

**PERSONNEL COMMISSION  
REGULAR MEETING #527  
AUGUST 9, 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 Alice Serraoon Yolanda Anguiano Kathy Jalaan Shahana Shah

OTHERS PRESENT	
Dr. Mary Ann Dewan Larry Oshodi David Wu Jim Carrillo	Sandra Fakaosi Karen Gordon Julie Howard Kris Schmersey

**III. APPROVAL OF AGENDA**

**MOTION #527-1:** The Commission approved Agenda #527, August 9, 2023, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #527-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #527-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #526, July 12, 2023, and the Minutes for the Special Meeting #76, July 14, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #527-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Update on Intention to Conduct Classification and Compensation Study**

Mr. Larry Oshodi shared that the process for the classification and compensation study has begun. Mr. Oshodi also shared the anticipated timeline for the study.

**B. Approval of Classification Specification Revision**

**MOTION #527-3:** The Commission approved revising the classification specification for the position of Senior Executive Assistant - County Superintendent of Schools, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #527-3:** carried unanimously.

**C. Approval of Classification Specification Revision and Retitling**

**MOTION #527-4:** The Commission approved revising the classification specification and retitling the classification Director I – Strong Start Project to Manager – Early Learning Initiatives, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #527-4:** carried unanimously.

**D. Approval of Classification Specification Revision and Retitling**

**MOTION #527-5:** The Commission approved revising the classification specification and retitling the following classifications, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #527-5:** carried unanimously.

**Classifications**

- **Web Developer / Programmer to Software Engineer**
- **Web Developer / Programmer - Lead to Software Engineer - Lead**
- **Web Developer / Programmer – Senior to Software Engineer - Senior**
- **Webmaster to Web Developer**

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

**MOTION #527-6:** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #527-6:** carried unanimously.

**Classification**

- **Associate Product Manager, OTBS – Range 53.0**

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

**MOTION #527-7:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #527, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #527-7:** carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Administrative Research Assistant	07/11/23	OTBS	11	8
2	Specialized Physical Health Care (SPHC) Assistant	07/11/23	AIDES	9	8
3	Credentials Services Specialist I/II	07/12/23	OTBS	3	2
4	Senior Executive Assistant	07/14/23	LT	4	Unranked
5	Supervisor - Risk and Liability	07/14/23	LT	3	3

6	Administrative Assistant III	07/18/23	OTBS	17	11
7	Teacher Assistant II	07/18/23	AIDES	3	3
8	Research Analyst, Senior	07/19/23	OTBS	2	2
9	Manager - School Health Systems (Remote)	07/24/23	LT	4	3
10	Research Analyst, Associate	07/25/23	OTBS	5	4
11	Director III - School Health Systems and Medical Billing	07/26/23	LT	3	3
12	Paraeducator - Special Education	07/26/23	AIDES	7	Unranked

**G. Monthly Vacancy Status Report – August 9, 2023**

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

**VII. SECRETARY'S REPORT**

Director Perry reported on the following:

- Director Perry participates in regular meetings regarding the classification and compensation study. Initial notice has been sent out to the OSS unit.
- Annual Retreat for the Classified Personnel Services department will be held in September.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, September 20, 2023, at 10:00 a.m.

**IX. CLOSED SESSION**

A. Conference with Legal Counsel – Anticipated Litigation; Significant Exposure to litigation pursuant to Government Code Section 54956.9(b)

The Commission went into closed session at 10:26 a.m. The closed session ended at 11:17 a.m.

**X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY**

No action taken. Will be releasing the Statement of Decision for the Disciplinary Hearing that was held on July 14, 2023, later today.

**XI. ADJOURNMENT**

The meeting adjourned at 11:17 a.m.

Respectfully submitted,

Marisa Perry

Ex-Officio Secretary, Personnel Commission