

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #511
APRIL 13, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING

<https://sccoe.zoom.us/j/96497692969>

Dial-in Number: 669-900-6833

Meeting ID: 964 9769 2969

This meeting meets the requirements of AB361

I. CALL TO ORDER

II. ROLL CALL

President - Nicholas Gervase
Vice President - Libby Spector
Member – Rod Adams

III. APPROVAL OF AGENDA #511 – April 13, 2022..... ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #510 – March 9, 2022 ACTION

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

VI. NEW BUSINESS

A. Approval / Ratification of Classification Specification Revision..... ACTION
a. Manager – Purchasing Services

B. Approval / Ratification of Classification Specification Revision..... ACTION
a. Manager – Risk and Liability

C. Approval of the Personnel Commission Meeting Calendar for 2022-2023..... ACTION

D. Approval / Ratification of Establishing and / or Extending Eligibility Lists ACTION

E. Personnel Commission Budget: 2022-2023 (First Reading) INFORMATION

F. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: May 11, 2022)

IX. ADJOURNMENT

NOTE: This agenda will be posted on all County Office of Education bulletin boards. Additional information regarding items on this agenda is available from Classified Personnel Services. Personnel Commission reserves the right to receive issues which are brought up from the floor and refer them to staff for further attention. Oral presentations to the Personnel Commission are limited to five (5) minutes.

**PERSONNEL COMMISSION
REGULAR MEETING #510
MARCH 9, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/93928353892>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 939 2835 3892

UNAPPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by President Nicholas Gervase at 10:01 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Nicholas Gervase, President Libby Spector, Vice-President Rod Adams, Member	Marisa Perry Yasmeen Husain Linda Gore

OTHERS PRESENT	
Larry Oshodi Tammy Dhanota James Howarth	Pam Hale Marcela Miranda

III. APPROVAL OF AGENDA

MOTION #510-1: The Commission approved Agenda #510, March 9, 2022, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #510-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #510-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #509, February 9, 2022, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #510-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Reallocation from Paraeducator – Special Education to Paraeducator – Special Education ASL

MOTION #510-3: The Commission approved the reallocation of the employees/vacancies listed in the following table, from Paraeducator – Special Education to Paraeducator – Special Education ASL, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #510-3: carried unanimously.

PC #	Employee Name	Location	Current Classification	Range	Title After Reallocation	Range
4383	Daisy Chaidez	Oster	Para - Special Education	37.0	Para - Special Education ASL	38.0
2106	Shilpa Chavan	Oster	Para - Special Education	37.0	Para - Special Education ASL	38.0
2068	Yhizel Torres	Oster	Para - Special Education	37.0	Para - Special Education ASL	38.0
3018	Nhi Tran	Oster	Para - Special Education	37.0	Para - Special Education ASL	38.0
3454	Trang Wagner	Oster	Para - Special Education	37.0	Para - Special Education ASL	38.0
0094	Estela Camacho	Oster	Para - Special Education	37.0	Para - Special Education ASL	38.0
3563	Victoria Visueta	Oster	Para - Special Education	37.0	Para - Special Education ASL	38.0
3819	Sharon Tejada	Dartmouth	Para - Special Education	37.0	Para - Special Education ASL	38.0
1093	Kathleen Wollbrinck	Dartmouth	Para - Special Education	37.0	Para - Special Education ASL	38.0
3645	Roxane Barragan	Oster	Para - Special Education	37.0	Para - Special Education ASL	38.0
2067	Kris Coyne	Oster	Para - Special Education	37.0	Para - Special Education ASL	38.0
3630	Sara Vieira	Hester DHH	Para - Special Education	37.0	Para - Special Education ASL	38.0
3878	Lynch, Lisa	Oster	Para - Special Education	37.0	Para - Special Education ASL	38.0
4708	Riddell, Thomas	Dartmouth	Para - Special Education	37.0	Para - Special Education ASL	38.0
4066	Morgan, Wayne	Leigh	Para - Special Education	37.0	Para - Special Education ASL	38.0
3667	Reyna Soto-Fogle	Oster	Para - Special Education	37.0	Para - Special Education ASL	38.0
1783	Megan McGill	Dartmouth	Para - Special Education	37.0	Para - Special Education ASL	38.0
3648	<i>Vacant</i>	Leigh HS	Para - Special Education	37.0	Para - Special Education ASL	38.0
3892	<i>Vacant</i>	Leigh HS	Para - Special Education	37.0	Para - Special Education ASL	38.0

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #510-4 The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #510-4: carried unanimously.

Classification

- **Paraeducator Trainer – Special Education, Range 39.0**

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

MOTION #510-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #510, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #510-5: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Accounting Technician/Accounting Technician, Sr.	02/03/22	OTBS	9	3
2	Manager, Network and Technical Support Services	02/07/22	LT	2	2
3	Warehouse Person/ Delivery Driver	02/08/22	OSS	8	7
4	Warehouse Liaison	02/10/22	OTBS	4	4
5	Director III - Internal Business Services	02/11/22	LT	2	2
6	Accountant I/II	02/15/22	OTBS	6	3
7	Paraeducator - Special Education	02/16/22	AIDES	8	Unranked
8	Applications Systems Analyst	02/23/22	OTBS	9	7
9	Digital Communication Specialist	02/25/22	OTBS	6	6

D. Monthly Vacancy Status Report – March 9, 2022

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:

- Staff is working on budget development for fiscal year 2022-23. The initial draft will be presented at the April meeting, with final approval in May
- The Office is offering a \$1,000 signing bonus, thru June 30, 2022, for employees hired into the Paraeducator, Custodian and Education Interpreter positions
- The Human Resources Division is returning to the office full-time, in phases. Classified Personnel staff will be returning on March 28 and April 11. The April meeting will be held via Zoom, as the building is closed to visitors.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, April 13, 2022, 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