

**PERSONNEL COMMISSION
REGULAR MEETING #480
SEPTEMBER 11, 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 III - HR / Classified Personnel Services Marisa Perry, Supervisor - Classification & Recruitment

OTHERS PRESENT
Anisha Munshi, Assistant Superintendent - Personnel Services David Wu, Chief Technology Officer Jon Cornelison, Director III - Technology Infrastructure and Support Services Karen Larson, Interim Director III - Creative Impact Reyna Dominguez, Supervisor - Home Based Program-EHS Restricted Mary Olival, Manager - HR/Employment Services

III. APPROVAL OF AGENDA

MOTION #480-1: The Commission approved Agenda #480, September 11, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #480-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #480-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #479, August 21, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #480-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #480-3: The Commission approved revising the classification specification for the position of Human Resources Specialist I/II, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #480-3: carried unanimously.

Dr. Anisha Munshi, Assistant Superintendent - Personnel Services, addressed the Commissioners and provided additional information as to the need to update the job description.

B. Approval of Classification Specification Retitling and Revision

MOTION #480-4: The Commission approved retitling the classification Communications/Public Relations Specialist to Community Engagement/Public Relations Specialist, and revising the classification specification, moved by Mr. Nicholas Gervase and seconded by Ms. Libby Spector.

MOTION #480-4: carried unanimously.

Karen Larson, Interim Director III - Creative Impact, provided information on how the updated job duties will more accurately reflect the position and attract a more suitable candidate pool.

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #480-5: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #480-5: carried unanimously.

Classification

- **Child Development Specialist, Range 47**

D. Approval of Establishing Classification and Associated Classification Specification

MOTION #480-6: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #480-6: carried unanimously.

Classification

- **Maternal Child Health Specialist, Range 45.5**

Reyna Dominguez, Supervisor - Home Based Program-EHS, addressed the Commissioners and provided information on the Child Development and Maternal Child Health Specialist positions and how they would support the Early Head Start program.

E. Approval of Establishing Classification and Associated Classification Specification

MOTION #480-7: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector and seconded by Mr. Nicholas Gervase.

MOTION #480-7: carried unanimously.

Classification

- **Cybersecurity Engineer, Range 59.5**

David Wu, Chief Technology Officer, addressed the Commissioners and explained the importance of this position and how it would better protect the organization and districts we serve.

F. Approval of Classification Specification Revision and Range Modification

MOTION #480-8: The Commission approved revising the classification specification and range modification for the position of Technology Support Specialist, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #480-8: carried unanimously.

Classification

- **Technology Support Specialist, Range 48**

Jon Cornelison, Director III - Technology Infrastructure and Support Services, provided information as to the need to update the job description.

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

MOTION #480-9: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #480, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #480-9: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	Classified Personnel Specialist I/II (Spanish Required)	08/20/19	OTBS	5	5
2	Associate Teacher - Restricted	08/21/19	AIDES	4	3
3	Paraeducator - Special Education	08/22/19	AIDES	16	Unranked

H. Announcement of the Intended Joint Appointee to the Personnel Commission

The Personnel Commission publically announced the intended Joint Appointee(s) to the Personnel Commission for future consideration at a public hearing at the November 2019 Personnel Commission Meeting.

Name of Intended Appointee(s): Rodney Martin

I. Monthly Vacancy Status Report – September 11, 2019

Ms. Marisa Perry, Supervisor - Classification & Recruitment, 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. Department Staffing

Ms. Meipo Flores will join Classified Personnel Services on October 1, 2019.

B. Discipline Appeal

Ex-Officio Secretary Muñoz notified the Personnel Commission that they received a request for a disciplinary appeal hearing.

VIII. CLOSED SESSION @ 10:40 A.M.

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

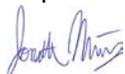
IX. FUTURE MEETINGS OR DISCUSSION ITEMS

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

X. ADJOURNMENT

The meeting adjourned at 11:04 a.m.

Respectfully submitted,



Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission