

**PERSONNEL COMMISSION  
REGULAR MEETING #482  
NOVEMBER 13, 2019, 10:00 A.M.  
APPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Rodney Martin at 10:04 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 Meipo Flores, Classified Personnel Specialist II

OTHERS PRESENT
Anisha Munshi, Assistant Superintendent - Personnel Services Jennifer Del Bono, Director - Safe and Healthy Schools

**III. APPROVAL OF AGENDA**

**MOTION #482-1:** The Commission approved Agenda #482, November 13, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #482-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #482-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #481, October 9, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

**MOTION #482-2:** carried unanimously.

**MOTION #482-3:** The Commission approved the Minutes for the Personnel Commission Special Meeting #72, October 25, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #482-3:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Public Hearing to Consider the Joint Appointee, Mr. Rodney Martin, to the Personnel Commission**

A public hearing on the Personnel Commission's intended Joint Appointee was held at the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

<b>Location:</b>	<b>Santa Clara County Office of Education 1290 Ridder Park Drive San Jose, CA 95131 Board Room (First Floor)</b>	<b>Date:</b>	<b>November 13, 2019</b>
		<b>Time:</b>	<b>10:00 a.m.</b>

Open Hearing at: 10:05 a.m.

Motion: L. Spector

Second: N. Gervase

Vote: Approved

Close Hearing at: 10:06 a.m.

Motion: N. Gervase

Second: L. Spector

Vote: Approved

### **Appointment of the Intended Joint Appointee to the Personnel Commission**

**Motion #482-4:** The Commissioners appointed and publicly announced the Joint Appointee, Mr. Rodney Martin, to the Personnel Commission, initiating in December 2019, for a three year term, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

**Motion #482-4:** carried unanimously.

### **B. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #482-5:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #482-5:** carried unanimously.

#### **Classification**

- **Manager - Safe and Healthy Schools, Range 12**

Jennifer Del Bono, Director - Safe and Healthy Schools, addressed the Commission and provided an overview of the Department, the work performed, and the need for the position.

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

**MOTION #482-6:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #482, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

**MOTION #482-6:** carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Teacher Assistant - Educare (Spanish/Vietnamese)	10/03/19	AIDES	4	4
2	Staffing Specialist, Human Resources	10/04/19	OTBS	5	5
3	Community Engagement/Public Relations Specialist	10/08/19	OTBS	6	4
4	Human Resources Specialist I/II	10/10/19	OTBS	10	6
5	SELPA Data Specialist	10/10/19	OTBS	3	3
6	Paraeducator - Special Education	10/16/19	AIDES	7	Unranked
7	Manager - Data Systems	10/18/19	LT	7	6
8	Environmental Education Liaison/Recruiter	10/22/19	OTBS	5	4
9	Data Warehouse Analyst	10/24/19	OTBS	2	2
10	Graphic Designer	10/25/19	OTBS	9	8
11	Research Analyst, Senior/Grant Writer	10/25/19	OTBS	5	4
12	Manager - Early Learning Services/Planning and Support	10/29/19	LT	6	5
13	Accountant I/II	10/30/19	OTBS	14	5
14	Administrative Assistant III	11/01/19	OTBS	12	7
15	Associate Teacher - Restricted	11/04/19	AIDES	3	3

**D. Monthly Vacancy Status Report – November 13, 2019**

Ms. Marisa Perry, Supervisor - Classification & Recruitment, reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered. Ex-Officio Secretary Muñoz commended Ms. Perry and staff on their hard work and efforts required with the high number of recruitments.

**E. Personnel Commission Annual Report 2018-2019 (First Draft)**

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. Presented before the Personnel Commission is a draft of the 2018 - 2019 Annual Report for Commission review. The final version of the Annual Report will be presented at the December 2019 Personnel Commission meeting. Among other information, the Annual Report provides statistical information relating to applications, recruitment and classified staffing, as well as disciplinary hearings and appeals data. A copy of the draft Annual Report is included.

**VII. SECRETARY'S REPORT**

Ex-Officio Secretary Muñoz reported on the following:

**A. Department Updates**

November 15, 2019 is Ex-Officio Secretary Muñoz's last day. He thanked the commissioners and staff for their support. Commissioner Gervase commended Secretary Muñoz for the superior job done during his tenure. Commissioners Martin and Spector also thanked him for his service and job well done, and wished him success with his next endeavor.

**B. Discipline Appeal**

Ex-Officio Secretary Muñoz notified the Personnel Commission that the pending discipline appeal has not been resolved and a hearing date is needed. The hearing date was scheduled for December 11, 2019.

**VIII. CLOSED SESSION @ 10:47 A.M.**

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

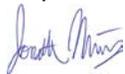
**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, December 11, 2019, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 11:47 a.m.

Respectfully submitted,



Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission