

**PUBLIC NOTICE**  
**PERSONNEL COMMISSION AGENDA**  
**REGULAR MEETING #469**  
**OCTOBER 17, 2018, 10:00 A.M.**  
**BOARD ROOM**

- I. CALL TO ORDER**
- II. ROLL CALL**
  - President – Nicholas Gervase
  - Vice President – Rodney Martin
  - Member – Libby Spector
- III. APPROVAL OF AGENDA #469 – October 17, 2018**..... ACTION
- IV. APPROVAL OF MINUTES**
  - A. Regular Meeting #468 – September 19, 2018..... ACTION
- V. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**
- VI. NEW BUSINESS**
  - A. Approval/Ratification of Recommending Range Modification..... ACTION
    - a. Supervisor - Custodial Services
  - B. Approval / Ratification of Establishing and / or Extending Eligibility Lists..... ACTION
  - C. Monthly Vacancy Status Report ..... INFORMATION
- VII. SECRETARY’S REPORT**
  - 1. Classified Job Fair - Saturday, September 29, 2018
  - 2. Staffing Update
- VIII. CLOSED SESSION**
  - A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957  
Title: Director – Human Resources / Classified Personnel Services
- IX. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: November 14, 2018)**
- X. ADJOURNMENT**

**PERSONNEL COMMISSION  
REGULAR MEETING #468  
SEPTEMBER 19, 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 Marisa Perry, Supervisor - Classification & Recruitment

OTHERS PRESENT
Veronica Contreras, Supervisor - Substitute Services Philip Gordillo, Chief Human Resources Officer Abigail Ortiz-Baldwin, SCCOE Retiree Sheila Lopez, SCCOE Retiree Barbara Monges, SCCOE Retiree Alicia Shemirani, SCCOE Retiree Yoshiko Numoto, SCCOE Retiree Phil Benfield, Director - Information Systems Marcy Lauck, Director - Data Governance Projects Anisha Munshi, Director - Human Resources

**III. APPROVAL OF AGENDA**

**MOTION #468-1:** The Commission approved Agenda #468, September 19, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #468-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #468-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #467, August 8, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #468-2:** carried unanimously.

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

Mr. Philip Gordillo, Chief Human Resources Officer, presented a petition to the Personnel Commission regarding his seniority as Director III - Human Resources/Classified Personnel Services.

**VI. NEW BUSINESS**

**A. Approval of Classification Retitling and Revision**

**MOTION #468-3:** The Commission approved retitling the classification Supervisor - Health and Wellness to Supervisor - Safe and Healthy Schools, and revising the classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #468-3:** carried unanimously.

**B. Approval of Classification Retitling and Revision**

**MOTION #468-4:** The Commission approved retitling the classification Early Learning Services Compliance Monitor to Early Learning Services Site Monitor, and revising the classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #468-4:** carried unanimously.

**C. Approval of Classification Revision**

**MOTION #468-5:** The Commission approved revising the Systems Engineer classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #468-5:** carried unanimously.

Mr. Phil Benfield, Director - Information Systems, addressed the Commission and provided additional information regarding the proposed changes to the classification specification.

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

**MOTION #468-6:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.

**MOTION #468-6:** carried unanimously.

**Classification**

- **Manager - Data Governance and Strategy, Range 12**

Ms. Marcy Lauck, Director - Data Governance Projects, and Mr. Phil Benfield addressed the Commission and provided additional information on why this position is needed to support DataZone.

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

**MOTION #468-7:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.

**MOTION #468-7:** carried unanimously.

**Classification**

- **Manager - Data Systems, Range 13**

Ms. Marcy Lauck and Mr. Phil Benfield addressed the Commission and provided additional information on why this position is needed to support DataZone.

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

**MOTION #468-8:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.

**MOTION #468-8:** carried unanimously.

**Classification**

- **Data Warehouse Analyst - Senior, Range 57**

Ms. Marcy Lauck and Mr. Phil Benfield addressed the Commission and provided additional information on why this position is needed to support DataZone.

**G. Approval of Position Reallocation**

**MOTION #468-9:** The Commission approved position reallocation for the following positions, moved by Mr. Rodney Martin and seconded by Ms. Libby Spector.

**MOTION #468-9:** carried unanimously.

**Classification**

- **Positions 000294 and 002608, Eligibility Enrollment Specialist, Range 42.5 to ERSEA Compliance Specialist - Restricted, Range 44.0**

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

**MOTION #468-10:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #468, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #468-10:** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	Administrative Assistant III	08/02/18	OTBS	11	11
2	Home Visiting Specialist - Early Head Start - Restricted	08/06/18	OTBS	6	5
3	Associate Teacher - Restricted	08/07/18	AIDES	7	6
4	Director I - Child Care Planning & Support	08/07/18	LT	5	4
5	IT Support Specialist	08/16/18	OTBS	8	6
6	Supervisor - Public Information	08/27/18	LT	5	5
7	Director III - Internal Business Services	08/28/18	LT	2	2
8	Print Support Technician	09/06/18	OTBS	1	1
9	Paraeducator - Special Education	09/06/18	AIDES	5	Unranked

**I. Monthly Vacancy Status Report – September 19, 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. Classified Job Fair - Saturday, September 29, 2018**

Classified Personnel Services is collaborating with Substitute Services and Administrative Services to host the Classified Job Fair on September 29, 2018.

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

The County Board of Education reappointed Mr. Gervase to a three year term to the Personnel Commission, commencing on December 1, 2018.

**C. Staffing Update**

Ms. Marisa Perry was promoted to Supervisor - Classification & Recruitment and Ms. Veronica Contreras was promoted to Supervisor - Substitute Services. A recruitment to fill the Executive Assistant position is underway.

**D. SPCA/NC Fall Conference**

Commission staff will be attending the SPCA/NC fall conference on October 7-9.

**E. Investing for Impact**

Ex-Officio Secretary Muñoz updated the Commission regarding the SCCOE's Investing for Impact focus for 2018/19, as well as the new goals, values and blue color theme.

**VIII. CLOSED SESSION AT 10:49 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, October 17, 2018, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 11:34 a.m.

Respectfully submitted,



Jonathan Muñoz  
Ex-Officio Secretary, Personnel Commission

**AGENDA ITEM VI – A (NEW BUSINESS - ACTION)**

**APPROVAL OF  
RECOMMENDING RANGE MODIFICATION**

**BACKGROUND**

The following classification is recommended for a salary range modification:

- **Supervisor - Custodial Services**

Currently the Supervisor - Custodial Services classification is on Range 6. It is recommended that the salary range be modified and placed on Range 7. The primary justification for this recommendation is that the original job analysis conducted for this classification understated the number of FTEs under the supervision of this position, and the Custodial Services Unit hours of operation. Furthermore, the recruitment to fill this position will commence soon and the increase in salary will assist with recruitment power and more accurately reflect the responsibilities of the job.

**Table 1. Management Positions in the General Services Department**

<b>TITLE</b>	<b>RANGE</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>
Manager - Facilities & Construction	LT - 12	BA	4 years plus 2 years as supervisor
Manager - Purchasing Services	LT - 12	BA	3 years plus 2 years as supervisor
Supervisor - Maintenance and Operations	LT - 8	HS	4 years
Supervisor - Warehousing Services	LT - 7	HS	3 years
<b>Supervisor - Custodial Services</b>	<b>LT - 7</b>	<b>HS</b>	<b>3 years</b>
Supervisor - Custodial Services	LT - 6	HS	3 years

**RECOMMENDATION**

It is recommended the Personnel Commission approve the following actions:

1. Recommend the following salary Range, for the following classification:
  - a. Supervisor - Custodial Services: Range 7
2. Approval / ratification shall be effective October 17, 2018.

**AGENDA ITEM VI – B (NEW BUSINESS - ACTION)**

**APPROVAL OF ELIGIBILITY LISTS**

**BACKGROUND**

The Director - Classified Personnel Services is responsible for preparing eligibility lists containing the names of eligible persons who have successfully passed required examinations and are available to accept employment in the classified service of the Santa Clara County Office of Education. The names of eligible persons have been arranged on each eligibility list in accordance with its examination rules.

**RECOMMENDATION**

The Director - Classified Personnel Services respectfully recommends the Personnel Commission approve and/or ratify the following eligibility lists:

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Associate Teacher - Educare	09/14/18	AIDES	5	5
2	Payroll Services Specialist I/II	09/26/18	OTBS	17	12
3	Network Analyst - Senior	09/27/18	OTBS	4	4
4	Executive Assistant	09/28/18	LT	3	2
5	Web Developer / Programmer	10/01/18	OTBS	12	8
6	Migrant Education Community Liaison	10/03/18	OTBS	6	5
7	Specialized Physical Health Care (SPHC) Assistant	10/04/18	AIDES	11	8
8	Paraeducator - Special Education	10/05/18	AIDES	7	Unranked
9	Staff Development Specialist	10/05/18	LT	6	4

**AGENDA ITEM VI – C (NEW BUSINESS - INFORMATIONAL)**

**INFORMATION RECEIVED  
MONTHLY VACANCY STATUS REPORT**

**BACKGROUND**

A monthly report is provided to the Commissioners outlining the vacancy requests since the previous Personnel Commission meeting. The report is updated on an on-going basis, between Personnel Commission meetings. Enclosed, please find the Monthly Vacancy Status Report. This item is informational only.

CLASSIFIED PERSONNEL SERVICES  
Vacancy Status Report - Paraeducator – Special Education

Reporting Period: September 19, 2018 to October 17, 2018  
Report Date: 10/12/2018

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
1	3581	Paraeducator - Special Education	Brownell	Kathy	Filled	09/13/18
2	3829	Paraeducator - Special Education	Marlatt Center	Kathy	Filled	09/12/18
3	1404	Paraeducator - Special Education	Foothill	Kathy	Filled	10/15/18
4	3887	Paraeducator - Special Education	Laurelwood	Kathy	Filled	10/15/18
5	2503	Paraeducator - Special Education	Ley Va	Kathy	Filled	10/15/18
6	3561	Paraeducator - Special Education	Hester	Kathy	Filled	10/15/18
7	3578	Paraeducator - Special Education	Hester	Kathy	Filled	10/15/18
8	3566	Paraeducator - Special Education	Connect East	Kathy	Filled	10/15/18
9	0378	Paraeducator - Special Education	Hester	Kathy	Filled	10/25/18
10	1003	Paraeducator - Special Education	Steinbeck	Kathy	Certified	
11	2803	Paraeducator - Special Education	Westmont High School	Kathy	Certified	
12	1413	Paraeducator - Special Education	Hester	Kathy	Certified	
13	3672	Paraeducator - Special Education	Buchser	Kathy	Certified	
14	3685	Paraeducator - Special Education	Santa Teresa High School	Kathy	Testing/Orals	
15	0366	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
16	1783	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
17	3614	Paraeducator - Special Education	Moreland	Kathy	Testing/Orals	
18	4708	Paraeducator - Special Education	Steinbeck	Kathy	Testing/Orals	
19	3683	Paraeducator - Special Education	Independence	Kathy	Testing/Orals	
20	3124	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
21	2511	Paraeducator - Special Education	Santa Teresa Elementary	Kathy	Testing/Orals	
22	0351	Paraeducator - Special Education	Seven Trees	Kathy	Testing/Orals	
23	4377	Paraeducator - Special Education	Del Mar High School	Kathy	Testing/Orals	
24	3671	Paraeducator - Special Education	Westmont High School	Kathy	Testing/Orals	
25	3696	Paraeducator - Special Education	SDC/Osborne	Kathy	Testing/Orals	
26	0302	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
27	0606	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
28	0654	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
29	0667	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
30	1007	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	

CLASSIFIED PERSONNEL SERVICES  
Vacancy Status Report - Paraeducator – Special Education

Reporting Period: September 19, 2018 to October 17, 2018  
Report Date: 10/12/2018

#	PC #	CLASSIFICATION	SCHOOL SITE	STAFF	STATUS	TENTATIVE START DATE
31	2197	Paraeducator - Special Education	Chandler Tripp	Kathy	Testing/Orals	
32	3667	Paraeducator - Special Education	Bachrodt	Kathy	Testing/Orals	
33	1586	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
34	3636	Paraeducator - Special Education	Monticello	Kathy	Testing/Orals	
35	3460	Paraeducator - Special Education	Orchard	Kathy	Testing/Orals	
36	0520	Paraeducator - Special Education	Carolyn Clark	Kathy	Testing/Orals	
37	4087	Paraeducator - Special Education	Carolyn Clark	Kathy	Testing/Orals	
38	0593	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
39	2372	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
40	2997	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
41	3605	Paraeducator - Special Education	Hester	Kathy	Testing/Orals	
42	3642	Paraeducator - Special Education	Connect East	Kathy	Testing/Orals	
43	3666	Paraeducator - Special Education	Independence	Kathy	Transfer Hotline	
44	3586	Paraeducator - Special Education	Argonaut	Kathy	Transfer Hotline	
45	2900	Paraeducator - Special Education	Independence	Kathy	Repost	
46	2990	Paraeducator - Special Education	Anne Darling	Kathy	Repost	
47	2103	Paraeducator - Special Education	Hester	Kathy	Repost	

**CLASSIFIED PERSONNEL SERVICES**  
Vacancy Status Report

Reporting Period: September 19, 2018 to October 17, 2018  
Report Date: 10/11/2018

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
1	3975	Migrant Education Program Advocate	Migrant Education	Jonathan	Filled	09/11/18	10/08/18
2	5040	Associate Teacher - Educare	Early Learning Services	Marisa	Filled	09/17/18	10/15/18
3	0794	School Office Coordinator - Special Education	Special Education/McCollam	Marisa	Filled	09/11/18	10/08/18
4	0765	IT Support Specialist	Information Systems Center/Network & Technical	Yasmeen	Filled	09/05/18	10/08/18
5	5439	Migrant Education Community Liaison	Migrant Education	Yasmeen	Filled	10/09/18	11/01/18
6	0648	Print Support Technician	Print Services	Yasmeen	Filled	09/10/18	10/08/18
7	5124	Network Analyst - Senior	Information Systems Center/Network & Technical	Kathy	Certified	10/03/18	
8	3514	Specialized Physical Health Care (SPHC) Assistant	Special Education/Chandler Tripp	Kathy	Certified	10/05/18	
9	3518	Specialized Physical Health Care (SPHC) Assistant	Special Education/Chandler Tripp	Kathy	Certified	10/05/18	
10	3531	Specialized Physical Health Care (SPHC) Assistant	Special Education/Argonaut	Kathy	Certified	10/05/18	
11	4700	Specialized Physical Health Care (SPHC) Assistant	Special Education/Monticello	Kathy	Certified	10/05/18	
12	4786	Specialized Physical Health Care (SPHC) Assistant	Special Education/Independence Technology Programs & Instructional Support Center	Kathy	Certified	10/05/18	
13	3304	Web Developer / Programmer	Classified Personnel Services	Marisa	Certified	10/02/18	
14	1387	Executive Assistant	Classified Personnel Services	Marisa	Certified	10/01/18	
15	0708	Payroll Services Specialist I/II	Payroll Services	Marisa	Certified	10/01/18	
16	5445	School Office Coordinator - Alternative Education	Alternative Education/Sunol Workforce and Organizational Development	Marisa	Certified	09/26/18	
17	5131	Staff Development Specialist	Alternative Education/Osborne	Yasmeen	Certified	10/11/18	
18	5444	College Liaison - Alternative Education	Alternative Education/Blue Ridge	Jonathan	Testing/Orals		
19	5456	College Liaison - Alternative Education	Alternative Education/Blue Ridge	Jonathan	Testing/Orals		
20	5448	Early Learning Services Site Monitor	Early Learning Services	Jonathan	Testing/Orals		
21	5449	Early Learning Services Site Monitor	Early Learning Services	Jonathan	Testing/Orals		
22	5115	Homeless Youth Specialist	Safe & Healthy Schools	Kathy	Testing/Orals		
23	5455	Administrative Assistant II	ASAP Connect	Marisa	Testing/Orals		
24	5446	Educator Resource Center Technical Specialist	Credentialing Programs	Marisa	Testing/Orals		
25	5179	School Site Technology Support Specialist	Information Systems Center	Marisa	Testing/Orals		
26	5411	Supervisor - Custodial Services	General Services	Marisa	Testing/Orals		
27	4358	Supervisor - Head Start Compliance- ERSEA/Restricted	Head Start Compliance	Marisa	Testing/Orals		
28	2669	Systems Engineer	Data Services	Marisa	Testing/Orals		
29	5190	Administrative Assistant III	Safe & Healthy Schools	Yasmeen	Testing/Orals		
30	2674	Buyer	Purchasing Services	Yasmeen	Testing/Orals		
31	5434	Print Production Coordinator	Print Services	Yasmeen	Testing/Orals		
32	5059	Home Visiting Specialist - Early Head Start - Restricted	Early Learning Services	Kathy	Repost		
33	5080	Associate Teacher - Educare	Early Learning Services	Marisa	Repost		
34	4099	Paraeducator - Alternative Education	Alternative Education/Sunol	Marisa	Repost		
35	0588	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
36	0853	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
37	1016	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
38	1648	Education Interpreter/Tutor - DHOH	Special Education/Dartmouth	Yasmeen	Repost		
39	2062	Education Interpreter/Tutor - DHOH	Special Education/Silver Creek	Yasmeen	Repost		
40	2535	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		
41	2536	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		

**CLASSIFIED PERSONNEL SERVICES  
Vacancy Status Report**

**Reporting Period: September 19, 2018 to October 17, 2018**  
Report Date: 10/11/2018

#	PC#	CLASSIFICATION	DEPARTMENT/ SCHOOL SITE	STAFF	STATUS	DATE CERTIFIED	TENTATIVE START DATE
42	2916	Education Interpreter/Tutor - DHOH	Special Education/Leigh	Yasmeen	Repost		
43	4701	Education Interpreter/Tutor - DHOH	Special Education/Oster	Yasmeen	Repost		