

**PERSONNEL COMMISSION
REGULAR MEETING #508
JANUARY 12, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/93965694867>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 939 6569 4867

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 Libby Spector, Vice President Rod Adams, Member | Marisa Perry Linda Gore Yolanda Anguiano |

| OTHERS PRESENT | |
|--|--|
| Larry Oshodi Angela Ballou Tammy Dhanota | Cindy Duran Pam Hale Marcela Miranda |

III. ORGANIZATION OF THE COMMISSION FOR THE 2022 TERM

Due to the recent appointment of the Joint Appointee, President Gervase will continue his role as President. It is anticipated Vice-President Spector will assume the role of President about July, 2022. Then the regular term rotation will commence.

IV. APPROVAL OF AGENDA

MOTION #508-1: The Commission approved Agenda #508, January 12, 2022, moved by Ms. Libby Spector, and seconded Mr. Rod Adams.

MOTION #508-1: carried unanimously.

V. APPROVAL OF MINUTES

MOTION #508-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #507, December 8, 2021, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #508-2: carried unanimously.

VI. HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS

None

VII. NEW BUSINESS

A. Approval of Reclassification, Classification Specification Revision and Retitling

Motion #508-3: The Commission approved the reclassification, classification specification revision, retitling and range modification for the position of Staffing Specialist, Human Resources, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

Motion #508-3: carried unanimously.

Classification

- **Staffing Specialist, Human Resources I/II, Range 43.0 / 46.0**

Marisa Perry provided information regarding the education and experience requirements and equivalency. President Gervase commented on the reclassification request and process. Director Perry provided in-depth detail of key classification duties and evolution of the position. Discussion ensued.

B. Approval / Ratification of Establishing and / or Extending Eligibility Lists

MOTION #508-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #508, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #508-4: carried unanimously.

| # | CLASSIFICATION | DATE | UNIT | NUMBER OF ELIGIBLES | NUMBER OF RANKS |
|---|---|----------|-------|---------------------|-----------------|
| 1 | Staffing Specialist, Human Resources | 12/02/21 | OTBS | 6 | 6 |
| 2 | Accounting Specialist I/II | 12/07/21 | OTBS | 10 | 5 |
| 3 | Administrative Assistant IV | 12/09/21 | OTBS | 6 | 6 |
| 4 | Family Advocate - Restricted | 12/13/21 | OTBS | 4 | 3 |
| 5 | Director III, Technology Infrastructure and Support | 12/14/21 | LT | 3 | 3 |
| 6 | Environmental Education Specialist | 12/17/21 | AIDES | 5 | 4 |
| 7 | School Office Coordinator - Special Education | 12/20/21 | OTBS | 7 | 5 |
| 8 | Paraeducator - Special Education | 12/22/21 | AIDES | 12 | Unranked |
| 9 | Cybersecurity Engineer | 01/05/22 | OTBS | 1 | 1 |

C. Monthly Vacancy Status Report – January 12, 2022

Director Perry reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

VIII. SECRETARY'S REPORT

Director Perry reported on the following:

- Commission staff continues to be busy with recruitments.
- Work continues on the annual Classified Seniority List.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, February 9, 2022, at 10:00 a.m., via Zoom.

X. ADJOURNMENT

The meeting adjourned at 10:36 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission