

**PERSONNEL COMMISSION
REGULAR MEETING #502
JULY 14, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/91740149885>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 917 4014 9885

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 Libby Spector, Member	Marisa Perry Linda Gore

MEMBERS ABSENT
Rodney Martin, Vice President

OTHERS PRESENT	
Larry Oshodi Angela Ballou Itzhecatl De La Cruz Tammy Dhanota Corrine Frese Antonio Fuentes	Stephanie Gomez Sonia Gutierrez Pam Hale Vince Tran Angela Walker

III. APPROVAL OF AGENDA

MOTION #502-1: The Commission approved Agenda #502, July 14, 2021, moved by Ms. Libby Spector, and seconded Mr. Nicholas Gervase.

MOTION #502-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #502-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #501, June 9, 2021, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-2: 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 #502-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-3: carried unanimously.

Classification

- **Licensed Vocational Nurse, Range 43.0**

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #502-4: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-4: carried unanimously.

Classification

- **Paraeducator, Special Education – ASL, Range 38.0**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #502-5: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-5: carried unanimously.

Classification

- **Education Navigator – Alternative Education, Range 46.0**

D. Approval of Classification Specification Revision

MOTION #502-6: The Commission approved revising the classification specification for the position of Mental Health School Wellness Specialist, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-6: carried unanimously.

E. Approval of Classification Specification Revision and Retitling

MOTION #502-7: The Commission approved revising the classification specification and retitling the classification Enterprise Network Engineer to Network Engineer, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-7: carried unanimously.

F. Approval of Classification Specification Revision and Retitling

MOTION #502-8: The Commission approved revising the classification specification and retitling the classification Manager – Safe and Healthy Schools to Manager – Tobacco Use Prevention Education, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-8: carried unanimously.

G. Approval of Classification Specification Revision and Retitling

MOTION #502-9: The Commission approved revising the classification specification and retitling the classification Supervisor – Safe and Healthy Schools to Supervisor – Tobacco Use Prevention Education, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-9: carried unanimously.

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

MOTION #502-10: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #502, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-10: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Director III - Internal Business Services	6/16/2021	LT	5	4
2	Physical Therapist	6/21/2021	OTBS	2	2
3	Supervisor - Early Learning Services/ERSEA	6/22/2021	LT	7	6
4	Custodian	6/24/2021	OSS	11	8
5	Student Services Specialist	7/1/2021	OTBS	4	4

I. Approval of Abolishing an Eligibility List

MOTION #502-11: The Commission approved abolishing the Eligibility List for the position of Director III – Internal Business Services, established on June 16, 2021, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #502-11: carried unanimously.

J. Monthly Vacancy Status Report – July 14, 2021

Director Perry reported on the Monthly Vacancy Status Report and positions filled. Currently, there are approximately 32 Paraeducator vacancies. The Commission accepted the report as delivered.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

A. Staffing Updates

Staff has been extending reemployment offers to fill the Paraeducator vacancies. In addition, to help expedite the process, staff has been streamlining recruitment steps, holding weekly interviews, and advertising monthly on Craigslist.

The department is moving forward with the recruitment of the Supervisor – Classification and Recruitment position.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, August 11, 2021, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:41 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission