


 Santa Clara County Office of Education

**PERSONNEL COMMISSION
 REGULAR MEETING #457
 OCTOBER 11, 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	Jonathan Muñoz, Interim Director – HR / Classified Personnel Services
Nicholas Gervase, Vice President	Veronica Contreras, Executive Assistant
Rodney Martin, Member	Meipo Flores, Substitute Staffing Specialist

OTHERS PRESENT
Philip J. Gordillo, Chief Human Resources Officer
Leslie Barrow, Director – HR / Classified & Employee Benefits
Michelle Fine, Supervisor – Administrative Services / Human Resources

III. APPROVAL OF AGENDA

MOTION #457-1: The Commissioners approved the Personnel Commission Agenda #457, October 11, 2017, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #457-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #457-2: The Commissioners approved the Minutes for the Regular Personnel Commission Meeting #456, September 13, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #457-2: carried unanimously.

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

Mr. Jonathan Muñoz, Interim Director – Human Resources / Classified Personnel Services introduced Ms. Leslie Barrow as the new Director – Human Resources / Classified & Employee Benefits. Ms. Barrow began her role with the Santa Clara County Office of Education on September 19, 2017. Ms. Barrow comes to the Office with 11 years of educational human resources experience, most recently serving as the Director of Human Resources with the Monterey Peninsula Unified School District.

VI. NEW BUSINESS

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

MOTION #457-3: The Commissioners approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #457, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #457-3: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Safe and Healthy Schools Specialist	09/05/17	OTBS	7	5
2	Manager – Human Resources / Employment 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

B. 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 Kathy Jalaan
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 October 19, 2017 SCCOE	Natalie Kelm Kathy Jalaan
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 	TBD	Meipo Flores
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C. Monthly Vacancy Status Report – October 11, 2017

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

VII. SECRETARY'S REPORT

Interim Ex-Officio Secretary Muñoz reported on the following:

A. Classified Job Fair Update

Mr. Philip J. Gordillo, Chief Human Resources Officer and Ms. Michelle Fine, Supervisor – Administrative Services / Human Resources addressed the Commission regarding the Classified Job Fair. The job fair was held on Saturday, September 30, 2017, from 9:00 a.m. to 12:00 p.m. at the Santa Clara County Office of Education. Classifications for recruitment included Clerical/Administrative Assistant, Food Service, Custodian/Maintenance, Driver, and Paraeducator. Classified Personnel Services partners with Administrative Services to host the job fair for the Santa Clara County school districts. The job fair was received with great success. Approximately 202 participants and 15 school districts attended. Applicants had the opportunity to meet and network with potential district employers. District representatives were present at the job fair to conduct interviews and additional screenings. Feedback from both the districts and participants has been of a positive nature.

B. SCCOE Staffing Updates

Marisa Perry, Manager – HR Analyst, is now on a maternity leave, effective October 9, 2017. Meipo Flores, Substitute Staffing Specialist, will be filling her position in an out of class assignment. Veronica Contreras, Executive Assistant, who has been on a modified work schedule since August 10, 2017, will be resuming her full-time duties effective October 16, 2017.

C. Walden West Update

Interim Ex-Officio Secretary Muñoz is working with Ms. Leslie Barrow and Ms. Marie Bacher, Director – Environmental Education, to develop a plan to minimize the staffing impact created by the upcoming road closure and repair of the road leading to the Walden West site. Last winter's rain has caused the road to erode. The Office anticipates an eight week closure, thus

limiting access to the Walden West site to early mornings and late evenings. The anticipated closure will impact the arrival time of students, as well as afternoon schedules for both the staff and students.

D. CSPCA-NC Conference – October 13, 2017

The office is hosting the CSPCA-NC Conference on Friday, October 13, 2017. Topics included in this year's conference include legal presentations on understanding and successfully implement the reasonable accommodation process, the progressive discipline process and employee appeal rights. In addition guest speakers will offer presentations on creative minimum qualifications and recruitment strategies in a changing job environment. Approximately 32 participants are scheduled to attend.

E. NEOGOV Conference – October 26, 2017

Mr. Jonathan Muñoz, and Ms. Kathy Jalaan, Classified Personnel Specialist, will attend the NEOGOV Conference in Las Vegas, NV, on October 26-27, 2017. It is anticipated that new department strategies and recommendations to strengthen and modernize our presence in the community, as well as increase our applicant pool, will be implemented as a result of the staff's participation.

F. Staff Accolade

The Human Resources Branch encourages new employees to provide feedback of their hiring process experience. Ms. Meipo Flores, Staffing Specialist, was recognized before the Commission for the excellent customer service skills she provided to a new employee as described in an onboarding survey.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission meeting is scheduled for Wednesday, November 8, 2017, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:27 a.m.

Respectfully submitted,



Jonathan Muñoz, Interim Director – Human Resources / Classified Personnel Services