I. CALL TO ORDER
The meeting was called to order by President Nicholas Gervase at 10:00 a.m.

II. ROLL CALL

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>STAFF PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicholas Gervase, President</td>
<td>Jonathan Muñoz, Director – HR / Classified Personnel Services</td>
</tr>
<tr>
<td>Rodney Martin, Vice President</td>
<td>Veronica Contreras, Executive Assistant</td>
</tr>
<tr>
<td>Libby Spector, Member</td>
<td>Meipo Flores, Staffing Specialist</td>
</tr>
</tbody>
</table>

III. APPROVAL OF AGENDA
MOTION #466-1: The Commission approved Agenda #466, July 11, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.
MOTION #466-1: carried unanimously.

IV. APPROVAL OF MINUTES
MOTION #466-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #465, June 13, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.
MOTION #466-2: carried unanimously.

V. HEARING OF PERSONS TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS
None

VI. NEW BUSINESS
A. Approval to Pilot Announcing Examination Bulletins less than 15 Days
MOTION #466-3: The Commission approved to pilot announcing job bulletins for less than 15 days, through the 2018/19 fiscal year, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.
MOTION #466-3: carried unanimously.

Personnel Commission rules state that job bulletins must be announced for a minimum of 15 days. To maintain a competitive advantage among school districts and other Silicon Valley employers, this pilot period will address and alleviate lag time in hiring by closing recruitments more quickly; thus, increasing capacity for services. Furthermore, the unemployment rate is at a historical low 3.8%, resulting in highly qualified job seekers not remaining in the job market for long periods of time; this will also support the office’s ability to hire a greater number of highly qualified candidates. The Commissioners commented that this pilot will be a good thing to try and expressed their appreciation of the explanation Mr. Muñoz provided of how recruitment methods have evolved.

B. Approval / Ratification of Establishing and / or Extending Eligibility Lists
MOTION #466-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #466, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.
MOTION #466-4: carried unanimously.

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>DATE</th>
<th>UNIT</th>
<th>NUMBER OF ELIGIBLES</th>
<th>NUMBER OF RANKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Education Program Lead</td>
<td>06/15/18</td>
<td>AIDES</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Emergency Preparedness, School Safety and Security Administrator</td>
<td>06/21/18</td>
<td>LT</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Custodian</td>
<td>06/22/18</td>
<td>OSS</td>
<td>16</td>
<td>15</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>06/25/18</td>
<td>OTBS</td>
<td>11</td>
<td>8</td>
</tr>
<tr>
<td>School Office Coordinator - Special Education</td>
<td>06/26/18</td>
<td>OTBS</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>District Business Advisor</td>
<td>06/27/18</td>
<td>LT</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Student Assessment Technician</td>
<td>06/27/18</td>
<td>AIDES</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Manager - Program and Quality Assurance</td>
<td>06/28/18</td>
<td>LT</td>
<td>7</td>
<td>5</td>
</tr>
</tbody>
</table>

C. **Monthly Vacancy Status Report – July 11, 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. **September Regular Meeting Date Change from September 12, 2018 to September 19, 2018**

Ex-Officio Secretary Muñoz reminded the Commissioners of the date change. The meeting date was changed from September 12, 2018 to September 19, 2018.

B. **Head Start Bid Board**

The Associate Teacher Bid Board was held on May 29, 2018. However, because several positions did not make it to the Bid Board, a second bid board, with the assistance of SEIU and Veronica Contreras - Executive Assistant, was administered electronically in July.

C. **Presentation to the County Board of Education**

President Nicholas Gervase commended Mr. Muñoz on his presentation of the Personnel Commission and history of the Merit System to the County Board of Education on June 13, 2018.

D. **Instructional Assistant Job Fair – Saturday, July 14, 2018**

SCCOE is hosting the Job Fair from 9:00 a.m. to 12:00 p.m., on July 14, 2018. The office is seeking to fill positions for both the Special Education and Early Learning Services departments.

VIII. **FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for Wednesday, August 8, 2018, at 10:00 a.m.

IX. **ADJOURNMENT**

The meeting adjourned at 10:19 a.m.

Respectfully submitted,

Jonathan Muñoz
Ex-Officio Secretary, Personnel Commission