

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #454
JULY 12, 2017, 10:00 A.M.
APPROVED 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	Kristin Olson, Director – Classified Personnel Services
Nicholas Gervase, Vice President	Jonathan Muñoz, Supervisor – Classification & Recruitment
Rodney Martin, Member	Veronica Contreras, Executive Assistant
	Yasmeen Husain, Classified Personnel Services Specialist

OTHERS PRESENT
Philip J. Gordillo, Chief Human Resources Officer

III. APPROVAL OF AGENDA

MOTION #454-1: The Commissioners approved the Personnel Commission Agenda #454, July 12, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #454-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #454-2: The Commissioners approved the Minutes for the Regular Personnel Commission Meeting #453, June 14, 2017, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #454-2: carried unanimously.

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

Mr. Philip J. Gordillo, Chief Human Resources Officer, addressed the Commissioners on anticipated state budget constraints and its potential impact on the Santa Clara County Office of Education’s funding.

VI. NEW BUSINESS

A. Approval / Ratification of Establishing and / or Extending Eligibility Lists

Approval of Establishing and / or Extending Eligibility Lists

Motion #454-3: The Commissioners approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #453, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

Motion #454-3 carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Administrative Data Technician	06/06/17	OTBS	7	7
2	Accounting Specialist I/II	06/13/17	OTBS	12	9

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
3	Associate Teacher – Educare	06/19/17	AIDES	10	7
4	Specialized Physical Health Care (SPHC) Assistant	06/21/17	AIDES	9	9
5	Administrative Assistant III	06/23/17	OTBS	12	8
6	Administrative Assistant IV	06/23/17	OTBS	15	11
7	Office Specialist – Restricted	06/23/17	OTBS	3	1
8	Manager – Inclusion Collaborative Program Support	06/27/17	LT	7	5
9	Custodian – Lead – extended 6 months	06/08/17	OSS	4	3

B. Report on Future Trainings and Conferences

The Commissioners received a report on the professional development conferences and trainings that Commission staff and/or Commissioners attended during the 2016-2017 fiscal year.

Conference/Training	Conference/Training Summary	Date & Location	Attendees
CSPCA Annual Conference 2016-17	2-day annual conference by CSPCA, covered a variety of legal updates and best practices for Personnel Commission Offices and HR Operations	01/27/17-01/28/17 San Francisco, CA	Jonathan Muñoz
Merit Academy 2016-2017	5-day academy, 8 hours per session, covered the workings of a merit system, responsibilities of the Personnel Commission, recruitment and selection, class and compensation	Dates Feb. – Jun. 2017, SMCOE, San Mateo, CA (updates will be provided as more information becomes available)	Veronica Contreras Natalie Kelm
SPCANC Annual Conference 2016-2017	2 day conference on legal updates and budget issues impacting merit systems	10/21/16 – 10/23/16, Reno, NV	Kristin Olson Jonathan Muñoz
NEOGOV Annual User Conference 2016-2017	Conference on product functionality and best practices	10/13/16 – 10/14/16, Las Vegas, NV	Jonathan Muñoz Selma Murillo
CODESP Webinar Series	CODESP online webinars: <ul style="list-style-type: none"> • HR: Analytics • HR: Basics • Selection: Attracting the Best Candidates • Selection: Choosing and 	During Team Meetings	All CPS Staff

	<p>Using Selection Procedures</p> <ul style="list-style-type: none"> • Selection: Interviewer Training • Selection: Managing Large Applicant Pools 		
Building Trust Under Pressure: The Basic Principles	A one-day training program to understand how trust principles relate to daily challenges and illustrate how to effectively integrate them into work behaviors	August 23, 2016	Veronica Contreras Selma Murillo
Skillpath Seminar – Business Writing & Grammar Skills	Two-day workshop on skills necessary for presenting polished, professional communications	November 9-10, 2016	Veronica Contreras
MS Excel I – Mastering the Basics	Trained on: creating a new documents, using toolbars and shortcuts, entering and editing text in cells, formatting numbers and cells, using auto-fill, find and replace data, creating math formulas and using simple functions	November 2, 2016	Yasmeen Husain
MS Excel – Pivot Tables & Charts	Trained on: preparing data in Microsoft Excel®, creating and PivotTables	October 5, 2016	Selma Murillo
Adobe Acrobat – PDF Documents: Basic Skills	Trained on: using Adobe Acrobat to create PDF (Portable Document Format) files, the steps in creating and modifying a PDF file – including converting documents	October 11, 2016	Veronica Contreras Yasmeen Husain
Adobe Acrobat – PDF Forms I & II	Trained on: creating and distributing Adobe Acrobat forms, including advanced skills in creating calculated fields, validation rules for data entry, advisory text, and interactive forms	November 15, 2016	Selma Murillo
CODESP Webinar - Job Description Task Statements	Trained on: task statements used in job descriptions, how to verify that tasks are being performed by incumbents, and how to effectively write these statements	October 24, 2016	Jonathan Muñoz

Productive Partnering	Trained on: exploring elements of partnership and collaborative relationships, partnership planning and essentials, and learning to apply and practicing productive partnering	February 9, 2017	Veronica Contreras
Grammar Boot Camp	10 modules covering how to write clearly and in a grammatically correct manner	January - June 2017	Veronica Contreras Yasmeen Husain Natalie Kelm Kathy Jalaan
Owning the Customer Experience	5 sessions covering creating positive customer experiences and how individual efforts support teams and organizational success	April – August 2017	Veronica Contreras Yasmeen Husain Natalie Kelm Kathy Jalaan Jael Valle Lizbeth Galeana

C. Monthly Vacancy Status Report – July 12, 2017

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

VII. SECRETARY'S REPORT

Ex-Officio Secretary Olson reported on the following:

A. Classified Job Fair

The Classified Job Fair will be held on Saturday, September 30th, at the SCCOE. The Classified Job Fair is structured in organization and advertising practices similar to the Teacher Fair and Instructional Assistant Job Fair events hosted by the SCCOE. SCCOE is recruiting for the Paraeducators, Clerical/Administrative Assistants, Drivers/Food Delivery Drivers, and Food Service Assistant/Cooks classifications. Applicants will have the opportunity to possibly interview and network with district administrators for potential employment.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, August 9, 2017, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:12 a.m.

Respectfully submitted,



Kristin Olson, Director of Classified Personnel Services