

Santa Clara County Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #385
May 19, 2011

- Members Present: Libby Spector, President
Nick Gervase, Vice President
Rodney Martin, Member
- Staff Present: Philip J. Gordillo, Ex-Officio Secretary
Barbara Monges, Administrative Assistant to the Director
Sheila Lopez, Personnel Analyst
- Others Present: Laura Kidwiler, Chief Human Resources Officer

The meeting was called to order by President Spector at 10:05 A.M.

Approval of Agenda

MOTION #385-1 by Mr. Martin, seconded by Mr. Gervase to approve Agenda #385, May 19, 2011
MOTION #385-1 carried unanimously.

Approval of Minutes #384 – April 14, 2011

MOTION #384-2 by Mr. Gervase, seconded by Mr. Martin to approve minutes #384, April 14, 2011
MOTION #384-2 carried unanimously.

Hearing of Persons Desiring to Address the Commission to Present Petitions - None

New Business

A. Position Reallocations for Teacher Assistants – Head Start

The Personnel Commission approved the following personnel actions: Reallocated the positions belonging to the two (2) teacher assistant employees, identified at the bottom of chart below (rows 20-21), to the identified teacher assistant classification. These actions shall be considered a position change. These actions shall be effective May 19, 2011.

	EMPLOYEE NAME	PC#	SITE	CURRENT TITLE	NEW TITLE	EFFECTIVE DATE
1	Julia Cruz	02138	Rouleau	TA I-Restricted	TA II-Restricted	02/16/2011
2	Lucy Imru	01929	Franklin	TA I-Restricted	TA II-Restricted	02/16/2011
3	Dora Martinez	01615	C-Ranch	TA I-Restricted	TA II-Restricted	02/16/2011
4	H. Oanh Nguyen	01429	Rose	TA I-Restricted	TA II-Restricted	02/16/2011
5	Hoa Nguy	02972	A-Rock	TA I-Restricted	TA II-Restricted	02/16/2011
6	Valentina Osbual	01804	San Jose	TA I-Restricted	TA II-Restricted	02/16/2011
7	Ngoc Chan-Dao	01973	Edenvale	TA II-Restricted	TA III-Restricted	02/16/2011
8	D. Trang-Nguyen	03400	Presley	TA II-Restricted	TA III-Restricted	02/16/2011

	EMPLOYEE NAME	PC#	SITE	CURRENT TITLE	NEW TITLE	EFFECTIVE DATE
9	Huong Pham	01685	San Jose	TA II-Restricted	TA III-Restricted	02/16/2011
10	Patricia Arellano	02971	S. Antonio	TA I-Restricted	TA II-Restricted	03/16/2011
11	Graciela Cooper	02545	D-Buono	TA I-Restricted	TA II-Restricted	03/16/2011
12	A. Guadarrama	01610	Glenview	TA I-Restricted	TA II-Restricted	03/16/2011
13	Van Le	01913	Story Rd.	TA I-Restricted	TA II-Restricted	03/16/2011
14	Neelam Rani	02381	Rainbow	TA I-Restricted	TA II-Restricted	03/16/2011
15	Aurora Uicab	02383	F. House	TA I-Restricted	TA II-Restricted	03/16/2011
16	M. Sanchez-Zepeda	02546	H. Fehl	TA I-Restricted	TA II-Restricted	03/16/2011
17	Angela Hernandez	01432	Cinderella	TA I-Restricted	TA II-Restricted	04/20/2011
18	Francisca Lankford	01693	Milpitas	TA I-Restricted	TA II-Restricted	04/20/2011
19	Lana Nguyen	01911	KR Smith	TA I-Restricted	TA II-Restricted	04/20/2011
20	Josephina Silva	03216	Leavesley	TA I-Restricted	TA II-Restricted	05/19/2011
21	Gloria Munoz	01624	Story Road	TA I-Restricted	TA II-Restricted	05/19/2011

- B. Approval of Classification Specifications: Paraeducator, SPED and Paraeducator, AED (Paraprofessional Unit)
MOTION #385-3 by Mr. Martin, seconded by Mr. Gervase to revise the job class specifications for the Paradeducator, SPED and Paradeducator, AED-Range 37.0 (\$16.83 - \$19.87) the above actions shall be effective May 1, 2011.
MOTION #385-3 carried unanimously.
- C. 2011-2012 Annual Personnel Commission Budget
MOTION #385-4 by Mr. Martin, seconded by Mr. Gervase to approve the annual budget of the Personnel Commission.
MOTION #385-4 carried unanimously.
- D. Approval of Eligibility Lists
Merit Rule 9.02 states that “*Eligibility Lists shall be presented to the Personnel Commission for approval.*” Therefore, the Personnel Commission approves the following list:

	Classification	Date	Unit	Number Eligible Persons	Number Ranks
1.	Technology Support Specialist	05/16/2011	OTBS	12	8

(ACS): Alternate Class Series

- E. Monthly Vacancy Status Report – May 19, 2011
Ex-Officio Secretary Gordillo gave an oral report on the Monthly Vacancy Status Report and Positions Filled Report. The Commissioners accepted the report as delivered.

F. Secretary's Report

Ex-Officio Secretary Gordillo reported on the following:

- Dalila Martinez, Classified Recruitment Specialist with CPS and a 10 year employee of SCCOE has resigned and relocated with her family to Nevada, effective May 6, 2011.
- Jeffrey Nabity, our part-time Classified Recruitment Specialist will move into a full time position.
- Adriana Casas will be back from leave on July 7, 2011.
- Ex-Officio Secretary Gordillo attended both the PASSco conference in Sacramento and the WRIPAC conference In Las Vegas with Laura Kidwiler, Chief Human Resources Officer.
- Ex-Officio Secretary Gordillo will begin to train new parents for the Head Start Parent Policy Council.
- The Head Start TA III job description will be revised presented to the Personnel Commission for approval.
- Implementation of the Ewing Classification and Compensation study will be presented at the May 24, 2011 Leadership Team meeting.

G. Future Meetings or Discussion Items

There are two Personnel Commission meetings scheduled in June; June 9, 2011 and June 23, 2011

H. Adjournment

The meeting adjourned at 10:55 A.M.

Respectfully submitted,

Philip J. Gordillo
Ex-Officio Secretary, Personnel Commission

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