

**PERSONNEL COMMISSION  
REGULAR MEETING #521  
FEBRUARY 8, 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 Nicholas Gervase, Vice-President Rod Adams, Member	Marisa Perry Alice Serrao Shahana Shah

OTHERS PRESENT	
Larry Oshodi Tammy Dhanota Angela Ballou	Kellie Guevarra Kris Schmersey

**III. APPROVAL OF AGENDA**

**MOTION #521-1:** The Commission approved Agenda #521, February 8, 2023, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #521-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #521-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #520, January 11, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #521-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Intention to Conduct a Classification and Compensation Study**

Director Perry informed the Commissioners that the Office proposes to conduct a classification and compensation study for positions in the Classified Service. Larry Oshodi, Assistant Superintendent – Personnel Services, stated that the SCCOE plans to have a consulting organization identified by August 2023 who will assess the organization’s needs and will conduct or recommend an agency to conduct the study itself. Ms. Libby Spector asked about the sequence of classifications for the study. Mr. Larry Oshodi responded that the consulting organization will make that recommendation.

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

**MOTION #521-3:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #521, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #521-3:** carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Manager - Strategy & Implementation	01/09/23	LT	2	2
2	Senior Legislative and Policy Analyst	01/10/23	LT	6	5
3	Data Engineer	01/12/23	OTBS	1	1
4	Custodian - Lead	01/17/23	OSS	1	1
5	Environmental Education Specialist	01/19/23	AIDES	3	3
6	Wellness Center Liaison	01/20/23	OTBS	4	4
7	School Office Coordinator – Special Education	01/24/23	OTBS	9	7
8	Staffing Specialist, Human Resources I/II	01/26/23	OTBS	3	2
9	Educator Preparation Program Analyst	01/27/23	LT	2	2
10	Paraeducator - Special Education	01/27/23	AIDES	2	Unranked

**C. Monthly Vacancy Status Report – February 8, 2023**

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:

- Shahana Shah was introduced as the new Classified Personnel Specialist.
- Alice Serraoon and Shahana Shah will attend the Merit Academy starting in March 2023.
- Marisa Perry is participating in the California School Personnel Commissioners Association (CSPCA) Champions for Merit Leadership program and will be mentored by Kristin Olson.
- We are registered to attend local job fairs including the Diversity Employment Day Career Fair and the Evergreen Valley College Job Fair.
- Starting March 2023, Personnel Commission meetings will be held in-person at the Ridder Park office.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, March 8, 2023, at 10:00 a.m., and will be held in-person at the SCCOE Ridder Park office.

**IX. ADJOURNMENT**

The meeting adjourned at 10:20 a.m.

Respectfully submitted,

Marisa Perry  
Ex-Officio Secretary, Personnel Commission