


 Santa Clara County Office of Education

**PERSONNEL COMMISSION**  
**REGULAR MEETING #456**  
**SEPTEMBER 13, 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 - HR / Classified Personnel Services
Nicholas Gervase, Vice President	Jonathan Muñoz, Supervisor - Classification & Recruitment
Rodney Martin, Member	Veronica Contreras, Executive Assistant
	Meipo Flores, Staffing Specialist
	Yasmeen Husain, Classified Personnel Specialist
	Kathy Jalaan, Classified Personnel Specialist

OTHERS PRESENT
Philip J. Gordillo, Chief Human Resources Officer
Mary Ann Dewan, Deputy Superintendent
Roxanne Barnett, SEIU Representative
Sharon Spivack, Principal - Special Education

**III. APPROVAL OF AGENDA**

**MOTION #456-1:** The Commissioners approved the Personnel Commission Agenda #456, September 13, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #456-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #456-2:** The Commissioners approved the Minutes for the Regular Personnel Commission Meeting #455, August 9, 2017, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #456-2:** 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 #456-3:** The Commissioners approved revising the following classifications, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**Motion #456-3:** carried unanimously.

**Classification:**

- a. **Manager - Human Resources / Employment Services**

The Manager - Human Resources / Employment Services classification was established in 2011 and thus requires revisions at this time. The revisions will ensure the assigned responsibilities and job duties remain current and representative of the classification.

## **B. Approval of Establishing Classification and Associated Classification Specifications**

**Motion # 456-4:** The Commissioners approved the establishment of the Classification and Associated Classification Specifications, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**Motion #456-4:** carried unanimously.

### **Classification:**

#### **a. Research & Data Governance Analyst - Senior**

The Santa Clara County Office of Education (“SCCOE”) proposed to establish the Research & Data Governance Analyst - Senior classification. The position will assist in oversight, organizing, guiding other research analyst staff, and troubleshooting and resolving research unit issues. In addition to assuming the lead research analyst role, and in support of the SCCOE’s data governance initiatives, this position will also assume ongoing and new assignments and special projects. Moreover, the Research & Data Governance Analyst - Senior will take the lead role in analyzing data related to the Data Zone project, including creating complex reports based on data gathered, proposals for new data, and introducing new ways of gathering and reporting data. Additionally, a promotional opportunity will be created for internal incumbents, should they seek to explore the opportunity.

Dr. Mary Ann Dewan, Deputy Superintendent, addressed the Commission and provided additional information on why this position is needed to support the data governance initiatives of the SCCOE, thus providing meaningful analysis, program evaluation, and research for the office and the districts.

## **C. Approval of Recommending Salary Ranges**

**MOTION #456-5:** The Commissioners approved recommending the salary ranges for the following classifications, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

**MOTION #456-5:** carried unanimously.

- **Research & Data Governance Analyst - Senior, Range 57**

Based on the concept of the class, and an audit of internal classifications within the SEIU work unit, and to ensure a robust internal structure, it was recommended that the Research & Data Governance Analyst - Senior be placed at Range 57.

## **D. Approval / Ratification of Establishing and / or Extending Eligibility Lists**

**MOTION #456-6:** The Commissioners approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #456, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

**MOTION #456-6:** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Manager - Payroll Services	08/08/17	LT	5	4
2	Director III - Human Resources / Classified & Employee Benefits	08/10/17	LT	5	5
3	Associate Teacher - Restricted	08/16/17	AIDES	5	4
4	Teacher Assistant - Educare	08/16/17	AIDES	6	5
5	Physical Therapist	08/17/17	OTBS	2	2
6	Paraeducator - Special Education	08/22/17	AIDES	83	UNRANKED
7	Manager - Instructional Technology (STEAM)	08/23/17	LT	2	2
8	Migrant Education Program Advocate	08/24/17	OTBS	11	7
9	Payroll Services - Lead	08/29/17	OTBS	5	4

