

Santa Clara County Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #377
September 9, 2010

Members Present: Rodney Martin, President
Libby Spector, Vice President
Nicholas Gervase, Member

Staff Present: Philip J. Gordillo, Ex-Officio Secretary
Barbara Monges, Administrative Assistant to the Director
Sheila Lopez, Personnel Analyst
Jeffrey Nability, Recruitment Specialist I

Others Present: Laura Kidwiler, Chief Human Resources Officer
Bill Ewing, Consultant
Matthew Cottrell, SEIU, #521

The meeting was called to order by President Martin at 10:00 A.M.

Approval of Agenda

MOTION #377-1 by Ms. Spector, seconded by Mr. Gervase to approve Agenda #377, September 9, 2010.

MOTION #377-1 carried unanimously.

Approval of Minutes #376 – August 12, 2010

MOTION #376-2 by Mr. Gervase, seconded by Ms. Spector to approve minutes #376, August 12, 2010.

MOTION #376-2 carried unanimously.

Hearing of Persons Desiring to Address the Commission to Present Petitions

Matthew Cottrell, SEIU, Local 521 expressed his gratitude & appreciation for the support that the office has given to the Teacher Assistant's in Head Start as they begin the process of meeting the 2015 mandate that all TA's have an AA degree.

Unfinished Business

Philip Gordillo introduced Jeffrey Nability to the Personnel Commission. Jeffrey is a newly hired Personnel Recruitment Specialist I.

New Business

A. Announcement of Intended Joint Appointee to the Personnel Commission

MOTION #377-3 by Ms. Spector, seconded by Mr. Gervase to announce the name of Mr. Rodney Martin as their intended appointee. Interested parties are invited to present their views on the Commission's appointment at 10:00 a.m., Thursday, October 14, 2010.

MOTION #377-3 carried unanimously.

B. Revision of Classification Specifications – Chief Information Officer (Classified Management) and Chief Systems Architect (Classified Management)

MOTION #377-4 by Mr. Gervase, seconded by Ms. Spector to revise the job class specifications for the Chief Information Officer, Classified Management Range A (\$108,882-\$136,228) including a class title change to Director, Information Systems Center and revise the classification specifications for Chief Systems Architect, Classified Management Range 2.0 (\$99,715-\$123,563) including a class title change to Manager, System Administration. The above actions shall be effective September 1, 2010.

MOTION #377-4 carried unanimously

C. Revision of Classification – School Safety Officer (OTBS Unit)

At the Personnel Commission meeting on August 12, 2010, the class specifications for School Safety Officer were established and approved. Following the approval, the Director determined that additional employment standards needed to be included in accordance with SB 1626.

MOTION #377-5 by Ms. Spector, seconded by Mr. Gervase to revise the class specifications for School Safety Officer. Salary range assignment to remain status quo at OTBS Unit, Range 40.0 (\$19.47-\$23.08) effective August 1, 2010.

MOTION #377-5 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 Director respectfully recommends the Personnel Commission approve the establishment of the following lists:

<i>Classification</i>	<i>Date</i>	<i>Unit</i>	<i>Number Eligible Persons</i>	<i>Number Ranks</i>
1. Accounting Specialist I/II	08/27/10	OTBS	2	3
2. Chief Business Officer	08/23/10	MGMT	5	5
3. Education Assistant, Special Education – NCLB	08/26/10	AIDES	15	15
4. ERSEA Coordinator-Restricted	08/12/10	OTBS	3	3
5. Network Enterprise Engineer	08/30/10	OTBS	4	3
6. Teacher Assistant III-Bilingual Spanish-Restricted	08/17/10	AIDES	1	1

(ACS): Alternate Class Series

E. Monthly Vacancy Status Report – September 9, 2010

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:

- Ex-Officio Secretary updated the commission on the agreement reached between management and SEIU in regards to the side letter being prepared outlining the new requirement that all Teacher Assistants in Head Start must have an AA degree by 2015.
- Ex-Officio Secretary updated the Commissioners of the upcoming Northern California Personnel Commission conference to be held at SCCOE on October 2, 2010.
- Ex-Officio Secretary updated the Commissioners on the on-going hiring process for Education Assistants.
- Ex-Officio Secretary talked briefly about the new School Safety Officer and the need for this position in the Alternative Schools Department.
- Ex-Officio Secretary shared with the Commissioners his plan to invite George Cole, CSPC Executive Director, to speak at a future Personnel Commission Meeting.

G. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for October 14, 2010. There will be a Public Hearing regarding the intended joint appointee to the Personnel Commission.

H. Closed Session – Discussion of Classification and Compensation Study (Government Code Section 54957.6).
Announcement from Closed Session:

- I. Adjournment
The meeting adjourned at 11:08 A.M.

Respectfully submitted,

Philip J. Gordillo
Ex-Officio Secretary, Personnel Commission

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