

**PERSONNEL COMMISSION
REGULAR MEETING #494
NOVEMBER 18, 2020, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/93633838719>

DIAL IN NUMBER: 1 669 900 6833

MEETING ID: 936 3383 8719

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 Rodney Martin, Member	Marisa Perry Linda Gore

MEMBERS ABSENT
Nicholas Gervase, Vice President

OTHERS PRESENT	
Mary Ann Dewan Anisha Munshi Angela Ballou Tammy Dhanota	Pam Hale Marcela Miranda Philip Gordillo

III. APPROVAL OF AGENDA

MOTION #494-1: The Commission approved Agenda #494, November 18, 2020, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #494-1: carried unanimously.

IV. APPROVAL OF MINUTES

The approval of the Minutes for the Regular Personnel Commission Meeting #493, October 14, 2020 will be deferred to the December meeting.

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

None

VI. NEW BUSINESS

A. Dr. Mary Ann Dewan, County Superintendent of Schools

Superintendent Dewan addressed the Commission and provided information on the impact of COVID-19 challenges on the Office and its programs. Dr. Dewan shared positive news regarding State-wide budget and revenue efforts, hoping it will translate into a more positive budget development in the future.

Dr. Dewan commended Marisa Perry for her leadership, vision, and alignment of the team with Office goals. She thanked the Commissioners for their service. President Spector thanked Superintendent Dewan for her updates and support.

B. Approval of Classification Specification Reallocation and Retitling

MOTION #494-2: The Commission approved retitling the classification Director I – Child Care Planning and Support to Director II – Child Care Planning and Support and range modification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #494-2: carried unanimously.

Classification

- **Director II – Child Care Planning and Support, Range 14**

Superintendent Dewan provided information about the Child Care Resource and Referral Network, which serves Santa Clara County. The Office was awarded a \$6MM grant from the CDE, effective 7/1/20.

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #494-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #494-3: carried unanimously.

Classification

- **Mental Health School Wellness Specialist, Range 53.0**

D. Approval of Classification Specification Retitling

MOTION #494-4: The Commission approved retitling the classification Data Warehouse Analyst - Senior, to Data Engineer - Senior, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #494-4: carried unanimously.

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

MOTION #494-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #494, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #494-5: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Custodian	10/7/2020	OSS	8	7
2	District Business Advisor	10/15/2020	LT	9	9
3	Applications Systems Analyst	10/20/2020	OTBS	6	6
4	Supervisor - Child Care Resource & Referral	10/21/2020	LT	7	6
5	Child Care Resource & Referral Specialist	10/22/2020	OTBS	10	8
6	Safe & Healthy Schools Specialist	10/23/2020	OTBS	4	4

F. Monthly Vacancy Status Report – November 18, 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.

VII. SECRETARY'S REPORT

Ex-Officio Secretary Perry reported on the following:

A. Department Updates

Staff continues to work from home. Virtual written examination options continue to increase. The 2019-2020 Annual Report is currently being prepared and will be presented at the next meeting.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, December 9, 2020, 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