

Santa Clara County  Office of Education

**PERSONNEL COMMISSION
REGULAR MEETING #458
NOVEMBER 8, 2017, 10:00 A.M.
APPROVED MINUTES**

I. CALL TO ORDER

In the absence of President Libby Spector, the meeting was called to order by Vice President Nicholas Gervase at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Nicholas Gervase, Vice President	Jonathan Muñoz, Interim Director – HR / Classified Personnel Services
Rodney Martin, Member	Veronica Contreras, Executive Assistant
	Yasmeen Husain, Classified Personnel Specialist

OTHERS PRESENT
Philip J. Gordillo, Chief Human Resources Officer
David Wu, Chief Technology Officer
Phil Benfield, Director – Information Systems

III. APPROVAL OF AGENDA

MOTION #458-1: The Commissioners approved the Personnel Commission Agenda #458, November 8, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #458-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #458-2: The Commissioners approved the Minutes for the Regular Personnel Commission Meeting #457, October 11, 2017, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #458-2: carried unanimously.

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

Mr. Philip J. Gordillo, Chief Human Resources Officer, addressed the Personnel Commission making note of the continued high level of work performed by the Classified Personnel Services staff. Chief Gordillo also acknowledged Mr. Jonathan Muñoz, Interim Director – HR / Classified Personnel Services, for his work and the excellent customer service he is providing. Chief Gordillo also addressed the declining student enrollment in the Alternative Education, Special Education and Head Start programs and the impact to the Santa Clara County Office of Education (“SCCOE”). Three districts have given notice of their intent to retain some of their Special Education classrooms beginning next school year.

VI. NEW BUSINESS

A. Approval / Ratification of Classification Specification Retitling & Revisions

MOTION #458-3: The Commissioners approved retitling and revising the following classification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #458-3: carried unanimously.

Classification

- **Program Services Specialist to Student Services Specialist**

The Student Services Branch within the SCCOE proposed to revise the classification entitled Program Services Specialist to Student Services Specialist. This position currently functions within the Special Education Department, however, there is a need for this classification within the Alternative Education Department. The classification has been updated to reflect the change in reporting structure and department specific concepts. Furthermore, to ensure the classification accurately reflects its concepts and responsibilities, as well as the use of this classification in more than one department within the Student Services Branch, retitling the classification to Student Services Specialist was proposed.

B. Approval of Establishing Classifications and Associated Classification Specifications

MOTION #458-4: The Commissioners approved establishing the following classification, and associated classification specification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #458-4: carried unanimously.

Classification

- **Manager – Security, Network & Systems Engineering**

As the threat of a cyber-attack and network security breach increases in today's digital age, it is critical that the SCCOE maintain and ensure a robust and secure network. Therefore, the SCCOE proposed to establish the Manager – Security, Network & Systems Engineering classification. Also, as business practices transition to the online format in greater numbers, it becomes more critical to establish a position with oversight over network security. Furthermore, this position will develop a comprehensive disaster recovery plan.

Mr. David Wu, Chief Technology Officer, and Mr. Phil Benfield, Director – Information Systems, addressed the Commission and provided additional information on why this position is needed to support the Technology Services Department in ensuring that advanced knowledge of cutting-edge security systems and networking concepts is developed and provided to the Office.

C. Approval of Recommending Salary Ranges

MOTION #458-5: The Commissioners approved recommending the salary range for the following classification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #458-5: carried unanimously.

- **Manager – Security, Network & Systems Engineering, Range 14**

D. Approval of Establishing and / or Extending Eligibility Lists

Motion #458-6: The Commissioners approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #458, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

Motion #458-6 carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Custodian	10/05/17	OSS	11	9
2	Paraeducator – Special Education	10/24/17	AIDES	4	UNRANKED

E. Personnel Commission Annual Report 2016-2017 (First Draft)

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Presented before the Personnel Commission is a draft of the 2016 – 2017 Annual Report for Commission review. The final version of the Annual Report will be presented at the December 2017 Personnel Commission meeting. Among other information, the Annual Report provides statistical information relating to applications, recruitment and classified staffing, as well as disciplinary hearings and appeals data. A copy of the draft Annual Report is included.

