

Santa Clara County Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #387
August 10, 2011

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

Staff Present: Philip J. Gordillo, Ex-Officio Secretary
Barbara Monges, Assistant to the Executive Director, Human Resources
Sheila Lopez, Personnel Analyst

Others Present: Pat Miklica, Manager, Payroll Services
Barbara DeGregorio, Manager Unemployment Insurance

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

Approval of Agenda

MOTION #387-1 by Mr. Martin, seconded by Mr. Gervase to approve Agenda #387, August 10, 2011
MOTION #387-1 carried unanimously.

Approval of Minutes #386 – June 9, 2011

MOTION #386-2 by Mr. Gervase, seconded by Mr. Martin to approve minutes #386, June 9, 2011
MOTION #386-2 carried unanimously.

Approval of Minutes #57 – June 23, 2011 – Special Meeting

MOTION #57-3 by Mr. Martin, seconded by Mr. Gervase to approve minutes #57, June 23, 2011
MOTION #57-3 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 in rows 1 - 9 to Teacher Assistant II, and rows 10 -19 to Teacher Assistant III. These actions shall be considered a position change. and shall be effective August 11, 2011.

PC#	SITE	CURRENT TITLE	NEW TITLE	EFFECTIVE DATE	
1	0116	Hollister	TA I-Restricted	TA II-Restricted	08/11/2011
2	2037	Almaden	TA I-Restricted	TA II-Restricted	08/11/2011
3	2137	Rouleau	TA I-Restricted	TA II-Restricted	08/11/2011
4	2547	Sunset	TA I-Restricted	TA II-Restricted	08/11/2011

PC#	SITE	CURRENT TITLE	NEW TITLE	EFFECTIVE DATE	
5	2957	Santee	TA I-Restricted	TA II-Restricted	08/11/2011
6	2040	San Jose	TA I-Restricted	TA II-Restricted	08/11/2011
7	2730	Los Arboles	TA I-Restricted	TA II-Restricted	08/11/2011
8	2731	Wool Creek	TA I-Restricted	TA II-Restricted	08/11/2011
9	2732	Orange Blossom	TA I-Restricted	TA II-Restricted	08/11/2011
10	1910	Steindorf	TA I-Restricted	TA III-Restricted	08/11/2011
11	2960	Job Corps	TA I-EHS	TA III-Restricted	08/11/2011
12	1623	Franklin House	TA II-Restricted	TA III-Restricted	08/11/2011
13	1689	Mayfair	TA II-Restricted	TA III-Restricted	08/11/2011
14	1818	Job Corps	TA II-Restricted	TA III-Restricted	08/11/2011
15	2550	Christopher Ranch	TA II-Restricted	TA III-Restricted	08/11/2011
16	2600	San Jose	TA II-Restricted	TA III-Restricted	08/11/2011
17	2741	Hollister	TA II-Restricted	TA III-Restricted	08/11/2011
18	2972	Alum Rock	TA II-Restricted	TA III-Restricted	08/11/2011
19	2974	San Antonio	TA II-Restricted	TA III-Restricted	08/11/2011

B. 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.	Education Interpreter/Tutor, DHOH	06/24/11	PARA	2	2
2.	Education Interpreter/Tutor, DHOH	08/02/11	PARA	1	1
3.	Health Technician, Environmental Education	06/16/11	OTBS	6	4
4.	Paraeducator, SPED	07/26/11	PARA	46	46

(ACS): Alternate Class Series

C. Monthly Vacancy Status Report – August 10, 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.

D. Secretary's Report

Ex-Officio Secretary Gordillo reported on the following:

- The labor agreement between the office and SEIU has rolled over for this year.
- The Leadership Team classification and compensation study was approved by the Personnel Commission on June 23, 2011; however there is additional information regarding the request made by the Manager of Payroll Services and the Managers of Unemployment Insurance to reevaluate the findings for these two positions. Ex-Officio Secretary Gordillo hopes to discuss findings with Mr. Ewing the week of August 15, 2011 and may be able to respond at the next Personnel Commission meeting on September 8, 2011.
- Ex-Officio Secretary Gordillo reported that Head Start Parent Policy approved all the Teacher Assistant staffing changes and is preparing trainings for new parents to the Head Start program.
- Ex-Officio Secretary Gordillo reported briefly on his transition into his new role as the Executive Director. He highlighted his plans to develop an annual Human Resources Report, the success of the Champions for Leadership program and his first meeting with the Teachers Union.
- Ex-Officio Secretary Gordillo reported on the announced resignation of Superintendent Weis, effective June 30, 2012.

E. Future Meetings or Discussion Items

In response to scheduling demands in Human Resources the Personnel Commission has graciously agreed to move further Personnel Commission meetings from the second Thursday of each month to the second Wednesday. The next Personnel Commission meeting is scheduled for September 8, 2011.

F. Adjournment

The meeting adjourned at 10:40 A.M.

Respectfully submitted,

Philip J. Gordillo
Ex-Officio Secretary, Personnel Commission

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