#### E. 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	Jonathan Muñoz Meipo Flores Veronica Contreras Natalie Kelm
Merit Academy 2017-2018	5-day academy, 8 hours per session, covering the workings of a merit system, responsibilities of the Personnel Commission, recruitment and selection, and class and compensation.	Dates Feb. – Jun. 2018, (updates will be provided as more information becomes available)	Jonathan Muñoz Yasmeen Husain Yolanda Gomez
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"> <li>• Logging in</li> <li>• QCC Control Center Window</li> <li>• Custom settings</li> <li>• QCC Menu Tree &amp; Options</li> <li>• Favorites</li> <li>• Print Manager</li> <li>• Documentation &amp; Help</li> </ul>	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"> <li>• create interactive electronic forms that your users can fill out, save, and send back</li> <li>• convert Word, Excel or PDF documents to PDF forms</li> <li>• insert check boxes, radio buttons, &amp; pull-down boxes</li> <li>• customize fields for SSN, phone, dates, &amp; numbers</li> <li>• add action buttons for saving, printing, and emailing</li> </ul>	TBD	Meipo Flores
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#### **F. Monthly Classification Action Report**

Ex-Officio Secretary Olson reported on the Monthly Classification Action Report and reviewed all classification actions within the last month. The Commissioners accepted the report as delivered.

#### **G. Monthly Vacancy Status Report – September 13, 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 Personnel Services & Substitute Services Department Retreat**

This year's retreat was held on August 25, 2017 at SCCOE. The purpose of the retreat was to review last year's accomplishments, new fiscal year goals, upcoming trainings, and team discussions. A copy of the retreat packet was distributed to the Commissioners.

#### **B. Classified Job Fair Update**

Mr. Jonathan Muñoz, Supervisor - Classification & Recruitment, addressed the Commission regarding the Classified Job Fair. The Job Fair will be held on Saturday, September 30<sup>th</sup> from 9:00 a.m. to 12:00 p.m. at the Santa Clara County Office of Education. Classified Personnel Services partners with Administrative Services to host the fair for the Santa Clara County school districts. This is the third year the office is hosting and currently there are about 260 registered participants and approximately 15 school districts are attending.

#### **C. SCCOE Staffing Updates**

Ms. Kristin Olson formally announced the integration of Substitute Staffing to the Classified Personnel Services department. Additionally, Certificated Substitutes, along with Classified Substitutes, will now be processed through the Substitute Staffing unit. Marisa Perry, Manager - Human Resources Analyst, will be on a maternity leave, effective October 9, 2017. Meipo Flores, Substitute Staffing Specialist, will be filling her position in an out of class opportunity.

**D. Educator / Interpreter Project Update**

Ms. Yasmeen Husain – Classified Personnel Specialist, addressed the Commission regarding the Educator / Interpreter project. Ms. Husain has been recruiting Education / Interpreters since December, 2016, partnering with site staff and performing outreach to educational and training institutions, to identify the best qualified candidates for this classification and meet the needs of the students, as well as the interpreters. The team has developed a strategy and series of actions to recruit potential candidates and increase our Education / Interpreter substitute pool. Since the last report, one fulltime Education / Interpreter vacancy has been filled, another vacancy has been filled with a limited term assignment, and a substitute Interpreter vacancy has been filled as well. The team is also exploring the possibility of creating both a handbook for the Education / Interpreter classification, as well as a professional development plan.

**E. Staff Accolade**

Ms. Kathy Jalaan, Classified Personnel Specialist, was recognized before the Commission for her recruitment accomplishments with the Paraeducator classification.

**F. Commissioner Appointment**

Ms. Libby Spector, President – Personnel Commission, is up for reappointment this year, which occurs December 1, 2017, per Education Code. SEIU has communicated their interest of the continuance of the appointment, should Ms. Spector accept.

**VIII. CLOSED SESSION**

The Commissioners entered into closed session at 10:36 a.m. to discuss the performance evaluation for the Director III - Human Resources / Classified Personnel Services.

The Commissioners reconvened into open session at 11:15 a.m.

The Commission has accepted the resignation from Ms. Kristin Olson from the Director III – Human Resources / Classified Personnel Services position, effective September 27, 2017. Mr. Jonathan Muñoz will be appointed at the Director I level, interim Director – Human Resources / Classified Personnel Services, effective September 25, 2017.

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for Wednesday, October 11, 2017, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 11:18 a.m.

Respectfully submitted,



Kristin Olson, Director of Classified Personnel Services