

**PERSONNEL COMMISSION
REGULAR MEETING #474
MARCH 13, 2019, 10:00 A.M.
APPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rodney Martin at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Rodney Martin, President Libby Spector, Vice President Nicholas Gervase, Member	Jonathan Muñoz, Director - HR / Classified Personnel Services Marisa Perry, Supervisor - Classification & Recruitment Linda Gore, Executive Assistant

OTHERS PRESENT
David Wu, Chief Technology Officer Phil Benfield, Director - Information Systems Rigoberto Elenes, Director - Migrant Education Mary Olival, Manager - Human Resources/Employment Services

III. APPROVAL OF AGENDA

MOTION #474-1: The Commission approved Agenda #474, March 13, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #474-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #474-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #473, February 13, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #474-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #474-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #474-3: carried unanimously.

Classification

- **Human Resources Specialist - Lead, Range 48**

Ms. Mary Olival, Manager - Human Resources/Employment Services, addressed the Commission and provided additional information on why this position is needed to support Employment Services.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #474-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #474-4: carried unanimously.

Classification

- **Enrollment Data Specialist - Lead, Range 47**

Mr. Rigoberto Elenes, Director - Migrant Education, addressed the Commission and provided additional information on why this position is needed to support the Migrant Education Department.

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #474-5: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #474-5: carried unanimously.

Classification

- **Systems Administrator, Range 57.5**

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 and Data Services Division.

D. Approval of Establishing Classification and Associated Classification Specification

MOTION #474-6: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #474-6: carried unanimously.

Classification

- **Director III - Data Initiatives, Range 15**

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 Data Initiatives Department and DataZone.

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

MOTION #474-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #474, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #474-7: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	Applications Systems Analyst	02/13/19	OTBS	3	3
2	Family Advocate - Restricted	02/14/19	OTBS	9	7
3	Paraeducator - Special Education	02/22/19	AIDES	21	Unranked
4	Assistant Director - Internal Business Services	02/22/19	LT	8	7
5	Human Resources Specialist I/II	02/22/19	OTBS	12	10
6	Supervisor - Payroll Tax and Retirement Services	02/25/19	OTBS	8	7

7	Safe and Healthy Schools Specialist	02/26/19	OTBS	10	9
8	Fiscal Technician	02/27/19	OTBS	10	8
9	Navigator - Opportunity Youth Academy	02/28/19	OTBS	7	5
10	Administrative Assistant IV	03/01/19	OTBS	9	9
11	Student Data Specialist	03/05/19	OTBS	6	5

F. Monthly Vacancy Status Report - March 13, 2019

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

VII. SECRETARY'S REPORT

Ex-Officio Secretary Muñoz reported on the following:

A. Education Interpreter I/II

Classified Personnel Services (CPS) staff has been working with the nationally-recognized Boys Town National Research Hospital in Omaha, NE to become a host site for the Educational Interpreter Performance Assessment (EIPA).

On March 30, 2019, CPS will host the SEE Center at the Santa Clara County Office of Education (SCCOE). The SEE Center administers the Educational Sign Skills Evaluation (ESSE) Certification. CPS is currently negotiating with the SEE Center to obtain a reduced evaluation rate for current employees. Additionally, conversations will take place about the SCCOE becoming a recurring evaluation center and thereby creating a talent pipeline to fill Education Interpreter I/II positions.

VIII. CLOSED SESSION @ 10:41 A.M.

A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: Director III - Human Resources / Classified Personnel Services

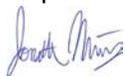
IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, April 10, 2019, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 11:06 a.m.

Respectfully submitted,



Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission