

Santa Clara County  Office of Education

**PERSONNEL COMMISSION  
REGULAR MEETING #466  
JULY 11, 2018, 10:00 A.M.  
ADOPTED MINUTES**

**I. CALL TO ORDER**

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

**II. ROLL CALL**

MEMBERS PRESENT	STAFF PRESENT
Nicholas Gervase, President Rodney Martin, Vice President Libby Spector, Member	Jonathan Muñoz, Director – HR / Classified Personnel Services Veronica Contreras, Executive Assistant Meipo Flores, Staffing Specialist

**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.

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

**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