: <u>L. Spector</u> |
|                   |              |      | Second: <u>R. Martin</u>  |
|                   |              |      | Vote: <u>Approved</u>     |
| Close Hearing at: | <u>10:41</u> | a.m. | Motion: <u>R. Martin</u>  |
|                   |              |      | Second: <u>L. Spector</u> |
|                   |              |      | Vote: <u>Approved</u>     |

**N. Approval and Adoption of 2018-2019 Personnel Commission Annual Budget**

**Motion #464-16:** The Commissioners approved and adopted the 2018-2019 Personnel Commission Annual Budget, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**Motion #464-16:** carried unanimously.

| OBJECT CODE | DESCRIPTION                           | ADOPTED 2017-18 BUDGET | PROPOSED 2018-19 BUDGET |
|-------------|---------------------------------------|------------------------|-------------------------|
| 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> |

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

**MOTION #464-17:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #464, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #464-17:** carried unanimously.

|   | CLASSIFICATION                                | DATE     | UNIT  | NUMBER OF ELIGIBLES | NUMBER OF RANKS |
|---|---|----------|-------|---------------------|-----------------|
| 1 | Manager – Human Resources / Employee Benefits | 04/13/18 | LT    | 3                   | 3               |
| 2 | Communications / Staff Liaison                | 04/16/18 | OTBS  | 7                   | 6               |
| 3 | Paraeducator – Special Education              | 04/17/18 | AIDES | 5                   | Unranked        |
| 4 | Payroll Services Specialist I/II              | 04/19/18 | OTBS  | 11                  | 8               |

**P. Monthly Vacancy Status Report – May 9, 2018**

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

**Q. Head Start Facilities Transferring to General Services**

Ex-Officio Secretary Muñoz updated the Commission on the Maintenance Worker and Custodian positions in Head Start transitioning to General Services. The proposal to reallocate the positions will be presented to the Commission at the June meeting.

**VIII. SECRETARY'S REPORT**

Ex-Officio Secretary Muñoz reported on the following:

**A. Recruitment Survey for Hiring Managers**

Ex-Officio Secretary Muñoz shared with the Commission a new customer satisfaction tool implemented by Classified Personnel Services. The survey will be sent to hiring managers upon completion of recruitments to gain feedback on recruitment strategies and techniques.

**B. Layoff Assistance Workshops**

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, hosted the first of two workshops on May 7, 2018, with the second workshop scheduled for June 4, 2018.

**C. Layoff Bid Board on May 29, 2018**

Layoff Notices are being sent to 21 impacted Head Start Associate Teachers – Restricted, next week. All but three employees will be invited to the Layoff Bid Board on May 29, 2018.

**D. Paraeducator Bid Board on June 18, 2018**

Classified Personnel Services will host the Paraeducator Bid Board on Monday, June 18, 2018, for displaced Paraeducators whose students have either moved or aged out of the program.

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for Wednesday, June 13, 2018, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 10:51 a.m.

Respectfully submitted,



Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission