

PUBLIC NOTICE PERSONNEL COMMISSION AGENDA REGULAR MEETING #457 OCTOBER 11, 2017, 10:00 A.M. BOARD ROOM

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President – Libby Spector Vice President – Nicholas Gervase Member – Rodney Martin

III.	APPROVAL OF AGENDA #457 – OCTOBER 11, 2017ACTION
IV.	APPROVAL OF MINUTES A. Regular Meeting #456 – September 13, 2017ACTION
٧.	HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS
VI.	NEW BUSINESS
	A. Approval / Ratification of Establishing and / or Extending Eligibility ListsACTION
	B. Report on Trainings and Conferences Summary for 2017-2018INFORMATION

C. Monthly Vacancy Status ReportINFORMATION

VII. SECRETARY'S REPORT

- A. Classified Job Fair Update September 30, 2017
- B. SCCOE Staffing Updates
- C. Walden West Update
- D. CSPCA-NC Conference October 13, 2017
- E. NEOGOV Conference October 26, 2017
- F. Staff Accolade

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: November 8, 2017)

IX. ADJOURNMENT

PERSONNEL COMMISSION REGULAR MEETING #456 SEPTEMBER 13, 2017, 10:00 A.M. UNADOPTED 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. <u>HEARING OF PERSONS TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS</u> 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: • 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:	In this course, you will	TBD	Meipo Flores
Creating and Using	learn how to:		
Forms	 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 		

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 30th 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 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,

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Kristin Olson, Director of Classified Personnel Services

AGENDA ITEM VI - A (NEW BUSINESS - ACTION)

APPROVAL OF ELIGIBILITY LISTS

BACKGROUND

The Director - Classified Personnel Services is responsible for preparing eligibility lists containing the names of eligible persons who have successfully passed required examinations and are available to accept employment in the classified service of the Santa Clara County Office of Education. The names of eligible persons have been arranged on each eligibility list in accordance with its examination rules.

RECOMMENDATION

The Director - Classified Personnel Services respectfully recommends the Personnel Commission approve and/or ratify the following eligibility lists:

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Safe and Healthy Schools Specialist	09/05/17	OTBS	7	5
	Manager – Human Resources/Employment				
2	Services	09/08/17	LT	12	10
3	Accountant I/II	09/11/17	OTBS	16	12
4	Paraeducator – Special Education	09/20/17	AIDES	7	UNRANKED
5	Web Developer/Programmer – Senior	09/26/17	OTBS	6	6

AGENDA ITEM VI - B (NEW BUSINESS - INFORMATIONAL)

INFORMATION RECEIVED 2017 – 2018 PROFESSIONAL DEVELOPMENT TRAINING REPORT

Below is a listing of professional development conferences and trainings that Commission staff and/or Commissioners anticipated 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	Jonathan Muñoz Veronica Contreras Meipo Flores Natalie Kelm
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 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)	8/7/17 SCCOE	Jonathan Muñoz Marisa Perry Veronica Contreras
Improving Your Presentation Skills	Tools to sharpen and improve your presentation skills	7/18/17 SCCOE	Natalie Kelm
Intro to QCC	Learn the basics of working effectively with the QCC interface. We will review: • Logging in • QCC Control Center Window • Custom settings • QCC Menu Tree & Options	9/21/17 SCCOE	Meipo Flores

Conference/Training	Conference/Training	Date & Location	Attendees
	Summary		
	• Favorites		
	Print Manager Desumentation & Help		
ONG Advision of Tarinia	Documentation & Help This part the second state of the secon	0/20/47	NA
OMS Administrator Training	This workshop will provide	8/28/17	Meipo Flores
	hands-on instruction on	SCCOE	
	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.		
Adobe Acrobat: Creating and	In this course, you will learn	TBD	Meipo Flores
Using Forms	how to:		
	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	8/7/17	Jonathan
CODECD	Labor Relations: Dargaining 101		
CODESP	Bargaining 101	Online	Muñoz
CODESP	Labor Relations:	8/8/17	Jonathan
	Bargaining 102	Online	Muñoz

AGENDA ITEM VI – C (NEW BUSINESS - INFORMATIONAL)

INFORMATION RECEIVED MONTHLY VACANCY STATUS REPORT

BACKGROUND

A monthly report is provided to the Commissioners outlining the vacancy requests since the previous Personnel Commission meeting. The report is updated on an on-going basis, between Personnel Commission meetings. Enclosed, please find the Monthly Vacancy Status Report. This item is informational only.

CLASSIFIED PERSONNEL SERVICES Vacancy Status Report

Reporting Period: September 13 to October 11, 2017

Report Date: 10/5/2017

# PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
1 2523	Accountant I/II	District Business Advisory Services	Yasmeen	Filled	09/18/17	10/09/17
2 2550	Associate Teacher - Restricted	Head Start/Christopher Ranch	Natalie	Filled	08/28/17	10/09/17
3 3004	Manager - Human Resources/Employment Services	Employment Services	Jonathan	Filled	09/13/17	10/19/17
4 0007	Migrant Education Program Advocate	Migrant Education	Kathy	Filled	08/28/17	10/09/17
5 5349	Payroll Services - Lead	Payroll Services	Yasmeen	Filled	09/05/17	10/16/17
6 3081	Physical Therapist	Special Education/Hester	Marisa	Filled	08/22/17	09/26/17
7 5355	Safe and Healthy Schools Specialist	Safe & Healthy Schools	Natalie	Filled	09/11/17	10/16/17
8 1395	Administrative Assistant IV	Migrant Education	Natalie	Certified	10/04/17	
9 3400	Associate Teacher - Restricted	Head Start/Edenvale	Natalie	Certified	10/04/17	
10 4346	Associate Teacher - Restricted	Head Start/Lyndale	Natalie	Certified	10/04/17	
11 5364	Web Developer/Programmer - Senior	Technology Programs & Instructional Support	Kathy	Certified	09/28/17	
12 5365	Web Developer/Programmer - Senior	Technology Programs & Instructional Support	Kathy	Certified	09/28/17	
13 5037	Associate Teacher - Educare	State Preschool/Educare Santee	Natalie	Testing/Orals		
14 4812	Custodian	General Services/Seven Trees	Yasmeen	Testing/Orals		
15 5287	Custodian	General Services/Hester	Yasmeen	Testing/Orals		
16 5358	Custodian	General Services/Walden West	Yasmeen	Testing/Orals		
17 0815	Human Resources Specialist I/II	Employment Services/Human Resources	Meipo	Testing/Orals		
18 5079	Associate Teacher - Educare	State Preschool/Educare Santee	Natalie	Repost		
19 0588	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
20 0853	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
21 1016	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
22 2062	Education Interpreter/Tutor - DHOH	Special Education/Silver Creek	Yasmeen	Repost		
23 2535	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		



CLASSIFIED PERSONNEL SERVICES Vacancy Status Report

Reporting Period: September 13 to October 11, 2017
Report Date: 10/5/2017

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
24	2916	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
25	4701	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
26	2837	Administrative Assistant III	State and Federal Programs	Natalie	Hold		
27	4676	Head Start Program Analyst - Restricted	Head Start	Natalie	Hold		

CLASSIFIED PERSONNEL SERVICES

Vacancy Status Report - Paraeducator – Special Education

Reporting Period: September 13, 2017 to October 11, 2017

Report Date: 10/4/2017

#	PC#	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	1586	Paraeducator - Special Education	Bachrodt	Kathy	Filled	10/02/17
2	3667	Paraeducator - Special Education	Bachrodt	Kathy	Filled	10/09/17
3	0390	Paraeducator - Special Education	Baldwin	Kathy	Filled	09/13/17
4	3058	Paraeducator - Special Education	Burnett	Kathy	Filled	09/18/17
5	3627	Paraeducator - Special Education	Burnett	Kathy	Filled	09/18/17
6	0520	Paraeducator - Special Education	Carolyn Clark	Kathy	Filled	09/22/17
7	1946	Paraeducator - Special Education	Carolyn Clark	Kathy	Filled	10/02/17
8	3560	Paraeducator - Special Education	Connect East	Kathy	Filled	09/18/17
9	4089	Paraeducator - Special Education	Hester	Kathy	Filled	10/04/17
10	3640	Paraeducator - Special Education	Luther Burbank	Kathy	Filled	09/18/17
11	4772	Paraeducator - Special Education	Martin Murphy	Kathy	Filled	09/25/17
12	4076	Paraeducator - Special Education	Moreland Middle	Kathy	Filled	10/16/17
13	3199	Paraeducator - Special Education	Orchard	Kathy	Filled	09/26/17
14	3616	Paraeducator - Special Education	SDL/Sunol	Kathy	Filled	09/18/17
15	4708	Paraeducator - Special Education	Steinbeck	Kathy	Filled	09/08/17
16	3834	Paraeducator - Special Education	Bagby	Kathy	Testing/Orals	
17	1581	Paraeducator - Special Education	Brownell	Kathy	Testing/Orals	
18	3832	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
19	2415	Paraeducator - Special Education	Foothill	Kathy	Testing/Orals	

CLASSIFIED PERSONNEL SERVICES

Vacancy Status Report - Paraeducator – Special Education

Reporting Period: September 13, 2017 to October 11, 2017

Report Date: 10/4/2017

#	PC#	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
20	1943	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
21	2997	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
22	3692	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
23	4378	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
24	0888	Paraeducator - Special Education	Milpitas	Kathy	Testing/Orals	
25	3890	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
26	3586	Paraeducator - Special Education	Parkway	Kathy	Testing/Orals	
27	3651	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
28	3016	Paraeducator - Special Education	Santa Teresa High School	Kathy	Testing/Orals	
29	2901	Paraeducator - Special Education	Valle Vista	Kathy	Testing/Orals	
30	1788	Paraeducator - Special Education	Foothill	Kathy	Repost	
31	4088	Paraeducator - Special Education	Foothill	Kathy	Repost	
32	4391	Paraeducator - Special Education	Anne Darling	Kathy	Transfer Hotline	
33	2808	Paraeducator - Special Education	Connect West	Kathy	Transfer Hotline	
34	4056	Paraeducator - Special Education	Gateway	Kathy	Transfer Hotline	
35	4367	Paraeducator - Special Education	Gateway	Kathy	Transfer Hotline	
36	1798	Paraeducator - Special Education	Hester	Kathy	Transfer Hotline	