

**PERSONNEL COMMISSION
REGULAR MEETING #481
OCTOBER 9, 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 Linda Gore, Executive Assistant

OTHERS PRESENT
Reyna Dominguez, Supervisor - Home Based Program-EHS Restricted

III. APPROVAL OF AGENDA

MOTION #481-1: The Commission approved Agenda #481, October 9, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #481-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #481-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #480, September 11, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #481-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #481-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #481-3: carried unanimously.

Classification

- **Associate Teacher - Infant/Toddler, Range 41**

Reyna Dominguez, Supervisor - Home Based Program-EHS, addressed the Commissioners and provided information on the Associate Teacher - Infant/Toddler position and how it would support the Early Head Start program.

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

MOTION #481-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #481, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #481-4: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	Supervisor - Worker's Compensation	08/20/19	LT	6	6
2	Administrative Assistant IV	09/10/19	OTBS	12	9
3	Environmental Education Specialist	09/11/19	AIDES	6	5
4	Special Education Financial Analyst	09/11/19	LT	6	6
5	Director III - Data Initiatives	09/17/19	LT	1	1
6	Paraeducator - Special Education	09/18/19	AIDES	7	Unranked
7	Research Analyst - Senior	09/20/19	OTBS	4	3
8	Educare Family Engagement Specialist (Spanish/Vietnamese Preferred)	09/24/19	OTBS	8	8
9	Home Visiting Specialist - Early Head Start - Restricted	09/25/19	OTBS	5	5
10	Specialized Physical Health Care (SPHC) Assistant	09/26/19	AIDES	9	7
11	Director I - Opportunity Youth Partnership	09/27/19	LT	4	4
12	Administrative Assistant II (Bilingual Spanish Required)	10/01/19	OTBS	3	3
13	Associate Teacher - Restricted	10/01/19	AIDES	6	4
14	Enrollment Data Specialist - Lead	10/01/19	OTBS	4	4

C. Monthly Vacancy Status Report – October 9, 2019

Ms. Marisa Perry, Supervisor - Classification & Recruitment, reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

Vice President Spector inquired about the Education Interpreters. Ex-Officio Secretary Muñoz gave an update on the status of the waiver application. Once completed, the executed documents will be submitted to the California Department of Education.

VII. SECRETARY'S REPORT

Ex-Officio Secretary Muñoz reported on the following:

A. Classified Job Fair - Saturday, September 28, 2019

The SCCOE hosted the job fair on Saturday, September 28, 2019. The Office organized a successful event with over 300 walk-in and pre-registered candidates and thirteen school districts participating.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

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

IX. ADJOURNMENT

The meeting adjourned at 10:19 a.m.

Respectfully submitted,



Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission