

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
 REGULAR MEETING #465  
 JUNE 13, 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	Jonathan Muñoz, Director – HR / Classified Personnel Services Veronica Contreras, Executive Assistant

OTHERS PRESENT
Peter Daniels, Chief Public Affairs Officer

**III. APPROVAL OF AGENDA**

**MOTION #465-1:** The Commission approved the Personnel Commission Agenda #465, June 13, 2018, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #465-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #465-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #464, May 9, 2018, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #465-2:** 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 #465-3:** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #465-3:** carried unanimously.

**Classification**

- **College Liaison – Alternative Education**

The Santa Clara County Office of Education (“SCCOE”) proposed to establish the College Liaison – Alternative Education classification. The emphasis of this classification is to assist in the effort to reduce recidivism in Santa Clara County. The College Liaison – Alternative Education will provide college assistance and resources to incarcerated and juvenile justice involved high

school students and graduates to expose them to a variety of career and college pathways to reduce recidivism.

**B. Approval of Recommended Salary Range**

**MOTION #465-4:** The Commission approved recommending the salary range for the following classification specification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #465-4:** carried unanimously.

**Classification**

- **College Liaison – Alternative Education, Range 44**

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

**MOTION #465-5:** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #465-5:** carried unanimously.

**Classification**

- **Print Production Coordinator**

To meet the needs of Print Services, the Santa Clara County Office of Education (“SCCOE”) proposed to establish the Print Production Coordinator classification. The Print Production Coordinator will perform a variety of responsible administrative, clerical and print production duties to support the daily operations of Print Services.

**D. Approval of Recommending Salary Range**

**MOTION #465-6:** The Commission approved recommending the salary range for the following classification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #465-6:** carried unanimously.

- **Print Production Coordinator, Range 43**

**E. Approval of Classification Revision**

**MOTION #465-7:** The Commission approved the revision of the following classification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #465-7:** carried unanimously.

**Classification**

- **Supervisor – Public Information**

As part of the reorganization within the SCCOE and to meet the needs of the Office, the SCCOE proposed revising the Supervisor – Public Information classification specification. The proposed duty changes are minor in scope, and reflect the updated reporting structure as well as formatting changes.

**F. Approval of Reallocating Head Start Facilities Positions to General Services**

**MOTION #465-8:** The Commission approved recommending the salary range for the following classification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #465-8:** carried unanimously.

- **Custodian – Restricted and Maintenance Worker I/II – Restricted to Custodian and Maintenance Worker I/II**

The Early Learning Services Department (“ELS”) currently employs Custodians and Maintenance Workers exclusively for the Head Start Program, Custodian - Restricted and Maintenance Worker I/II - Restricted. As part of the reorganization within ELS, and in an effort to maintain capacity for quality of services, Head Start and General Services will consolidate resources, increasing economies of scale and leveraging greater efficiencies for the SCCOE. As such, effective next fiscal year, ELS will no longer employ Custodians and Maintenance Workers exclusively for the Head Start Program. After multiple discussions with leadership and SEIU representatives, the Director proposed the Personnel Commission reallocate Head Start positions assigned to Custodian - Restricted and Maintenance Worker I/II - Restricted, to General Services’ positions, Custodian and Maintenance Worker I/II, respectively, and transfer incumbents’ seniority.

PC#	REASSIGN FROM	REASSIGN TO
0093; 0388; 1723; 1770; 2043; 2614; and 2759	Custodian – Restricted	Custodian

PC#	REASSIGN FROM	REASSIGN TO
0018; 4022; and 4023	Maintenance Worker I/II – Restricted	Maintenance Worker I/II

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

**MOTION #465-9:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #465, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #465-9:** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Information Technology Support Specialist	05/03/18	OTBS	3	3
2	Accounting Specialist I/II	05/16/18	OTBS	24	18
3	Manager – Facilities & Construction	05/18/18	LT	6	6

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
4	Cook – Lead	05/24/18	OSS	4	3
5	Network Analyst	06/07/18	OTBS	11	8

#### H. Report on Trainings and Conference Summary for 2017-2018

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 Summary	Date & Location	Attendees
CSPCA Northern California Annual Conference 2017-18	1-day annual conference on legal updates and budget issues impacting merit systems.	10/13/17 San Jose, CA	J. Muñoz V. Contreras M. Flores K. Jalaan
Merit Academy 2017-2018	5-day academy, 8 hours per session, covers the workings of a merit system, responsibilities of the Personnel Commission, recruitment and selection, class and compensation.	1/20/18 2/10/18 3/10/18 4/14/18 5/19/18 (updates will be provided as more information becomes available)	J. Muñoz Y. Husain M. Flores
NEOGOV Annual User Conference 2017-2018	Conference on product functionality and best practices.	10/26/17 – 10/27/17, Las Vegas, NV	J. Muñoz K. Jalaan
Professional Services Agreement Contract Training	Review of current policies and procedures for Professional Services Agreements (PSAs).	8/7/17 SCCOE	J. Muñoz M. Perry V. Contreras
Improving Your Presentation Skills	Tools to sharpen and improve your presentation skills.	7/18/17 SCCOE	N. Kelm
Intro to QCC	Learn the basics of working effectively with the QCC interface. We will review: <ul style="list-style-type: none"> <li>• Logging in</li> <li>• QCC Control Center Window</li> <li>• Custom settings</li> <li>• QCC Menu Tree &amp; Options</li> <li>• Favorites</li> </ul>	9/21/17 SCCOE	M. Flores

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	<ul style="list-style-type: none"> <li>• Print Manager</li> <li>• Documentation &amp; Help</li> </ul>		
OMS Administrator Training	This workshop will provide hands-on instruction on 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.	8/28/17 SCCOE	M. Flores
QCC Print Manager and Download	In this course, participants will learn how to manage reports sent to the QCC Print Manager.	11/01/17 SCCOE	K. Jalaan
CODESP	Labor Relations: Bargaining 101	8/7/17 Online	J. Muñoz
CODESP	Labor Relations: Bargaining 102	8/8/17 Online	J. Muñoz
Champions for Leadership	The purpose of the program is to identify future leaders from each branch, match 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	8/17 – 5/18 SCCOE	Y. Husain M. Flores

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	and complete a work-related project.		
Advanced Collective Bargaining Workshop	Overview of the bargaining process	11/02/17 SCCOE	J. Muñoz
QCC Print Manager & Excel Tips	Participants will learn how to manage reports sent to the QCC Print Manager (formerly QSS LSpool) including: Custom Lists Auto-Fill Splitting Data	11/01/17 SCCOE	K. Jalaan
Microsoft Excel: Formulations & Functions	In this class, participants will learn how to use 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.	11/16/17 SCCOE	K. Jalaan
Education, Labor and Employment Law Series	Review of current legal cases as they pertain to education	11/16/17 02/01/18 Sunnyvale Elementary SD	J. Muñoz
Strengths Finder	<b>The CliftonStrengths is an online assessment tool</b> fueling better performance in workplaces. Participants will use CliftonStrengths to maximize human potential by developing themselves to become great at what they're naturally good at.	12/05/17 1/12/18 SCCOE	J. Muñoz V. Contreras N. Kelm K. Jalaan Y. Husain Y. Gomez M. Flores C. Gutierrez
PHR & PHR/CA	The Professional in Human Resources ("PHR") certification demonstrates mastery of	12/22/17 – 05/22/18	M. Flores V. Contreras

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	the technical and operational aspects of HR management, including U.S. laws and regulations.		
2018 Northern California Public Sector Labor & Employment Law Update	2018 new legal and legislative changes affecting the field of public sector human resources.	01/23/18 Hayward, CA	V. Contreras M. Flores

**I. Monthly Vacancy Status Report – June 13, 2018**

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**

Ex-Officio Secretary Muñoz reported on the following:

**A. September Meeting Date Change from September 12, 2018 to September 19, 2018**

On behalf of the Commission and due to availability of the Commissioners, Ex-Officio Secretary Muñoz requested a date change for the September Personnel Commission Meeting. The meeting date was changed to September 19, 2018.

**B. Staffing Update**

Ex-Officio Secretary Muñoz updated the Commission on the staffing of Classified Personnel Services. Recruitment of the Supervisor – Classification & Recruitment will soon be posted, the Office anticipates to fill the vacancy by mid to late summer. Veronica Contreras, Executive Assistant, will be out on an Industrial leave, effective July 12, 2018.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for Wednesday, July 11, 2018, at 10:00 a.m.

**IX. ADJOURNMENT**

The meeting adjourned at 10:34 a.m.

Respectfully submitted,



Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission