

# Santa Clara County Office of Education

PERSONNEL COMMISSION  
UNADOPTED MINUTES  
REGULAR MEETING #375  
July 8, 2010

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

Staff Present: Philip J. Gordillo, Ex-Officio Secretary  
Alicia C. Shemirani, (Sub) Administrative Assistant to the Director  
Sheila Lopez, Personnel Analyst

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

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

#### Approval of Agenda

**MOTION #375-1** by Ms. Spector, seconded by Mr. Gervase to approve Agenda #375, July 8, 2010.

**MOTION #375-1** carried unanimously.

#### Approval of Minutes #374 – June 17, 2010

**MOTION #375-2** by Mr. Gervase, seconded by Ms. Spector to approve minutes #374, June 17, 2010.

**MOTION #375-2** carried unanimously.

#### Hearing of Persons Desiring to Address the Commission to Present Petitions

Matthew Cottrell, SEIU, Local 521 expressed his concern regarding the TA's who may not qualify to keep their positions as Teacher Assistants because they may not be able to get their AA or AS degree due to the deadline of 2013. Mr. Cottrell, Ms. Kidwiler and Mr. Gordillo agreed that they hope to come to some solution regarding this issue and that they are committed in assisting the employees. Vice President Gervase and the Commissioners commented that they appreciate Mr. Cottrell's comments.

#### Unfinished Business – None

#### New Business

A. Establishment of Classification – Director, Digital Design & Media Services – (Classified Management)

After a question and answer discussion, the following motion was made.

**MOTION #375-3** by Ms. Spector, seconded by Mr. Gervase, to establish the class specifications for Director, Digital Design and Media services, and assign this job class to Classified Management, Range 2.0 (\$99,715-\$123,563), effective July 1, 2010

**MOTION #375-3** carried unanimously.

B. Establishment of Classification – Communications/Staff Liaison (OTBS Unit)

**MOTION #375-4** by Mr. Gervase, seconded by Ms. Spector to establish the class specifications for Communications/Staff Liaison and assign this classification to OTBS Unit, Range 43.0 (\$3,887-\$4,596, effective July 1, 2010

**MOTION #375-4** carried unanimously.

C. Revision of Classification Specifications – Data Base Administrator (OTBS Unit)

**MOTION #375-5** by Ms. Spector, seconded by Mr. Gervase to approve the revised class specifications for Data Base Administrator, OTBS Unit, Range 58.0, (\$7,871-\$9,347), effective July 1, 2010.

**MOTION #375-5** carried unanimously

D. Position Allocations for NCLB Qualified Aide Workers

Ex-Officio Secretary Gordillo stated that this is the last NCLB report.

**MOTION #375-6** approved by Ms. Spector and seconded by Mr. Gervase to reallocate the positions belonging to the 10 aide unit employees who are now NCLB compliant. .

**MOTION #375-6** carried unanimously.

E. Approval of Eligibility Lists

Merit Rule 9.02 states that “Eligibility Lists shall be presented to the Personnel Commission for approval.”

**MOTION #375-7** approved by Mr. Gervase, seconded by Ms. Spector to approve the establishment of the following lists:

<i>Classification</i>	<i>Date</i>	<i>Unit</i>	<i>Number Ranks</i>	<i>Number Eligible Persons</i>	<i>List Type</i>
1. Application Support Technician/Specialist (ACS)	06/21/2010	OTBS	6	6	Open/Promotional

(ACS): Alternate Class Series

**MOTION #375-7** carried unanimously.

F. Monthly Vacancy Status Report – July 8, 2010

Ex-Officio Secretary Gordillo gave an oral report on the Monthly Vacancy Status Report and Positions Filled Report. Mr. Jeffrey Nabity has been hired as the part-time Classified Personnel Specialist I and will begin on Monday, July 12. The Commissioners accepted the report as delivered.

G. Secretary's Report

Ex-Officio Secretary Gordillo reported on the following:

- Reported that 24 Teacher Assistants came to the Bid Board. Location was the major concern for employees
- Working with SEIU regarding layoffs
- Classified Personnel staff sent out 500 letters to Education Assistants regarding the Transfer Bid Board---Only 15 Education Assistants have responded – Transfer Bid Board on Monday, July 19
- Planning to have Saturday Education Assistant interviews with principals and HR staff will be assisting
- Ex-Officio Secretary Gordillo updated the Commissioners on the Classification and Compensation study being conducted by Ewing Consulting – July interview sessions will be conducted
- Ex-Officio Secretary Gordillo informed the Commission he will be attending the Head Start conference in Las Vegas from July 12 through July 16.

H. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for August 12, 2010. More technical positions will be presented to the Commission. Ex-Officio Secretary Gordillo will ask Dr. Calhoun to attend this meeting. There will be two items for Closed Session on August 12. Ex-Officio Secretary Gordillo’s Evaluation and President Rodney Martin’s term is coming up.

I. Adjournment

The meeting adjourned at 10:55 A.M.

Respectfully submitted,

Philip J. Gordillo  
Ex-Officio Secretary, Personnel Commission

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