

**PERSONNEL COMMISSION
REGULAR MEETING #520
JANUARY 11, 2023, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/92168006626>

Dial-in Number: 669-900-6833

Meeting ID: 921 6800 6626

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 Rod Adams, Member	Marisa Perry Yasmeen Husain Alice Serraon Yolanda Anguiano

OTHERS PRESENT	
Larry Oshodi Stephanie Gomez Marcela Miranda Chاونise Powell	Howard Stiskin Angela Ballou Tammy Dhanota

III. APPROVAL OF AGENDA

MOTION #520-1: The Commission approved Agenda #520, January 11, 2023, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #520-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #520-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #519, December 14, 2022, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #520-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #520-3: The Commission approved revising the classification specification for the classification of Manager - Risk and Liability, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #520-3: carried unanimously.

B. Approval of Eliminating Classification and Associated Classification Specification

MOTION #520-4: The Commission approved eliminating the following classifications and associated classification specifications, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #520-4: carried unanimously.

Classifications

- **School Health Systems Specialist**
- **Manager – Behavioral Health Systems**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #520-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #520-5: carried unanimously.

Classification

- **Manager – School Health Systems, Range 11**

D. Approval of Establishing Classification and Associated Classification Specification

MOTION #520-6: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #520-6: carried unanimously.

Classification

- **Manager – School Wellness Programs, Range 11**

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

MOTION #520-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #520, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #520-7: carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Classified Personnel Specialist I/II	12/06/22	OTBS	6	6
2	Administrative Assistant IV	12/06/22	OTBS	10	8
3	Educator Preparation Program Advisor	12/08/22	OTBS	2	2
4	Graphic Designer	12/09/22	OTBS	15	12
5	Administrative Assistant II	12/12/22	OTBS	12	9
6	Custodian	12/13/22	OSS	4	4
7	Administrative Data Technician	12/14/22	OTBS	6	4
8	DevOps Engineer	12/14/22	OTBS	3	3
9	Accounting Specialist I/II	12/14/22	OTBS	6	4
10	Facilities Maintenance and Construction Coordinator	12/15/22	OTBS	4	3
11	Paraeducator - Special Education	12/15/22	AIDES	8	Unranked
12	Office Assistant II	01/04/23	OTBS	7	7

F. Monthly Vacancy Status Report – January 11, 2023

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

Angela Ballou expressed concerns about paraeducator vacancies and classrooms being short-staffed. Rod Adams acknowledged the concern and expressed the need for a strategy to address this. Yasmeen Husain, Supervisor-Classification and Recruitment, shared that the team is currently working with the Special Education department in strategizing and proactively doing recruitment outreach to local colleges and the community.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- Shahana Shah has been selected as the new Classified Personnel Specialist. She will be introduced to the commissioners at the next meeting.
- Yasmeen Husain and the specialists have been reviewing our processes and forms to ensure efficiency and consistency.
- Marisa Perry and Yasmeen Husain will be attending the California School Personnel Commissioners Association (CSPCA) Annual Conference in late January.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, February 8, 2023, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:27 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission