

**PERSONNEL COMMISSION
REGULAR MEETING #505
OCTOBER 13, 2021, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/92889563758>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 928 8956 3758

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 Yasmeen Husain Linda Gore

OTHERS PRESENT	
Larry Oshodi Angela Ballou Tammy Dhanota Reyna Dominguez	Pam Hale Marcela Miranda Kelly Wylie

Director Perry acknowledged the first requirement under AB361 had been met, which allows the Personnel Commission to continue meeting virtually.

III. APPROVAL OF AGENDA

MOTION #505-1: The Commission approved Agenda #505, October 13, 2021, moved by Ms. Libby Spector, and seconded Mr. Nicholas Gervase.

MOTION #505-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #505-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #504, September 8, 2021, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #505-2: 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 #505-3: The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #505-3: carried unanimously.

Classification

- Home Visiting Specialist, Lead – Early Head Start - Restricted, Range 44.0

B. Approval of Classification Specification Revision

MOTION #505-4: The Commission approved revising the classification specification for the position of Home Visiting Specialist – Early Head Start - Restricted, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #505-4: carried unanimously.

C. Approval of Classification Specification Revision

MOTION #505-5: The Commission approved revising the classification specification for the position of Administrative Data Technician, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #505-5: carried unanimously.

D. Approval of Classification Specification Revision

MOTION #505-6: The Commission approved revising the classification specification for the position of Conference Center Coordinator, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #505-6: carried unanimously.

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

MOTION #505-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #505, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

MOTION #505-7: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Licensed Vocational Nurse	09/02/21	OTBS	3	3
2	Data Systems & Communications Specialist	09/06/21	OTBS	6	5
3	Grant Writer/Research Analyst, Associate	09/07/21	OTBS	8	8
4	Print Support Technician	09/13/21	OTBS	7	6
5	Cybersecurity Engineer	09/13/21	OTBS	1	1
6	Migrant Education Program Recruiter	09/14/21	OTBS	5	4
7	Food Services Assistant	09/16/21	OSS	1	1
8	Associate Teacher - Infant/Toddler - Educare	09/22/21	AIDES	1	1
9	Paraeducator - Special Education	09/22/21	AIDES	9	Unranked
10	Site Coordinator	09/27/21	OTBS	5	4
11	District Business Advisor	09/28/21	LT	10	8
12	Education Navigator - Alternative Education	09/30/21	OTBS	5	4

F. Monthly Vacancy Status Report – October 13, 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 panel interviews for the Classified Personnel Specialist I/II position were held on October 11, 2021. Final interviews have been scheduled for October 18, 2021.

B. Board Appointee to the Personnel Commission

At the October 6, 2021 meeting, the Board of Education reappointed Mr. Nicholas Gervase to the Personnel Commission for the period of 12/1/21 to 11/30/24.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

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

IX. ADJOURNMENT

The meeting adjourned at 10:20 a.m.

Respectfully submitted,



Marisa Perry

Ex-Officio Secretary, Personnel Commission