

**PERSONNEL COMMISSION
REGULAR MEETING #475
APRIL 10, 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 |
|--|
| Suzanne Carrig, Director - Policy Development & Administrative Programs Pamela DeJesus, Supervisor - Head Start Family Health Services - Restricted Ruby Parra, Manager - Strategy & Implementation Adolfo Pando, Manager - Head Start Planning & Support - Restricted Matthew Tinsley, Director - Strong Start Project Jamie Whitford, Administrator - Superintendent Projects |

III. APPROVAL OF AGENDA

MOTION #475-1: The Commission approved Agenda #475, April 10, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #475-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #475-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #474, March 13, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #475-2: 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 #475-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #475-3: carried unanimously.

Classification

- **Director II – Grants and Partnerships, Range 14**

Dr. Matthew Tinsley, Director - Strong Start Project, addressed the Commission and provided additional information on why this position is needed to support the Santa Clara County Office of Education.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #475-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #475-4: carried unanimously.

Classification

- **Administrative Research Assistant, Range 45.5**

Ms. Suzanne Carrig, Director - Policy Development & Administrative Programs, addressed the Commission and provided additional information on why this position is needed to support the Office of the Superintendent.

C. Approval of Classification Specification Revision and Range Reallocation

MOTION #475-5: The Commission approved the following classification specification revision and range reallocation, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #475-5: carried unanimously.

Classification

- **Registrar, Range 42.5**

D. Approval of Classification Specification Retitling and Revision

MOTION #475-6: The Commission approved retitling the classification College Liaison - Alternative Education to College Liaison, and revising the classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #475-6: carried unanimously.

E. Approval of Classification Retitling, Revision and Salary Reallocation

MOTION #475-7: The Commission approved retitling and revising the classification specification Nutrition/Food Services Specialist - Restricted to Nutritionist - Early Learning Services with the associated salary range reallocated from Range 46 to Range 49.5, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #475-7: carried unanimously.

Mr. Adolfo Pando, Manager - Head Start Planning & Support and Ms. Pamela DeJesus, Supervisor - Head Start Family Health Services, addressed the commission and explained that over time, the position has increased in scope and responsibility, as a result of losing the supervisor and the implementation of a new food service program model. Currently, this position functions as the lead on all things nutrition and dietetics for the Early Learning Services Department. In addition, this position now requires certification as a Registered Dietitian with the Commission on Dietetic Registration.

F. Approval of the Personnel Commission Meeting Calendar for 2019-2020

MOTION #475-8: The Commission approved the proposed Personnel Commission Meeting Calendar for 2019-2020 within Personnel Commission Agenda #475, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #475-8: carried unanimously.

| MONTH | DATE | YEAR | DAY | MEETING CATEGORY |
|-----------|------|------|-----------|------------------|
| July | 10 | 2019 | Wednesday | Regular |
| August | 21 | 2019 | Wednesday | Regular |
| September | 11 | 2019 | Wednesday | Regular |
| October | 09 | 2019 | Wednesday | Regular |
| November | 13 | 2019 | Wednesday | Regular |
| December | 11 | 2019 | Wednesday | Regular |
| January | 08 | 2020 | Wednesday | Regular |
| February | 12 | 2020 | Wednesday | Regular |
| March | 11 | 2020 | Wednesday | Regular |
| April | 08 | 2020 | Wednesday | Regular |
| May | 13 | 2020 | Wednesday | Regular |
| June | 10 | 2020 | Wednesday | Regular |

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

MOTION #475-9: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #475, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #475-9: carried unanimously.

| | CLASSIFICATION | DATE | UNIT | NUMBER | NUMBER |
|---|--|----------|-------|-----------|----------|
| | | | | OF | OF |
| | | | | ELIGIBLES | RANKS |
| 1 | Associate Teacher - Educare - Spanish Bilingual Required | 03/13/19 | AIDES | 1 | 1 |
| 2 | Education Interpreter I/II | 03/20/19 | AIDES | 4 | 1 |
| 3 | Web Developer/Programmer - Lead | 03/22/19 | OTBS | 2 | 2 |
| 4 | Risk Management Specialist | 03/25/19 | OTBS | 6 | 4 |
| 5 | Paraeducator - Special Education | 03/26/19 | AIDES | 18 | Unranked |
| 6 | Facilities Maintenance & Construction Coordinator | 04/04/19 | OTBS | 3 | 2 |

H. Personnel Commission Budget: 2019-2020 (First Reading)

Ex-Officio Secretary Muñoz submitted for review, the Personnel Commission's Proposed Budget for the 2019-2020 fiscal year. Any revisions to the budget proposal will be included in the Commissioner's packet for approval at the forthcoming meeting in May. Ex-Officio Secretary Muñoz highlighted key increases and decreases as proposed in the budget summary.

**ANNUAL BUDGET
2019-2020 – PERSONNEL COMMISSION
SANTA CLARA COUNTY OFFICE OF EDUCATION**

| OBJECT CODE | DESCRIPTION | ADOPTED 2018-19 BUDGET | PROPOSED 2019-20 BUDGET |
|-------------|---------------------------------------|------------------------|-------------------------|
| 2320-00 | Administrative Assistant – Classified | 96,049.00 | 104,977.00 |
| 2360-00 | Director – Classified | 132,387.00 | 139,945.00 |
| 2395-00 | Other Management – Classified | 114,838.00 | 125,929.00 |
| 2425-00 | Other Specialists/Technicians | 201,671.00 | 221,140.00 |
| 2485-00 | Substitute Clerical & Office | 0 | 0 |

| | | | |
|--------------|----------------------------------|----------------------|----------------------|
| 3000-00 | Employee Benefits | 254,330.00 | 269,163.00 |
| 3402-00 | Commissioner Benefits | 31,094.00 | 31,094.00 |
| 4000-00 | Materials & Supplies | 6,959.00 | 6,959.00 |
| 5200-00 | Travel & Conferences | 5,000.00 | 4,565.00 |
| 5277-00 | Travel Recruitment | 0 | 500.00 |
| 5299-00 | Mileage Reimbursement | 312.00 | 312.00 |
| 5300-00 | Dues & Membership | 3,443.00 | 3,443.00 |
| 5710-15 | Print Services | 6,877.00 | 6,877.00 |
| 5800-00 | Contract Services – Other | 6,902.00 | 6,752.00 |
| 5800-00 | Commissioner Stipends | 1,800.00 | 1,950.00 |
| 5809-00 | Advertising | 31,321.00 | 31,256.00 |
| 5819-00 | Caterers | 3,500.00 | 3,500.00 |
| 5900-00 | Communications | 580.00 | 580.00 |
| 5905-00 | Communications – Postage/Courier | 100.00 | 100.00 |
| 5912-00 | Cell Phone Stipend Classified | 960.00 | 960.00 |
| TOTAL | | \$ 898,123.00 | \$ 960,002.00 |

- 2425-00 Other Specialists/Technicians: Vacancy projected at step 2.
- 5200-00 Travel & Conferences: Proposed \$435 decrease to reallocate funds to support Job Fair recruitment expenses.
- 5277-00 Travel Recruitment: Proposed \$500 object code establishment to allocate funds to support Job Fair recruitment expenses.
- 5800-00 Commissioner Stipends: Proposed \$150 increase to reallocate funds to support one additional Special Meeting per fiscal year.

I. Monthly Vacancy Status Report - April 10, 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 Assessment

Classified Personnel Services (CPS) staff hosted the S.E.E. Center on March 30, 2019. Four of the eleven participants were employees of the SCCOE, and received a 50% discount off the regular rate. CPS received outstanding feedback from the S.E.E. Center and they would like the SCCOE to host a future assessment. CPS hopes to use this model to recruit Education Interpreters.

B. Director - Communications & Governmental Affairs

Vice President Spector received an inquiry from the public regarding the Director – Communications & Governmental Affairs position, and asked Ex-Officio Secretary Muñoz to research and clarify as to the reasons this position was established as a certificated position.

VIII. CLOSED SESSION @ 10:50 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, May 8, 2019, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 11:38 a.m.

Respectfully submitted,



Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission