

**PERSONNEL COMMISSION  
REGULAR MEETING #469  
OCTOBER 17, 2018, 10:00 A.M.  
APPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Nicholas Gervase at 10:00 a.m.

**II. ROLL CALL**

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

**III. APPROVAL OF AGENDA**

**MOTION #469-1:** The Commission approved Agenda #469, October 17, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #469-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #469-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #468, September 19, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #469-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Approval/Ratification of Recommending Range Modification**

**MOTION #469-3:** The Commission approved modifying the following classification range, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #469-3:** carried unanimously.

- **Supervisor - Custodial Services, Range 7**

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

**MOTION #469-4:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #469, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #469-4:** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Associate Teacher - Educare	09/14/18	AIDES	5	5
2	Payroll Services Specialist I/II	09/26/18	OTBS	17	12
3	Network Analyst - Senior	09/27/18	OTBS	4	4
4	Executive Assistant	09/28/18	LT	3	2
5	Web Developer / Programmer	10/01/18	OTBS	12	8
6	Migrant Education Community Liaison	10/03/18	OTBS	6	5
7	Specialized Physical Health Care (SPHC) Assistant	10/04/18	AIDES	11	8
8	Paraeducator - Special Education	10/05/18	AIDES	7	Unranked
9	Staff Development Specialist	10/05/18	LT	6	4

**C. Monthly Vacancy Status Report – October 17, 2018**

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. Classified Job Fair – Saturday, September 29, 2018**

The SCCOE hosted the Job Fair on September 29, 2018. The Office organized a successful event and attracted a diverse pool of qualified candidates. The Office received positive feedback from the districts.

**B. Staffing Update**

Ex-Officio Secretary Muñoz reported on the status of the current department vacancy and reviewed the current staffing.

**VIII. CLOSED SESSION AT 10:10 A.M.**

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

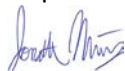
**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission meeting is scheduled for Wednesday, November 14, 2018, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 10:42 a.m.

Respectfully submitted,



Jonathan Muñoz  
Ex-Officio Secretary, Personnel Commission