

**PERSONNEL COMMISSION
 REGULAR MEETING #478
 JULY 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 III - HR / Classified Personnel Services Marisa Perry, Supervisor - Classification & Recruitment Linda Gore, Executive Assistant Dhevan Mistry, Intern

OTHERS PRESENT
Anisha Munshi, Assistant Superintendent - Personnel Services David Wu, Chief Technology Officer Antonio Fuentes, Director III - Early Learning Services

III. APPROVAL OF AGENDA

MOTION #478-1: The Commission approved Agenda #478, July 10, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #478-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #478-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #477, June 12, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #478-2: 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 #478-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #478-3: carried unanimously.

Classification

- **Preschool Site Coordinator – Early Learning Services, Range 44.5**

B. Approval of Classification Specification Revision

MOTION #478-4: The Commission approved revising the classification specification for the position of Director III - Data Initiatives, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #478-4: carried unanimously.

C. Approval of Abolishing an Eligibility List

MOTION #478-4: The Commission approved abolishing the Eligibility List for the position of Director III - Data Initiatives, established on May 31, 2019, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #478-4: carried unanimously.

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

MOTION #478-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #478, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #478-5: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	Registrar	06/10/19	OTBS	13	11
2	Controller	06/11/19	LT	10	6
3	Utility Person	06/19/19	OSS	6	6
4	Supervisor - Accounting Services	06/20/19	LT	11	7
5	Senior Executive Assistant	06/20/19	LT	8	Unranked
6	Credential Services Specialist I/II	06/25/19	OTBS	12	11
7	Supervisor - Workers' Compensation	06/28/19	LT	3	3

E. Monthly Vacancy Status Report – July 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. Early Learning Services Staffing

Early Learning Services received a new \$3.8M grant effective July 1, 2019. This will result in the establishment of several new positions.

B. Webpage Update

The Santa Clara County Office of Education is currently undergoing a website redesign and cleanup. As a result, the Commission webpage will be updated and the candidate application experience will improve as the website becomes easier to navigate.

C. Classified Personnel Services (CPS) Staffing

Dhevan Mistry, an intern from the Work2Future program was introduced to the Commissioners. Dhevan joined the CPS team on June 17, 2019 and has been assisting with special projects and other duties.

VIII. CLOSED SESSION @ 10:35 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, August 21, 2019, at 10:00 a.m.

X. **ADJOURNMENT**

The meeting adjourned at 11:01 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jonathan Muñoz".

Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission