

**PERSONNEL COMMISSION
REGULAR MEETING #490
JULY 15, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/96851951637?pwd=NGxKOHd5dkhjdnFZQ0NBK2Z5eXN1Zz09>

Dial In Number: 1-669-900-6833

Meeting ID: 968 5195 1637

Password: 166297

APPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by President Libby Spector at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President Nicholas Gervase, Vice President Rodney Martin, Member	Marisa Perry Linda Gore Yasmeen Husain

OTHERS PRESENT	
Angela Ballou Suzanne Carrig Tammy Dhanota Antonio Fuentes Michael Garcia	Sarah Gianocarò Kellie Guevara Pam Hale John Ngo

III. APPROVAL OF AGENDA

MOTION #490-1: The Commission approved Agenda #490, July 15, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #490-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #490-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #489, June 10, 2020, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #490-2: carried unanimously.

V. UNFINISHED BUSINESS

Candidate Selection: Director III – HR/Classified Personnel Services (Merit Rule 4.14 /Government Code Section 54957)

President Libby Spector announced the Commission had extended an employment offer to Ms. Marisa Perry, who accepted the position of Director III – HR / Classified Personnel Services, with a start date of July, 1, 2020.

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

None

VII. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #490-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #490-3: carried unanimously.**Classification**

- **Manager – Research, Evaluation and Planning, Range 11**

SEIU representatives raised questions regarding position funding and promotional opportunities for unit members. Suzanne Carrig, Director–Policy Development and Administrative Programs, provided department and position information and grant funding sources. Discussion ensued. Vice-President Gervase addressed SEIU representatives about their expectations of the Commission and provided clarifying information.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #490-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #490-4: carried unanimously.**Classification**

- **Supervisor – Child Care Resource and Referral, Range 8**

Michael Garcia, Director – Child Care Planning & Support provided information on this new annual contract from the California Department of Education. SEIU representatives posed questions regarding the reporting structure and the need for this position. Antonio Fuentes, Director–Early Learning Services (ELS) discussed the differences between current ELS functions; the establishment of the Supervisor position would not impact the functions of current positions in ELS.

Michael Garcia further provided duties required of the Supervisor position. Antonio Fuentes explained the income eligibility guidelines for Head Start and the connection between ELS and the Resource and Referral (R&R) Department. Families that don't qualify for Head Start would be referred to R&R and their network of providers, to find placement for the children of Santa Clara County.

Sarah Gianocarò expressed her opinion, as this position won't have many employees to oversee; it might be worthwhile for the Director to oversee the Specialists, rather than establishing another management position.

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #490-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #490-5: carried unanimously.**Classification**

- **Child Care Resource and Referral Specialist, Range 44**

Sarah Gianocarò expressed concern over the minimum qualifications needed for the Specialist position, as opposed to other comparable Specialist positions within the Office. Marisa Perry, Director-HR/Classified Personnel Services explained the education and experience equivalency and how they are similar in requirements.

SEIU representatives requested a higher salary range for this position at Range 46, to align with other Specialist positions within the Office. Marisa Perry stated the position requirements do

align with other similar positions within Early Learning Services. President Spector requested an audit of the salary placement, to be presented at the next meeting.

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

MOTION #490-6: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #490, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #490-6: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Director III - HR/Classified Personnel Services	06/05/20	LT	8	8
2	Director III - District Business Services	06/08/20	LT	1	1
3	Administrative Assistant IV	06/10/20	OTBS	9	7
4	Community Engagement/Public Relations Specialist	06/16/20	OTBS	9	8
5	Financial Administrator - Charter Schools	06/18/20	LT	8	5

E. Monthly Vacancy Status Report – July 15, 2020

Ms. Marisa Perry, Director III – HR/Classified Personnel Services, reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

Vice President Gervase inquired about the Chief Business Officer position. Ms. Perry stated the current CBO was retiring; the position was currently posted and the recruitment was being handled by an outside agency. Mr. Gervase asked Ms. Perry to obtain details of the recruitment.

Sarah Gianocarò asked about the Foster Youth Liaison position not appearing on the Vacancy Status Report. Ms. Perry stated the Commission office had not been notified yet of the re-filling of that position. Angela Ballou requested a list of eliminated positions, if possible. Ms. Perry said her request would be forwarded to HR Administration, who handles those actions.

VIII. SECRETARY'S REPORT

Ex-Officio Secretary Perry reported on the following:

A. Office Updates

Commission staff continues to work from home as work is increasing. Recruitments are transitioning to a virtual process for written exams and oral interview panels. Positive feedback has been received from panel members and candidates on the new process. Remote testing is currently not available from CODESP; staff are researching additional options for testing.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, August 12, 2020, at 10:00 a.m., via Zoom.

X. ADJOURNMENT

The meeting adjourned at 11:04 p.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission