

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #455
AUGUST 9, 2017, 10:00 A.M.
ADOPTED 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	Jonathan Muñoz, Supervisor - Classification & Recruitment
Nicholas Gervase, Vice President	Veronica Contreras, Executive Assistant
Rodney Martin, Member	Meipo Flores, Staffing Specialist

OTHERS PRESENT
Philip J. Gordillo, Chief Human Resources Officer
Megan Reilly, Chief Business Officer
Roxanne Barnett, SEIU Representative
Denise Sanders, Benefits Specialist

III. APPROVAL OF AGENDA

MOTION #455-1: The Commissioners approved the Personnel Commission Agenda #455, August 09, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #455-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #455-2: The Commissioners approved the Minutes for the Regular Personnel Commission Meeting #454, July 12, 2017, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #455-2: carried unanimously.

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

None.

VI. NEW BUSINESS

A. Approval / Ratification Classification Specification Revisions

Motion #455-3: The Commissioners approved revising the following classifications, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

Motion #455-3 carried unanimously.

Classifications:

- a. Director II - Human Resources / Workforce & Organization Development
- b. Director III - Human Resources / Classified & Employee Benefits
- c. Director III - Human Resources / Classified Personnel Services
- d. Manager - Credentials Services
- e. Manager - Human Resources Analyst
- f. Manager - Unemployment Insurance
- g. Manager - Payroll Services

Classification specification revisions A through C were revised to include “Human Resources” within each title. Additionally, to centralize the reporting structure, classifications D through F now report to Director III - Credentialing Programs, Director III - Human Resources / Classified Personnel Services, and Director III - Human Resources / Classified & Employee Benefits, respectively. As a result, only Directors will report directly to Mr. Philip J. Gordillo, Chief Human Resources Officer.

Classification for Manager - Payroll Services was revised to incorporate increased responsibilities and complexity.

Mr. Philip J. Gordillo, Chief Human Resources Officer and Ms. Megan Reilly, Chief Business Officer, addressed the Commission and provided additional information on the classification specification revisions.

B. Approval of Recommending Salary Ranges

MOTION #455-4: The Commissioners approved recommending the salary ranges for the following classifications, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #455-4: carried unanimously.

- **Director III - Human Resources / Classified & Employee Benefits, Range 15**
- **Manager - Payroll Services, Range 11**

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

MOTION #455-5: The Commissioners approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #455, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #455-5: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Supervisor - Foster Youth and Homeless Educational Services	06/29/17	LT	9	8
2	Education Interpreter/Tutor - DHOH	07/10/17	AIDES	1	1
3	Bus Driver	07/17/17	OSS	4	4
4	Manager - Program and Quality Assurance	07/17/17	LT	4	4
5	Occupational Therapist I/II	07/17/17	OTBS	2	2
6	Payroll Services Specialist I/II	07/18/17	OTBS	11	17
7	Campus Monitor/Youth Advocate	07/21/17	OTBS	4	4
8	Home Visiting Specialist - EHS - Restricted/Spanish	07/24/17	OTBS	7	6
9	Home Visiting Specialist - EHS - Restricted/Vietnamese	07/24/17	OTBS	1	1

D. Report on Future Trainings and Conferences

The Commissioners received a report on conferences and trainings Commission staff and/or Commissioners have, or plan on attending during the 2017-2018 fiscal year. As more conferences or training opportunities become available, relevant information will be included within this table.

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	Kristin Olson
Merit Academy 2017-2018	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. 2018, (updates will be provided as more information becomes available)	Jonathan Muñoz Yasmeen Husain
NEOGOV Annual User Conference 2017-2018	Conference on product functionality and best practices	10/26/17 – 10/27/17, Las Vegas, NV	Jonathan Muñoz Kathy Jalaan
Professional Services Agreement Contract Training	Review of current policies and procedures for Professional Services Agreements (PSAs)	August 7, 2017 SCCOE	Jonathan Muñoz Marisa Perry Veronica Contreras
Improving Your Presentation Skills	Tools to sharpen and improve your presentation skills	July 18, 2017 SCCOE	Natalie Kelm
Intro to QCC	Learn the basics of working effectively with the QCC interface. We will review: <ul style="list-style-type: none"> • Logging in • QCC Control Center Window • Custom settings • QCC Menu Tree & Options • Favorites • Print Manager • Documentation & Help 	August 21, 2017 SCCOE	Meipo Flores

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.	August 28, 2017 SCCOE	Meipo Flores
Adobe Acrobat: Creating and Using Forms	In this course, you will learn how to: <ul style="list-style-type: none"> • create interactive electronic forms that your users can fill out, save, and send back • convert Word, Excel or PDF documents to PDF forms • insert check boxes, radio buttons, & pull-down boxes • customize fields for SSN, phone, dates, & numbers • add action buttons for saving, printing, and emailing 	October 5, 2017	Meipo Flores

E. Monthly Classification Action Report

Mr. Jonathan Muñoz, Supervisor - Classification and Recruitment reported on the Monthly Classification Action Report and reviewed all classification actions within the last month. The Commissioners accepted the report as delivered.

F. Monthly Vacancy Status Report – August 09, 2017

Mr. Jonathan Muñoz, Supervisor - Classification and Recruitment reported on the Monthly Vacancy Status Report and positions filled. The Commissioners accepted the report as delivered.

VII. SECRETARY'S REPORT

Mr. Jonathan Muñoz, Supervisor - Classification and Recruitment reported on the following:

A. Classified Job Fair

The Classified Job Fair will be held on Saturday, September 30th from 9:00 a.m. to 12:00 p.m. at the SCCOE. Classified Personnel Services partners with Administrative Services to host the fair for Santa Clara County school districts. Currently, there are about 100 registered participants.

B. Departmental Retreat

This year's retreat will be held on August 25, 2017 at SCCOE. The purpose of the retreat is to review last year's accomplishments, new fiscal year goals, upcoming trainings, and team discussions.

C. Reemployment

An offer of employment was extended to a laid-off employee. The SCCOE hopes to extend more offers once funds are allocated.

D. Benefits – Open Enrollment

Denise Sanders – Employment Benefits Specialist, addressed the Commission regarding open enrollment, dental buy-up option, and an increase in premiums.

VIII. CLOSED SESSION

The Commissioners entered into closed session at 10:32 a.m. to discuss the performance evaluation for the Director III - Human Resources / Classified Personnel Services.

The Commissioners reconvened into open session at 10:55 a.m.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, September 13, 2017, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 10:56 a.m.

Respectfully submitted,



Kristin Olson, Director of Classified Personnel Services