

**PERSONNEL COMMISSION
REGULAR MEETING #473
FEBRUARY 13, 2019, 10:00 A.M.
APPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Rodney Martin at 10:00 a.m.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

MOTION #473-1: The Commission approved Agenda #473, February 13, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #473-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #473-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #472, January 9, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #473-2: carried unanimously.

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

None

VI. NEW BUSINESS

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

MOTION #473-3: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #473, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #473-3: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	Accounting Technician/Accounting Technician, Sr.	01/08/19	OTBS	12	7
2	Supervisor - Early Learning Services/ERSEA	01/08/19	LT	10	8
3	Language Translator - English/Spanish - Restricted	01/10/19	OTBS	5	5
4	Manager - Risk & Liability	01/10/19	LT	3	3
5	Research Analyst, Associate	01/11/19	OTBS	6	5
6	Staffing Specialist, Human Resources	01/16/19	OTBS	6	5
7	Administrative Data Technician	01/17/19	OTBS	5	5
8	Migrant Education Program Advocate	01/18/19	OTBS	8	7
9	Buyer	01/22/19	OTBS	8	8
10	Administrative Assistant II	01/24/19	OTBS	14	8
11	Paraeducator - Special Education	01/24/19	AIDES	8	Unranked
12	Inclusion Services Specialist - Senior	01/30/19	OTBS	3	3

B. Monthly Vacancy Status Report – February 13, 2019

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. Professional Development

Staff participated in a three-hour webinar, “2019 California-Specific Public Sector Labor & Employment Law Updates” hosted by CalGovHR, on February 6, 2019. Classified Personnel Services (CPS) will host an abbreviated session on February 14, 2019. The webinar session was offered to the entire Human Resources Division. CPS staff will participate in a two-day Strengths Training Workshop on April 2-3, 2019, along with other Division staff.

B. Office Staffing Updates

Titles have changed for several division Chiefs. Certificated Chiefs are now titled Assistant Superintendents; classified will remain Chiefs. Dr. Anisha Munshi was recently appointed as Assistant Superintendent - Personnel Services. Seniority rosters will be completed in the coming months.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, March 13, 2019, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:11 a.m.

Respectfully submitted,



Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission