

**PERSONNEL COMMISSION  
REGULAR MEETING #532  
JANUARY 17, 2024, 10:00 A.M.  
APPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Rod Adams at 10:00 a.m.

**II. ROLL CALL**

<b>MEMBERS PRESENT</b>	<b>STAFF PRESENT</b>
Rod Adams, President Nicholas Gervase, Vice President Libby Spector, Member	Marisa Perry Yasmeen Husain Kathy Jalaan Alice Serraon Shahana Shah

<b>OTHERS PRESENT</b>	
Dr. Mary Ann Dewan Larry Oshodi Stephanie Gomez Yolanda Anguiano Josephine Dy-Liacco Angela Chao	Maria dela Cruz Cindy Duran Sandy Fakaosi Adora Fisher Fawn Myers Alberto Verduzco

**III. ORGANIZATION OF THE COMMISSION FOR THE 2024 TERM**

Mr. Rod Adams will preside as President of the Commission for the 2024 term.

**IV. OATH OF OFFICE**

Ex-Officio Secretary Marisa Perry, Director III-HR/Classified Personnel Services, administered the Oath of Office to Ms. Libby Spector. A signed copy of the Oath of Office is on file.

**V. APPROVAL OF AGENDA**

**MOTION #532-1:** The Commission approved Agenda #532, January 17, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #532-1:** carried unanimously.

**VI. APPROVAL OF MINUTES**

**MOTION #532-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #530, November 8, 2023, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

**MOTION #532-2:** carried unanimously.

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

None

**VIII. NEW BUSINESS**

**A. Update on Classification and Compensation Study**

Ms. Fawn Myers, Director III – Workforce Development & Organizational Culture, gave an update on the ongoing the classification and compensation study being facilitated by the School Employees Association of California (SEAC). Ms. Myers shared the process, anticipated timeline, and the current status.

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

**MOTION #532-3:** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

**MOTION #532-3:** carried unanimously.

**Classification**

- **Manager – Implementation and Compliance, LT – Range 12**

**C. Approval of Classification Specification Revision**

**MOTION #532-4:** The Commission approved revising the classification specification for the position of Buyer, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #532-4:** carried unanimously.

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

**MOTION #532-5:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #532, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #532-5:** carried unanimously.

**E. Monthly Vacancy Status Report – January 17, 2024**

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

**IX. SECRETARY'S REPORT**

Director Perry reported on the following:

- Classified Personnel Services is working on the Classified Seniority List for release in February 2024.
- Yolanda Anguiano has been promoted to Supervisor – Human Resources. Shahana Shah has taken over the Paraeducator recruitment, and the team is currently recruiting for a new Classified Personnel Specialist I/II.
- A presenter will be at the next meeting to give a Brown Act refresher.

**X. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, February 14, 2024, at 10:00 a.m.

**XI. ADJOURNMENT**

The meeting adjourned at 10:29 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Marisa Perry". The signature is written in a cursive style with a blue ink color.

Marisa Perry  
Ex-Officio Secretary, Personnel Commission