F. 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	J. Muñoz V. Contreras M. Flores K. Jalaan
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)	J. Muñoz Y. Husain Y. Gomez
NEOGOV Annual User Conference 2017-2018	Conference on product functionality and best practices.	10/26/17 – 10/27/17, Las Vegas, NV	J. Muñoz K. Jalaan
Professional Services Agreement Contract Training	Review of current policies and procedures for	8/7/17 SCCOE	J. Muñoz M. Perry V. Contreras

Conference/Training	Conference/Training Summary	Date & Location	Attendees
	Professional Services Agreements (PSAs).		
Improving Your Presentation Skills	Tools to sharpen and improve your presentation skills.	7/18/17 SCCOE	N. 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 	9/21/17 SCCOE	M. 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.	8/28/17 SCCOE	M. Flores

Conference/Training	Conference/Training Summary	Date & Location	Attendees
QCC Print Manager and Download	<ul style="list-style-type: none"> In this course, participants will learn how to manage reports sent to the QCC Print Manager. 	11/01/17	K. Jalaan
CODESP	<ul style="list-style-type: none"> Labor Relations: Bargaining 101 	8/7/17 Online	J. Muñoz
CODESP	<ul style="list-style-type: none"> Labor Relations: Bargaining 102 	8/8/17 Online	J. Muñoz
Champions for Leadership	<ul style="list-style-type: none"> The purpose of the program is to identify future leaders from each branch, match them with a mentor, and provide them with professional development opportunities. Seminar topics include effective leadership, communication, team building, change management, and interviewing skills. In addition to attending monthly seminars, participants in the program meet with a mentor on a regular basis and complete a work-related project. 	Dates Aug. 2017 – May 2018 SCCOE	Y. Husain M. Flores
Advanced Collective Bargaining Workshop	<ul style="list-style-type: none"> Overview of the bargaining process 	11/02/17	J. Muñoz

G. Monthly Vacancy Status Report – November 8, 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. Education/Interpreter Update

Ms. Yasmeen Husain – Classified Personnel Specialist, addressed the Commission regarding the Education Interpreter recruitment. Ms. Yasmeen Husain has partnered with site staff to fill six vacancies. In October 2017, a professional development plan was devised for pre-certified and certified Interpreters. Interim Director, Jonathan Muñoz, secured funds from the Special

Education Department to pay for a Video Conference Series which will support a cohort of five pre-certified Interpreters to complete the Educational Interpreter Performance Assessment (“EIPA”) with a score of 4.0 or higher. The SCCOE is partnering with the Solano County Office of Education to defray the cost of this four part series. The first EIPA Video Conference is scheduled to take place on Saturday, December 2, 2017. The Office is also close to securing funds to cover the cost of two professional development days in February designed to enhance skills of all Interpreting staff.

B. NEOGOV Conference Updates

Interim Ex-Officio Secretary Muñoz, and Ms. Kathy Jalaan, Classified Personnel Specialist, attended the NEOGOV Conference in October, bringing to the office new strategies and recommendations to strengthen and modernize our presence in the community, and increase our applicant pool.

C. CSPCA-NC Update

The Office hosted the CSPCA-NC Conference on Friday, October 13, 2017. Topics covered in this year’s conference included legal presentations on understanding and successfully implementing the reasonable accommodation process, the progressive discipline process and employee appeal rights. In addition, guest speakers offered presentations on creative minimum qualifications and recruitment strategies in a changing job environment. Approximately 32 participants attended.

D. Ratification of Commission Reappointment

Ms. Libby Spector, Personnel Commissioner, was ratified for Commission reappointment; her term will commence on December 1, 2017, and conclude on December 1, 2020.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

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

IX. ADJOURNMENT

The meeting adjourned at 10:44 a.m.

Respectfully submitted,



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