

**PERSONNEL COMMISSION
REGULAR MEETING #493
OCTOBER 14, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/97650990053>

DIAL IN NUMBER: 1 669 900 6833

MEETING ID: 976 5099 0053

APPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by President Libby Spector at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President Nicholas Gervase, Vice President Rodney Martin, Member	Marisa Perry Linda Gore

OTHERS PRESENT	
Mary Ann Dewan Anisha Munshi Tammy Dhanota Narasimhan Ganesh	Sonia Gutierrez Pam Hale Dharma Jayabal Marcela Miranda

III. APPROVAL OF AGENDA

MOTION #493-1: The Commission approved Agenda #493, October 14, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #493-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #493-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #492, September 9, 2020, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #493-2: 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 #493-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #493-3: carried unanimously.

Classification

- **Administrative Data Technician – Senior, Range 48.0**

Sonia Gutierrez, Manager – Safe and Healthy Schools, addressed the Commission and provided information on the department’s various programs, funding sources, grant requirements, and the need for this new position.

B. Approval of Classification Specification Retitling and Revision

MOTION #493-4: The Commission approved retitling the classification Data Warehouse Analyst to Data Engineer, and revising the classification specification, moved by Mr. Rodney Martin, and seconded by Mr. Nicholas Gervase.

MOTION #493-4: carried unanimously.

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

MOTION #493-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #493, moved by Mr. Nicholas Gervase, and seconded by Mr. Rodney Martin.

MOTION #493-5: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Senior Executive Assistant	9/10/2020	LT	7	Unranked
2	Office Assistant II	9/24/2020	OTBS	7	7
3	Systems Administrator	10/6/2020	OTBS	9	8

D. Monthly Vacancy Status Report – October 14, 2020

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. The 17 Paraeducator, Special Education reemployment offers have also been finalized. Tammy Dhanota, SEIU, thanked Ms. Perry for the timely work done on the reemployment offers and her positive manner.

VII. SECRETARY'S REPORT

Ex-Officio Secretary Perry reported on the following:

A. Department Updates

Staff continues to work from home. Additionally, the team is discussing techniques to enhance the current hiring process.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, November 18, 2020, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:17 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission