

**PERSONNEL COMMISSION
 REGULAR MEETING #477
 JUNE 12, 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 Libby Spector, Vice President Nicholas Gervase, Member	Jonathan Muñoz, Director - HR / Classified Personnel Services Marisa Perry, Supervisor - Classification & Recruitment Linda Gore, Executive Assistant

OTHERS PRESENT
Suzanne Carrig, Director - Policy Development & Administrative Programs

III. APPROVAL OF AGENDA

MOTION #477-1: The Commission approved Agenda #477, June 12, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #477-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #477-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #476, May 8, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #477-2: carried unanimously.

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

None

VI. CLOSED SESSION @ 10:01 A.M.

- A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: Director - Human Resources / Classified Personnel Services

The Personnel Commission meeting returned to open session at 10:47 a.m. Member Gervase was not present for the remainder of the meeting.

VII. NEW BUSINESS

A. Approval of Classification Specification Retitling and Revision

MOTION #477-3: The Commission approved retitling the classification Manager - Head Start Planning & Support/Restricted to Manager - Early Learning Services/Planning and Support, and revising the classification specification, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.

MOTION #477-3: carried unanimously.

B. Approval of Classification Specification Retitling and Revision

MOTION #477-4: The Commission approved retitling the classification Research & Data Governance Analyst - Senior to Research Analyst - Senior, and revising the classification specification, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.

MOTION #477-4: carried unanimously.

C. Approval of Classification Range Reallocation

MOTION #477-5: The Commission approved reallocating the Budget Analyst classification from Range 13 to Range 12, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.

MOTION #477-5: carried unanimously.

D. Approval to Extend Pilot Announcing Examination Bulletins Less than 15 Days

MOTION #477-6: The Commission approved to extend the pilot announcing examination bulletins less than 15 days, through the 2019-2020 fiscal year, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.

MOTION #477-6: carried unanimously.

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

MOTION #477-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #477, moved by Ms. Libby Spector and seconded by Mr. Rodney Martin.

MOTION #477-7: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	Assistant Director - District Business Services	05/07/19	LT	8	7
2	Payroll Services Specialist I/II	05/08/19	OTBS	10	8
3	ERSEA Compliance Specialist - Senior - Restricted	05/09/19	OTBS	3	3
4	Custodian, Lead	05/14/19	OSS	2	2
5	Research Analyst, Associate	05/14/19	OTBS	5	5
6	Web Developer/Programmer - Senior	05/15/19	OTBS	4	4
7	Director III - Technology Infrastructure and Support Services	05/21/19	LT	4	4
8	Administrative Assistant - Senior	05/23/19	OTBS	8	8
9	Applications Systems Analyst	05/28/19	OTBS	6	6
10	IT Support Specialist	05/29/19	OTBS	5	4
11	Manager - Assessment and Accountability	05/30/19	LT	2	2
12	Director III - Data Initiatives	05/31/19	LT	8	7

F. Monthly Vacancy Status Report – June 12, 2019

Ex-Officio Secretary Muñoz reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

VIII. SECRETARY'S REPORT

Ex-Officio Secretary Muñoz reported on the following:

A. Paraeducator - Special Education Bid Board

Classified Personnel Services (CPS) will hold the Paraeducator Bid Board on Friday, June 14, 2019. Approximately 30 Paraeducators will attend along with principals, administration and union personnel.

B. Classified Personnel Staff Activities

CPS staff will attend the first annual Transgender Job Fair on Saturday, June 15, 2019 at the Billy deFrank LGBTQ+ Center.

Ex-Officio Secretary Muñoz and Marisa Perry, Supervisor - Classification & Recruitment attended the WRIPAC Job Analysis Training on June 3 & 4, 2019.

CPS will host an intern from the Work2Future program for approximately six weeks. The intern will work on special projects while receiving mentoring from staff.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

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

X. ADJOURNMENT

The meeting adjourned at 11:06 a.m.

Respectfully submitted,



Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission