

**PERSONNEL COMMISSION
REGULAR MEETING #501
JUNE 9, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/92832456759>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 928 3245 6759

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	
Larry Oshodi Angela Ballou Allison Book-Arango Tammy Dhanota	Veronica Garza James Howarth Marcela Miranda Angela Walker

III. APPROVAL OF AGENDA

MOTION #501-1: The Commission approved Agenda #501, June 9, 2021, moved by Ms. Libby Spector, and seconded Mr. Rodney Martin.

MOTION #501-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #501-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #500, May 12, 2021, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #501-2: 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 and Retitling

MOTION #501-3: The Commission approved revising the classification specification and retitling the classification Research Analyst, Senior/Grant Writer to Grant Writer/Research Analyst, Senior, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #501-3: carried unanimously.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #501-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #501-4: carried unanimously.

Classification

- **Grant Writer/Research Analyst, Associate, Range 55.5**

Allison Book-Arango, Director – Grants & Partnerships, gave an overview of the department and the work performed.

C. Approval of Classification Specification Reallocation and Revision

MOTION #501-5: The Commission approved revising the classification specification and range modification for the position of Mental Health School Wellness Specialist, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #501-5: carried unanimously.

Classification

- **Mental Health School Wellness Specialist, Range 59.0**

Dr. Angela Walker, Administrator – Youth Health & Wellness, provided an overview of the purpose and logistics of the Wellness Centers.

D. Approval of Establishing Classification and Associated Classification Specification

MOTION #501-6: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #501-6: carried unanimously.

Classification

- **Wellness Center Liaison, Range 44.0**

E. Approval of Establishing Classification and Associated Classification Specification

MOTION #501-7: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #501-7: carried unanimously.

Classification

- **Data Systems and Communications Specialist, Range 46.0**

Veronica Garza, Manager – ECIDS, provided an overview of the department and the need for this classification.

F. Approval of Establishing Classification and Associated Classification Specification

MOTION #501-8: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #501-8: carried unanimously.

Classification

- **Paraeducator - Intervention, Range 37.0**

Dr. Angela Ballou, Occupational Therapist, inquired about the funding and itinerant nature of the position, as well as transfer opportunities. Discussion ensued. Dr. Ballou inquired about mileage reimbursement for this position. James Howarth, Assistant Director of Special Education mentioned some possible options. Discussion ensued.

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

MOTION #501-9: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #501, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #501-9: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Chief Business Officer	05/06/21	EXEC.	9	Unranked
2	Paraeducator - Special Education (Bilingual ASL	05/13/21	AIDES	1	Unranked
3	Manager - Media and Marketing	05/14/21	LT	5	4
4	Supervisor - Head Start Family Health Services -	05/17/21	LT	8	8
5	Migrant Education Program Recruiter	05/19/21	OTBS	6	6
6	Community Engagement/Public Relations Specialist	05/20/21	OTBS	12	11
7	Teacher Assistant - Educare	05/27/21	AIDES	4	4

H. Monthly Vacancy Status Report – June 9, 2021

Director Perry reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

A. Staffing Updates

The Paraeducator Bid Board for displaced and voluntary transfers will be held on June 15. There are 56 scheduled to attend.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

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

IX. ADJOURNMENT

The meeting adjourned at 10:39 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission