

**PERSONNEL COMMISSION
REGULAR MEETING #526
JULY 12, 2023, 10:00 A.M.
APPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Libby Spector at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President Nicholas Gervase, Vice-President Rod Adams, Member	Marisa Perry Yasmeen Husain Alice Serraoon Shahana Shah

OTHERS PRESENT	
Larry Oshodi Alberto Verduzco	Michelle Kjellesvig Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #526-1: The Commission approved Agenda #526, July 12, 2023, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #526-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #526-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #525, June 14, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #526-2: carried unanimously.

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

Mr. Larry Oshodi, Assistant Superintendent – Personnel Services, introduced Alberto Verduzco as the new Director – Human Resources.

VI. NEW BUSINESS

A. Approval of Reallocation from Paraeducator – Special Education to Paraeducator – Early Start

MOTION #526-3: The Commission approved reallocation of the employees listed in the following table, from Paraeducator – Special Education to Paraeducator – Early Start, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #526-3: carried unanimously.

PC#	Employee Name	Current Classification	Range	Title After Reallocation	Range
2498	Cindy Padilla	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
0199	Donna Zappia	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
3825	Heng Taina	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
3156	Janice Richason	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
0217	Marieta Arriola	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
2806	Martha "Cynthia" Rojas	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
0350	Nora Lorenzo	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
2231	Socorro Pastor	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0
0457	Sonia Chavez	Paraeducator - Special Education	37.0	Paraeducator - Early Start	37.0

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

MOTION #526-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #526, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #526-4: carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Accountant I/II	06/08/23	OTBS	3	3
2	Student Data Specialist	06/13/23	OTBS	3	3
3	Administrative Accounting Assistant	06/14/23	OTBS	9	6
4	Supervisor - Maintenance & Operations	06/27/23	LT	4	4
5	Paraeducator - Special Education	06/28/23	AIDES	12	Unranked

C. Monthly Vacancy Status Report – July 12, 2023

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

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- Classified Personnel Services is currently working on reviewing processes and auditing templates.
- Yasmeen Husain, Supervisor – Classification and Recruitment, shared that the team is developing a packet with an overview of the Classified recruitment process in order to communicate more effectively with new hiring managers.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, August 9, 2023, at 10:00 a.m. A Special Meeting is also scheduled for Friday, July 14, 2023, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:11 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Marisa Perry". The signature is written in a cursive style with a large initial "M" and a long, sweeping tail.

Marisa Perry
Ex-Officio Secretary, Personnel Commission