

**PERSONNEL COMMISSION**  
**REGULAR MEETING #468**  
**SEPTEMBER 19, 2018, 10:00 A.M.**  
**APPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Nicholas Gervase at 10:00 a.m.

**II. ROLL CALL**

MEMBERS PRESENT	STAFF PRESENT
Nicholas Gervase, President Rodney Martin, Vice President Libby Spector, Member	Jonathan Muñoz, Director - HR / Classified Personnel Services Marisa Perry, Supervisor - Classification & Recruitment

OTHERS PRESENT
Veronica Contreras, Supervisor - Substitute Services Philip Gordillo, Chief Human Resources Officer Abigail Ortiz-Baldwin, SCCOE Retiree Sheila Lopez, SCCOE Retiree Barbara Monges, SCCOE Retiree Alicia Shemirani, SCCOE Retiree Yoshiko Numoto, SCCOE Retiree Phil Benfield, Director - Information Systems Marcy Lauck, Director - Data Governance Projects Anisha Munshi, Director - Human Resources

**III. APPROVAL OF AGENDA**

**MOTION #468-1:** The Commission approved Agenda #468, September 19, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #468-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #468-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #467, August 8, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #468-2:** carried unanimously.

**V. HEARING OF PERSONS TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**

Mr. Philip Gordillo, Chief Human Resources Officer, presented a petition to the Personnel Commission regarding his seniority as Director III - Human Resources/Classified Personnel Services.

**VI. NEW BUSINESS**

**A. Approval of Classification Retitling and Revision**

**MOTION #468-3:** The Commission approved retitling the classification Supervisor - Health and Wellness to Supervisor - Safe and Healthy Schools, and revising the classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #468-3:** carried unanimously.

**B. Approval of Classification Retitling and Revision**

**MOTION #468-4:** The Commission approved retitling the classification Early Learning Services Compliance Monitor to Early Learning Services Site Monitor, and revising the classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #468-4:** carried unanimously.

**C. Approval of Classification Revision**

**MOTION #468-5:** The Commission approved revising the Systems Engineer classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #468-5:** carried unanimously.

Mr. Phil Benfield, Director - Information Systems, addressed the Commission and provided additional information regarding the proposed changes to the classification specification.

**D. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #468-6:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.

**MOTION #468-6:** carried unanimously.

**Classification**

- **Manager - Data Governance and Strategy, Range 12**

Ms. Marcy Lauck, Director - Data Governance Projects, and Mr. Phil Benfield addressed the Commission and provided additional information on why this position is needed to support DataZone.

**E. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #468-7:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.

**MOTION #468-7:** carried unanimously.

**Classification**

- **Manager - Data Systems, Range 13**

Ms. Marcy Lauck and Mr. Phil Benfield addressed the Commission and provided additional information on why this position is needed to support DataZone.

**F. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #468-8:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.

**MOTION #468-8:** carried unanimously.

**Classification**

- **Data Warehouse Analyst - Senior, Range 57**

Ms. Marcy Lauck and Mr. Phil Benfield addressed the Commission and provided additional information on why this position is needed to support DataZone.

**G. Approval of Position Reallocation**

**MOTION #468-9:** The Commission approved position reallocation for the following positions, moved by Mr. Rodney Martin and seconded by Ms. Libby Spector.

**MOTION #468-9:** carried unanimously.

**Classification**

- **Positions 000294 and 002608, Eligibility Enrollment Specialist, Range 42.5 to ERSEA Compliance Specialist - Restricted, Range 44.0**

**H. Approval / Ratification of Establishing and / or Extending Eligibility Lists**

**MOTION #468-10:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #468, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #468-10:** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	Administrative Assistant III	08/02/18	OTBS	11	11
2	Home Visiting Specialist - Early Head Start - Restricted	08/06/18	OTBS	6	5
3	Associate Teacher - Restricted	08/07/18	AIDES	7	6
4	Director I - Child Care Planning & Support	08/07/18	LT	5	4
5	IT Support Specialist	08/16/18	OTBS	8	6
6	Supervisor - Public Information	08/27/18	LT	5	5
7	Director III - Internal Business Services	08/28/18	LT	2	2
8	Print Support Technician	09/06/18	OTBS	1	1
9	Paraeducator - Special Education	09/06/18	AIDES	5	Unranked

**I. Monthly Vacancy Status Report – September 19, 2018**

Ex-Officio Secretary Muñoz reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

**VII. SECRETARY'S REPORT**

Ex-Officio Secretary Muñoz reported on the following:

**A. Classified Job Fair - Saturday, September 29, 2018**

Classified Personnel Services is collaborating with Substitute Services and Administrative Services to host the Classified Job Fair on September 29, 2018.

**B. Board's Appointee to the Commission**

The County Board of Education reappointed Mr. Gervase to a three year term to the Personnel Commission, commencing on December 1, 2018.

**C. Staffing Update**

Ms. Marisa Perry was promoted to Supervisor - Classification & Recruitment and Ms. Veronica Contreras was promoted to Supervisor - Substitute Services. A recruitment to fill the Executive Assistant position is underway.

**D. SPCA/NC Fall Conference**

Commission staff will be attending the SPCA/NC fall conference on October 7-9.

**E. Investing for Impact**

Ex-Officio Secretary Muñoz updated the Commission regarding the SCCOE's Investing for Impact focus for 2018/19, as well as the new goals, values and blue color theme.

**VIII. CLOSED SESSION AT 10:49 A.M.**

- A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957  
Title: Director - Human Resources / Classified Personnel Services

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for Wednesday, October 17, 2018, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 11:34 a.m.

Respectfully submitted,



Jonathan Muñoz  
Ex-Officio Secretary, Personnel Commission