I. CALL TO ORDER
The meeting was called to order by President Rodney Martin at 10:01 a.m.

II. ROLL CALL

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>STAFF PRESENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rodney Martin, President</td>
<td>Jonathan Muñoz, Director III - HR / Classified Personnel Services</td>
</tr>
<tr>
<td>Libby Spector, Vice President</td>
<td>Marisa Perry, Supervisor - Classification &amp; Recruitment</td>
</tr>
<tr>
<td>Nicholas Gervase, Member</td>
<td>Linda Gore, Executive Assistant</td>
</tr>
</tbody>
</table>

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

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.

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