

**PERSONNEL COMMISSION
REGULAR MEETING #498
MARCH 10, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/91998979028>

Meeting ID: 919 9897 9028

DIAL IN NUMBER: 1-669-900-6833

APPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by President Nicholas Gervase at 10:03 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 Tammy Dhanota Corrine Frese	Kellie Guevara Pam Hale Marcela Miranda

III. APPROVAL OF AGENDA

MOTION #498-1: The Commission approved Agenda #498, March 10, 2021, moved by Ms. Libby Spector, and seconded Mr. Rodney Martin.

MOTION #498-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #498-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #497, February 10, 2021, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #498-2: carried unanimously.

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

Ms. Pam Hale, Administrative Assistant IV, Internal Business Services, inquired about the process for position eliminations and who makes the decision. Marisa Perry stated position eliminations are outside of the Personnel Commission’s jurisdiction. Larry Oshodi, Assistant Superintendent – Personnel Services, indicated position eliminations are recommended by the individual departments and driven by program needs. Discussion ensued.

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #498-3: The Commission approved revising the classification specification for the position of Chief Business Officer, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #498-3: carried unanimously.

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

MOTION #498-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #498, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #498-4: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Manager - Applications Support	02/05/21	LT	5	3
2	Maternal Child Health Specialist	02/05/21	OTBS	1	1
3	Maintenance Person I/II	02/09/21	OSS	4	4
4	Accounting Specialist I/II	02/10/21	OTBS	9	6
5	Safe & Healthy Schools Specialist	02/22/21	OTBS	5	5
6	Postal Services Assistant	03/01/21	OTBS	7	6
7	Senior Executive Assistant	03/01/21	LT	Unranked	Unranked
8	Research Analyst, Senior	03/03/21	OTBS	7	6

C. Monthly Vacancy Status Report – March 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

Budget development for the 2021-22 fiscal year is underway. The first reading of the budget, as well as the 2021-22 regular meeting calendar will be presented at the April meeting.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, April 14, 2021, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:23 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission