

**PERSONNEL COMMISSION
REGULAR MEETING #497
FEBRUARY 10, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/96888589162>

DIAL IN NUMBER: 1 669 900 6833

MEETING ID: 968 8858 9162

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 Linda Gore

OTHERS PRESENT	
Mary Ann Dewan Larry Oshodi Angela Ballou	Charles Doan Kellie Guevara Robin Hall

III. APPROVAL OF AGENDA

MOTION #497-1: The Commission approved Agenda #497, February 10, 2021, moved by Ms. Libby Spector, and seconded Mr. Rodney Martin.

MOTION #497-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #497-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #496, January 13, 2021, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #497-2: 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 #497-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #497-3: carried unanimously.

Classification

- **Manager – Media and Marketing, Range 11**

Robin Hall, Director III – Creative Impact, addressed the Commission and provided information on the department’s various functions and the need for this new position. It was noted the current Supervisor – Public Information position that has been on hold, will be eliminated.

B. Personnel Commission Annual Report 2019-2020

MOTION #497-4: An Annual Report was prepared summarizing the activities of the Commission's staff for the 2019-2020 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 Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #497-4: carried unanimously.

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

MOTION #497-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #497, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #497-5: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Data Engineer	1/5/2021	OTBS	8	7
2	Family & Provider Specialist	1/8/2021	OTBS	4	4
3	Teacher Assistant I	1/12/2021	AIDES	3	3
4	Utility Person	1/15/2021	OSS	5	4
5	Custodian	2/2/2021	OSS	11	9

D. Monthly Vacancy Status Report – February 10, 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.

VII. SECRETARY'S REPORT

Ex-Officio Secretary Perry reported on the following:

A. Department Updates

Staff will begin the annual Seniority List update next week for publication the end of March.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

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

IX. CLOSED SESSION (10:18 a.m.)

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

X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY (10:32 a.m.)

- A. No actions to report

XI. ADJOURNMENT

The meeting adjourned at 10:33 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission