

**PERSONNEL COMMISSION  
REGULAR MEETING #506  
NOVEMBER 10, 2021, 10:00 A.M.  
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/92462358071>

**DIAL IN NUMBER: 669 900 6833**

**MEETING ID: 924 6235 8071**

**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 Yolanda Anguiano

OTHERS PRESENT	
Larry Oshodi Rod Adams Rodrick Ang Angela Ballou	Tammy Dhanota Charles Doan Pam Hale Kelly Wylie

**III. APPROVAL OF AGENDA**

**MOTION #506-1:** The Commission approved Agenda #506, November 10, 2021, moved by Ms. Libby Spector, and seconded Mr. Nicholas Gervase.

**MOTION #506-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #506-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #505, October 13, 2021, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #506-2:** 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 #506-3:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #506-3:** carried unanimously.

**Classification**

- Digital Communication Specialist, Range 45.5

**B. Approval / Ratification of Establishing and / or Extending Eligibility Lists**

**MOTION #506-4:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #506, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #506-4:** carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Custodian	10/05/21	OSS	10	8
2	Human Resources Specialist I/II	10/10/21	OTBS	10	6
3	Classified Personnel Specialist I/II	10/11/21	OTBS	9	8
4	Office Assistant II	10/12/21	OTBS	10	8
5	Paraeducator - Alternative Education	10/13/21	AIDES	1	1
6	Associate Teacher - Restricted	10/14/21	AIDES	1	1
7	Accountant I/II	10/15/21	OTBS	5	4
8	IT Help Desk Support Specialist	10/19/21	OTBS	8	7
9	Director III - Internal Business Services	10/20/21	LT	2	2
10	Navigator - Opportunity Youth Academy	10/21/21	OTBS	4	4
11	Conference Center Coordinator	10/26/21	OTBS	7	5
12	Paraeducator - Special Education	10/27/21	AIDES	13	Unranked
13	Administrative Data Technician	10/28/21	OTBS	4	4
14	Network Engineer	11/01/21	OTBS	4	4
15	Payroll Services Specialist I/II	11/01/21	OTBS	6	4

**C. Announcement of the Intended Joint Appointee to the Personnel Commission**

Director Perry provided background information on the Personnel Commission and the recruitment details. President Gervase announced Mr. Rod Adams as the intended Joint Appointee to the Personnel Commission. The public hearing for the appointment will be held on December 8, 2021. If appointed, the effective date will be December 8, 2021, thru November 30, 2022.

**D. Monthly Vacancy Status Report – November 10, 2021**

Director Perry reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

**E. Personnel Commission Annual Report 2020-2021 (First Draft)**

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. A draft of the 2020 - 2021 Annual Report was presented for Commission review. The final version of the Annual Report will be presented at the December, 2021 Personnel Commission meeting.

**VII. SECRETARY'S REPORT**

Director Perry reported on the following:

- Yolanda Anguiano was introduced as the new Classified Personnel Specialist
- The RefLynk reference check system was implemented in October and will be used for classified and certificated recruitment. Positive feedback has been received for this new system.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, December 8, 2021, at 10:00 a.m., via Zoom.

**IX. ADJOURNMENT**

The meeting adjourned at 10:29 a.m.

Respectfully submitted,



Marisa Perry  
Ex-Officio Secretary, Personnel Commission