

**PERSONNEL COMMISSION
REGULAR MEETING #496
JANUARY 13, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/97555933795>

DIAL IN NUMBER: 1 669 900 6833

MEETING ID: 975 5593 3795

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	Marisa Perry Meipo Flores Linda Gore

OTHERS PRESENT	
Mary Ann Dewan Larry Oshodi Angela Ballou Tammy Dhanota Pam Hale	Frank Indovina Marcela Miranda Joni Sanborn Jas Sohal Stephanie Tague

III. ORGANIZATION OF THE COMMISSION FOR THE 2021 TERM

Mr. Nicholas Gervase will preside as President of the Commission for the 2021 term.

IV. OATH OF OFFICE

Ex-Officio Secretary Marisa Perry, Director III-HR/Classified Personnel Services, administered the Oath of Office to Ms. Libby Spector. A signed copy of the Oath of Office is on file.

V. APPROVAL OF AGENDA

MOTION #496-1: The Commission approved Agenda #496, January 13, 2021, moved by Ms. Libby Spector, and seconded Mr. Rodney Martin.

MOTION #496-1: carried unanimously.

VI. APPROVAL OF MINUTES

MOTION #496-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #493, October 14, 2020, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #496-2: carried unanimously.

MOTION #496-3: The Commission approved the Minutes for the Regular Personnel Commission Meeting #494, November 18, 2020, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #496-3: carried unanimously.

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

None

VIII. NEW BUSINESS**A. Dr. Mary Ann Dewan, County Superintendent of Schools**

Superintendent Dewan introduced Larry Oshodi, Assistant Superintendent – Personnel Services, who began in December, 2020. In addition, Superintendent Dewan provided information on the Governor’s initial budget, possible grant opportunities, and COVID-19 updates. The State is preparing for vaccine rollout. Information regarding vaccine scheduling can be obtained from individual health care providers or sccfreevax.org.

The Commissioners thanked Superintendent Dewan for her updates and welcomed Larry Oshodi.

B. Approval of Classification Specification Revision and Reallocation

MOTION #496-4: The Commission approved revising the classification specification and range modification for the position of Postal Services Assistant, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #496-4: carried unanimously.

Classification

- **Postal Services Assistant, Range 42.0**

Tammy Dhanota, SEIU, expressed disapproval for the proposed change, due to the added warehouse duties. Marisa Perry commented the additional duties would ensure the position remains full-time and the position had previously provided back-up support. Discussion ensued with hiring manager providing clarifying information.

C. Approval of Classification Specification Revision

MOTION #496-5: The Commission approved revising the classification specification for the position of Safe and Healthy Schools Specialist, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #496-5: carried unanimously.

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

MOTION #496-6: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #496, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #496-6: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Research Analyst, Senior/Grant Writer	11/10/2020	OTBS	5	5
2	Educator Preparation Programs Specialist	11/12/2020	OTBS	3	3
3	Facilities Maintenance and Construction Coordinator	11/12/2020	OTBS	2	2
4	Research Analyst, Senior	11/17/2020	OTBS	3	3
5	Research Analyst, Associate	11/19/2020	OTBS	6	6
6	Administrative Data Technician	12/1/2020	OTBS	3	3
7	Supervisor - Maintenance & Operations	12/1/2020	LT	6	5
8	Associate Teacher - Infant/Toddler - Educare	12/2/2020	AIDES	2	2
9	Administrative Research Assistant	12/4/2020	OTBS	5	5
10	Inclusion Support Specialist	12/15/2020	OTBS	3	3
11	Language Translator English/Spanish	12/16/2020	OTBS	2	2
12	Administrative Data Technician - Senior	12/17/2020	OTBS	1	1

13	Supervisor, Accounting Services	12/17/2020	LT	3	2
14	Child Development Specialist	12/18/2020	OTBS	7	4
15	Bus Driver, Lead/Scheduler	12/22/2020	OSS	2	2

E. Monthly Vacancy Status Report – January 13, 2021

Ms. Marisa Perry, Director III – HR/Classified Personnel Services, reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

F. Personnel Commission Annual Report 2019-2020 (First Draft)

An Annual Report is prepared each year summarizing the activities of the Commission’s staff during the preceding fiscal year. Presented before the Personnel Commission is a draft of the 2019 - 2020 Annual Report for Commission review. The final version of the Annual Report will be presented at the February, 2021 Personnel Commission meeting. Among other information, the Annual Report provides statistical information relating to applications, recruitment and classified staffing, as well as disciplinary hearings and appeals data.

IX. SECRETARY'S REPORT

Ex-Officio Secretary Perry reported on the following:

A. Department Updates

Staff has begun the implementation of redacting personally identifiable information on the SME application review step. Three staff members will attend the virtual 2021 Merit Academy.

X. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, February 10, 2021, at 10:00 a.m., via Zoom.

XI. CLOSED SESSION (11:08 a.m.)

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

XII. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY (11:59 a.m.)

A. No actions to report

XIII. ADJOURNMENT

The meeting adjourned at 12:00 p.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission