

**PERSONNEL COMMISSION
REGULAR MEETING #479
AUGUST 21, 2019, 10:00 A.M.
APPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rodney Martin at 10:01 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

OTHERS PRESENT
Mary Ann Dewan, County Superintendent of Schools Anisha Munshi, Assistant Superintendent - Personnel Services David Wu, Chief Technology Officer Leo Mapagu, SELPA Executive Director Phil Benfield, Director III - Information Systems Antonio Fuentes, Director III - Early Learning Services Karen Larson, Interim Director III - Creative Impact Reyna Dominguez, Supervisor - Home Based Program - EHS Restricted Dharmatha Jayabal, Data Warehouse Analyst - Senior

III. APPROVAL OF AGENDA

MOTION #479-1: The Commission approved Agenda #479, August 21, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #479-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #479-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #478, July 10, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #479-2: 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 #479-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #479-3: carried unanimously.

- **Director I - Opportunity Youth Partnership, Range 12**

Dr. Mary Ann Dewan, County Superintendent of Schools, addressed the Commissioners and provided background information on the Opportunity Youth Partnership and the necessity of the position.

B. Approval of Classification Specification Retitling and Revision

MOTION #479-4: The Commission approved retitling and revising the classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #479-4: carried unanimously.

- **Manager - Program Support Services**

Ex-Officio Secretary Muñoz and Anisha Munshi, Assistant Superintendent - Personnel Services, provided information regarding the history of the position and the new reporting structure.

C. Approval of Classification Specification Retitling and Revision

MOTION #479-5: The Commission approved retitling and revising the classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #479-5: carried unanimously.

- **Environmental Education Liaison/Recruiter**

D. Approval of Classification Specification Revision

MOTION #479-6: The Commission approved revising the classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #479-6: carried unanimously.

- **Graphic Designer**

Karen Larson, Interim Director III - Creative Impact, provided information regarding the current job duties and rationale for the changes.

E. Approval of Establishing Classification and Associated Classification Specification

MOTION #479-7: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #479-7: carried unanimously.

- **SELPA Data Specialist, Range 48**

Leo Mapagu, SELPA Executive Director, addressed the Commissioners and provided an overview of SELPA and explained the Department's role in the County. Additional information was provided regarding the new classification.

F. Approval of Establishing Classification and Associated Classification Specification

MOTION #479-8: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #479-8: carried unanimously.

- **Contracts Analyst, Range 53**

G. Approval of Establishing Classification and Associated Classification Specification

MOTION #479-9: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #479-9: carried unanimously.

- **Family and Provider Specialist, Range 45.5**

Antonio Fuentes, Director III - Early Learning Services, and Reyna Dominguez, Supervisor - Home Based Program - EHS, provided information on the Infant/Toddler program and how this position will support the program.

H. Approval of Establishing Classification and Associated Classification Specification

MOTION #479-10: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #479-10: carried unanimously.

- **Director III - Applications, Business & Web Systems Development, Range 15**

David Wu, Chief Technology Officer, addressed the Commissioners and provided information regarding this position.

I. Approval of Establishing Classification and Associated Classification Specification

MOTION #479-11: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #479-11: carried unanimously.

- **Product Manager, Range 12**

David Wu, Chief Technology Officer, Phil Benfield, Director III - Information Systems, and Dharmatha Jayabal, Data Warehouse Analyst - Senior, provided information to the Commissioners on the growth of Data Zone, the respective commitments, and the need for this position.

J. Approval of Establishing Classification and Associated Classification Specification

MOTION #479-12: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #479-12: carried unanimously.

- **ETL Developer, Range 57.5**

David Wu, Chief Technology Officer, and Phil Benfield, Director III - Information Systems, provided information on how this position will support Data Zone and how establishing the position will alleviate the need for outside contractors.

K. Approval of Establishing Classification and Associated Classification Specification

MOTION #479-13: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #479-13: carried unanimously.

- **Data Warehouse Analyst, Range 54.5**

David Wu, Chief Technology Officer, and Dharmatha Jayabal, Data Warehouse Analyst - Senior, addressed the Commissioners and provided additional regarding the need for the position.

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

MOTION #479-14: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #479, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #479-14: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	ERSEA Compliance Specialist - Restricted	07/08/19	OTBS	9	5
2	Administrative Data Technician	07/09/19	OTBS	8	7
3	ASAPconnect Specialist	07/12/19	LT	6	6
4	Instructional Materials Technician	07/12/19	OTBS	7	5
5	Manager - Credentials Services	07/16/19	LT	2	2
6	Student Services Specialist	07/16/19	OTBS	4	4
7	Paraeducator - Special Education	07/17/19	AIDES	29	Unranked
8	Director II - Grants & Partnerships	07/18/19	LT	2	2
9	Budget Analyst	07/23/19	LT	9	6
10	Custodian	07/24/19	OSS	6	5
11	Accounting Specialist I/II	07/29/19	OTBS	12	8
12	Nutritionist - Early Learning Services	08/01/19	OTBS	3	3
13	Associate Teacher - Restricted (Spanish Required)	08/02/19	AIDES	5	5
14	Administrative Research Assistant	08/09/19	OTBS	7	6
15	Paraeducator - Alternative Education	08/12/19	AIDES	6	4
16	Administrative Assistant II	08/13/19	OTBS	9	7
17	Teacher Assistant I	08/12/19	AIDES	8	7

M. Monthly Vacancy Status Report – August 21, 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. Department Updates

Dhevan Mistry, Classified Personnel Services (CPS) Intern, completed his internship. Panel interviews for the department's Specialist position were held on August 20, 2019. An update on the selected candidate will be given at the September meeting.

B. Job Fairs

CPS staff are attending the job fair at Pacific Oaks College on August 22, 2019, along with staff from Employment Services and Early Learning Services. Pacific Oaks offers Early Childhood Education programs. This job fair is to recruit candidates for the Early Learning Services Department.

The SCCOE will host the Classified Job Fair on Saturday, September 28, 2019. All school districts in Santa Clara County are invited to attend. CPS plays a critical role in pre-registering candidates

and check-in. CPS works very closely with Michelle Fine, Supervisor - Administrative Services, who handles all the advertising and coordination with the districts.

C. Webinar

Classified Personnel Services hosted a webinar on July 31, 2019, on the topic of Independent Contractors and CalPERS. Staff from Internal Business Services, Payroll Services, and Risk Management participated.

D. Associate Teacher Bid Board

CPS hosted the Associate Teacher Bid Board on August 6, 2019. Approximately 27 Associate Teachers chose positions for the new school year.

VIII. CLOSED SESSION @ 11:08 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, September 11, 2019, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 11:36 a.m.

Respectfully submitted,



Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission