

Santa Clara County Office of Education

PERSONNEL COMMISSION
UNADOPTED MINUTES
REGULAR MEETING #380
December 8, 2010

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

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

Others Present: Alicia Salas,
Pat Miklica, Manager, Payroll Services
Amy Rivera, Payroll Specialist
Matthew Cottrell, SEIU, #521

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

Approval of Agenda

MOTION #380-1 by Ms. Spector, seconded by Mr. Martin to approve Agenda #380, December 8, 2010
MOTION #380-1 carried unanimously.

Approval of Minutes #379 – November 2010

MOTION #379-2 by Mr. Martin, seconded by Ms. Spector to approve minutes #378, October 14, 2010.
MOTION #379-2 carried unanimously.

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

Unfinished Business - Employee Appeal: Rejection of Seniority Hours – Manager, Payroll Services

The Commission discussed this appeal in length. Ms. Miklica gave supporting information regarding her appeal at both the October and November Personnel Commission meetings.

MOTION #380-3 by Mr. Gervase, seconded by Ms. Spector to uphold the decision to reject the appeal.
MOTION #380-3 carried unanimously.

New Business

A. 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

<i>Classification</i>	<i>Date</i>	<i>Unit</i>	<i>Number Eligible Persons</i>	<i>Number Ranks</i>
1. Accountant I/II	11/29/10	OTBS	8	7
2. Administrative Assistant III	10/27/10	OTBS	6	6
3. Bus Driver	12/03/10	OSS	2	2
4. Database Administrator	11/24/10	OTBS	3	3
5. SPHC Assistant (4 Hours)	12/01/10	AIDES	3	3

6.	Credentials Specialist I/II (ACS)	11/18/10	OTBS	10	6
7.	Environmental Education Specialist	11/16/10	OTBS	9	7
8.	Teacher Assistant III (Restricted)	12/03/10	AIDES	3	3

E. Monthly Vacancy Status Report – December 8, 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:

- There are currently parent trainings scheduled for Head Start in January 2011. These trainings are for new Head Start parents and will introduce them to the COE interview process.
- Secretary Gordillo has been steadily conducting TA assessments for the last three months. He is happy to report that all but two sites have been completed.
- Secretary Gordillo will be requesting a title change for Education Assistants to the commission in early 2011.
- In November 2010 the Commission approved the position of Health Technician for Environmental Education. The Director at Walden West is asking for a revision to reduce the salary range for this position.
- The Recruitment Specialists along with the Personnel Analyst will be attending the WRIPAC conference in Carlsbad in early February 2011.
- The CSPCA conference is scheduled for February 2011 in Sacramento and an invitation was extended to the Commissioners.
- As agreed in the MOU with Head Start, all Teacher Assistant's were given a one time opportunity to apply for a TA III position. There are seven candidates that were able to move forward to a final interview with Ana Trujillo on December 16, 2010. It is at the discretion of the Director how many selections she will make from the seven candidates.

G. Future Meetings or Discussion Items

The next Personnel Commission meeting is scheduled for January 13, 2011

H. Adjournment

The meeting adjourned at 10:50 A.M.

Respectfully submitted,

Philip J. Gordillo
Ex-Officio Secretary, Personnel Commission

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