

**PERSONNEL COMMISSION  
REGULAR MEETING #471  
DECEMBER 12, 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 Linda Gore, Executive Assistant

OTHERS PRESENT
Mary Ann Dewan, County Superintendent of Schools Megan K. Reilly, Chief Business Officer Stephanie Gomez, Director - Internal Business Services Khristel Johnson, Director - Charter Schools Judy Kershaw, Director - District Business Services Craig Wilde, Director - General Services Richard Reid, Manager - Facilities & Construction Robert Whalen, Principal - Special Education Debbie Bemis, Counselor Veronica Contreras, Supervisor - Human Resources/Substitute Services Theresa Martinez, Senior Executive Assistant

**III. APPROVAL OF AGENDA**

**MOTION #471-1:** The Commission approved Agenda #471, December 12, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #471-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #471-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #470, November 14, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #471-2:** carried unanimously.

**MOTION #471-3:** The Commission approved the Minutes for the Special Personnel Commission Meeting #71, November 28, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

**MOTION #471-3:** carried unanimously.

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

None

## VI. NEW BUSINESS

### A. **Approval / Ratification of Establishing Classification and Associated Classification Specification**

**MOTION #471-4:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #471-4:** carried unanimously.

- **Staff Attorney - Charter Schools, Range 13**

Dr. Mary Ann Dewan, County Superintendent of Schools, and Khristel Johnson, Director - Charter Schools, addressed the Commission and provided additional information on why this position is needed to support the department.

### B. **Approval / Ratification of Establishing Classification and Associated Classification Specification**

**MOTION #471-5:** The Commission approved establishing the following classifications and associated classification specifications, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #471-5:** carried unanimously.

- **Assistant Director - Internal Business Services, Range 14**
- **Assistant Director - District Business Services, Range 14**
- **Supervisor - Payroll, Tax and Retirement Systems, Range 10**
- **Facilities Maintenance and Construction Coordinator, Range 46**

Megan K. Reilly, Chief Business Officer, addressed the Commission and provided an overview of changes in the Business, Facilities & Operations Division. Stephanie Gomez, Director - Internal Business Services, Judy Kershaw, Director - District Business Services, Craig Wilde, Director - General Services, and Richard Reid, Manager - Facilities & Construction also addressed the Commission and provided additional information on why these positions are needed to better support districts, students and staff.

### C. **Approval / Ratification of Classification Retitling, Revision and Position Reallocation**

**MOTION #471-6:** The Commission approved retitling the classification Education Interpreter/Tutor, Deaf/Hard of Hearing (HOH) Program to Education Interpreter I/II, revising the classification specification, and reallocating the following positions, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #471-6:** carried unanimously.

#### **Positions**

- **0085, 0532, 0933, 1023, 1487, 2058, 2059, 2060, 2061, 2462, 2769, 2770, 2915, 3072, Education Interpreter/Tutor, Deaf/Hard of Hearing (HOH) Program to Education Interpreter II**

Robert Whalen, Principal - Special Education, and Debbie Bemis, Counselor, discussed the Deaf and Hard of Hearing Program with the Commission and the need to hire additional education interpreters. The changes to the job description and job title will help with recruitment. Mr. Whalen praised the efforts made by Classified Personnel Services to address the shortage of education interpreters.

**D. Personnel Commission Annual Report 2017-2018**

**MOTION #471-7:** An Annual Report was prepared summarizing the activities of the Commission’s staff for the 2017-2018 fiscal year. Information included in the report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals. The Commission accepted the Annual Report, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #471-7:** carried unanimously.

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

**MOTION #471-8:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #471, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #471-8:** carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	Administrative Assistant IV	11/13/18	OTBS	5	4
2	Communications/Public Relations Specialist	11/14/18	OTBS	7	6
3	School Office Coordinator - Special Education	11/15/18	OTBS	8	7
4	Accountant I/II	11/28/18	OTBS	17	14
5	Data Warehouse Analyst - Senior	12/04/18	OTBS	5	5

**F. Monthly Vacancy Status Report – December 12, 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. Toys for Tots**

Staff recently participated in the Toys for Tots “Stuff the Bus” event on Saturday, December 8, 2018. A group of volunteers assisted in the donated toy collection at Christmas in the Park and subsequent unloading, counting, and sorting of toys at the United States Marine Corps Reserves warehouse facility.

**B. Brown Act Update**

Ex-Officio Secretary Muñoz shared with the Commissioners the new amendments to the Brown Act, effective 2019.

**VIII. CLOSED SESSION @ 11:02 A.M.**

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

**IX. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, January 9, 2019, at 10:00 a.m.

**X. ADJOURNMENT**

The meeting adjourned at 11:15 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jonathan Muñoz".

Jonathan Muñoz  
Ex-Officio Secretary, Personnel Commission