

**PERSONNEL COMMISSION
REGULAR MEETING #523
APRIL 12, 2023, 10:00 A.M.
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 Yasmeen Husain Alice Serraon Shahana Shah Yolanda Anguiano

OTHERS PRESENT	
Larry Oshodi Stephanie Gomez Niti Sharma Isabella Arreola	Thuy Vi Nguyen Kellie Guevarra Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #523-1: The Commission approved Agenda #523, April 12, 2023, with noted changes in the Administrative Accounting Assistant job description. Updated copies were provided. Moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #523-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #523-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #522, March 8, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #523-2: 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 #523-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #523-3: carried unanimously.

Classification

- **Administrative Accounting Assistant, OTBS – Range 45.5**

Director Perry stated that an update was made to the job description to remove references to a Director as this position will involve general administrative and clerical support to the department.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #523-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #523-4: carried unanimously.

Classification

- **Manager – Claims and Reimbursement, LT - Range 11**

C. Approval of Classification Specification Revision

MOTION #523-5: The Commission approved revising the classification specification the classification Research Analyst, Associate, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #523-5: carried unanimously.

D. Approval of Classification Specification Revision

MOTION #523-6: The Commission approved revising the classification specification the classification Research Analyst, Senior, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #523-6: carried unanimously.

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

MOTION #523-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #523, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #523-7: carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Applications Systems Analyst	03/02/23	OTBS	6	6
2	Accounting Technician/Accounting Technician, Senior	03/03/23	OTBS	4	3
3	Educator Preparation Program Specialist	03/10/23	OTBS	5	5
4	Human Resources Specialist I/II	03/10/23	OTBS	15	9
5	IT Help Desk Support Specialist - Senior	03/14/23	OTBS	6	6
6	Supervisor - Inclusion Collaborative and Operations	03/15/23	LT	3	3
7	Paraeducator - Special Education	03/15/23	AIDES	6	Unranked
8	Student Assessment Technician	03/17/23	AIDES	3	3
9	Home Visiting Specialist - Early Head Start - Restricted - Bilingual Spanish	03/17/23	OTBS	3	3
10	Director II - School Health Systems & Medical Billing	03/22/23	LT	7	7
11	Specialized Physical Health Care (SPHC) Assistant	03/23/23	AIDES	3	2

12	Director III - General Services	03/24/23	LT	2	2
13	Supervisor - Administrative Services	03/28/23	LT	9	7
14	School Health Billing Specialist	03/31/23	LT	6	6

F. Approval of the Personnel Commission Meeting Calendar for 2023-2024

MOTION #523-8 The Commission approved the proposed Personnel Commission Meeting Calendar for 2023-2024 within Personnel Commission Agenda #523, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #523-8: carried unanimously.

Month	Date	Year	Day	Meeting Category
July	12	2023	Wednesday	Regular
August	9	2023	Wednesday	Regular
September	20	2023	Wednesday	Regular
October	11	2023	Wednesday	Regular
November	08	2023	Wednesday	Regular
December	13	2023	Wednesday	Regular
January	17	2024	Wednesday	Regular
February	14	2024	Wednesday	Regular
March	13	2024	Wednesday	Regular
April	10	2024	Wednesday	Regular
May	8	2024	Wednesday	Regular
June	12	2024	Wednesday	Regular

G. Update on Intention to Conduct a Classification and Compensation Study

Mr. Larry Oshodi stated that the SCCOE is looking into working with School Employers Association of California (SEAC) for guidance on the classification and compensation study. Mr. Oshodi shared anticipated milestones, timelines and scope of work.

H. Personnel Commission Budget: 2023-2024 (First Reading)

Director Perry submitted for review, the Personnel Commission's Proposed Budget for the 2023-2024 fiscal year. Any revisions to the budget proposal will be included in the Commissioner's packet for approval at the forthcoming meeting in May.

Object Code	Description	ADOPTED 2022-23 BUDGET	PROPOSED 2023-24 BUDGET
2320-00	Executive Assistant – Classified	119,080.00	114,198.00
2360-00	Director – Classified	173,782.00	208,162.00
2395-00	Other Management – Classified	120,516.00	145,748.00
2425-00	Other Specialists/Technicians	255,408.00	286,280.00
3000-00	Employee Benefits	335,686.00	384,773.00
3402-00	Commissioner Benefits	31,094.00	43,571.00
4000-00	Materials & Supplies	5,554.00	5,554.00
5200-00	Travel & Conferences	4,615.00	4,615.00

5277-00	Travel Recruitment	500.00	500.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Memberships	4,565.00	4,565.00
5710-15	Print Services	6,877.00	2,727.00
5710-31	DocuSign Licenses		3,800.00
5710-32	Zoom Licenses		350.00
5800-00	Contract Services – Other	5,835.00	5,835.00
5800-00	Commissioner Stipends	2,400.00	2,400.00
5809-00	Advertising	31,836.00	31,836.00
5819-00	Caterers	1,000.00	1,000.00
5888-00	Contract Services – COVID19	3,200.00	3,200.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
TOTAL		\$1,103,320.00	\$1,250,486.00

- 5710-15 Print Services: Proposed \$4,150 reduction to reallocate funds for DocuSign and Zoom licenses.

I. Monthly Vacancy Status Report – April 12, 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:

- Classified Personnel Services will be attending the job fair at Evergreen College and the 2023 CA Association for the Education of Young Children (CAEYC) Expo with the Educator Preparation Programs Department and Early Learning Services Department.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, May 10, 2023, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:43 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission