

**PERSONNEL COMMISSION  
REGULAR MEETING #467  
AUGUST 8, 2018, 10:00 A.M.  
APPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Nicholas Gervase at 10:00 a.m.

**II. ROLL CALL**

MEMBERS PRESENT	STAFF PRESENT
Nicholas Gervase, President Rodney Martin, Vice President Libby Spector, Member	Jonathan Muñoz, Director – HR / Classified Personnel Services Meipo Flores, Staffing Specialist

OTHERS PRESENT
Antonio Fuentes, Director – Early Learning Services MAK Kegelmeyer, Assistant Director – Credentialing Programs Kathy Wahl, Director – Inclusion Collaborative

**III. APPROVAL OF AGENDA**

**MOTION #467-1:** The Commission approved Agenda #467, August 8, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #467-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #467-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #466, July 11, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #467-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #467-3:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #467-3:** carried unanimously.

**Classification**

- **Early Learning Services Compliance Monitor**

The Early Learning Services Compliance Monitor will perform responsible monitoring, data management, and reporting in support of program compliance for Early Learning Services (“Department”) programs; assist in planning and organizing of Department compliance monitoring; coordinate the monitoring of internal reviews, reporting of center based and partner sites, and Department activities and operations in accordance with mandated local, state and federal standards, procedures, rules and regulations.

Mr. Antonio Fuentes, Director – Early Learning Services, addressed the Commission and provided additional information on why this position is vital for Early Learning Services and the

organization. This classification was eliminated at a higher capacity last fiscal year. The Santa Clara County Office of Education (“SCCOE”) is now seeking to establish two lower capacity positions to service the Department. The Office will fill one position via reemployment and the second position will be filled via recruitment. The goal of the Early Learning Services Department is to deliver quality child and family services, as well as meet compliance and providing academic and family support.

**B. Approval of Recommending Salary Ranges**

**MOTION #467-4:** The Commissioners approved recommending the salary ranges for the following classification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #467-4:** carried unanimously.

- **Early Learning Services Compliance Monitor, Range 48**

**C. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #467-5:** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #467-5:** carried unanimously.

**Classification**

- **Educator Resource Center Technical Specialist**

The Educator Resource Center Technical Specialist will perform a variety of technical administrative and operational support functions for the Educator Resource Center (“ERC”) and Credentialing Programs Department (“Department”); coordinate the day-to-day functions of the ERC; oversee the information systems of the ERC; conduct research services to support program candidates, faculty, district, and County Office support providers; support the Departments’ student registration system and learning management systems; coordinate promotional and outreach efforts to increase program exposure and enrollment; assist with special projects as needed.

Ms. MAK Kegelmeyer, Assistant Director – Credentialing Programs, addressed the Commission and provided additional information on why this position is needed to support the Credentialing Programs Department.

**D. Approval of Recommending Salary Ranges**

**MOTION #467-6:** The Commissioners approved recommending the salary ranges for the following classification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #467-6:** carried unanimously.

- **Educator Resource Center Technical Specialist, Range 46**

**E. Approval of Classification Specification Revision**

**MOTION #467-7:** The Commissioners approved classification specification revisions for the following classification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #467-7:** carried unanimously.

**Classification**

- **Inclusion Support Specialist**

The SCCOE proposed revising the Inclusion Support Specialist classification specification. The proposed duty changes are minor in scope, and reflect the department’s need to offer bilingual services.

Ms. Kathy Wahl, Director – Inclusion Collaborative, addressed the Commission, providing additional information of the requirement of bilingual skills to properly address the needs of the student population.

**F. Approval / Ratification of Establishing and / or Extending Eligibility Lists**

**MOTION #467-8:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #467, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #467-8:** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Paraeducator - Special Education	07/14/18	AIDES	24	Unranked
2	Paraeducator - Alternative Education	07/16/18	AIDES	3	2
3	Paraeducator - Opportunity Youth Academy	07/16/18	AIDES	2	2
4	Manager - Strategy & Implementation	07/17/18	LT	6	6
5	Administrator - Superintendent Projects	07/18/18	LT	6	6
6	Environmental Education Specialist	07/26/18	AIDES	9	7
7	Supervisor - Classification & Recruitment	07/26/18	LT	6	6
8	School Site Technology Support Specialist	07/31/18	OTBS	5	4

**G. Monthly Vacancy Status Report – August 8, 2018**

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. Instructional Assistant Job Fair – Saturday, July 14, 2018**

The SCCOE hosted the Job Fair on July 14, 2018. The Office organized a successful event and attracted a diverse pool of qualified candidates to support Special Education and Early Learning Services.

**B. Board’s Appointee to the Commission**

Commissioner Mr. Nicholas Gervase, is the Board’s Appointee to the Personnel Commission. At the August 1, 2018 Board Meeting, the Board announced their intent to re-appoint Mr. Gervase for a three year term, commencing on December 1, 2018. The official appointment will be made at the September 5<sup>th</sup> Board Meeting.

**C. Classified Personnel Services Annual Retreat**

This year’s retreat was held on July 27, 2018, at SCCOE. The purpose of the retreat was to review last year’s accomplishments, current fiscal year goals, upcoming trainings, and engage in team discussions.

**VIII. CLOSED SESSION AT 10:38 A.M.**

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

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for Wednesday, September 19, 2018, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 11:30 a.m.

Respectfully submitted,



Jonathan Muñoz  
Ex-Officio Secretary, Personnel Commission