

PUBLIC NOTICE
PERSONNEL COMMISSION AGENDA
REGULAR MEETING #514
JULY 13, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING

<https://sccoe.zoom.us/j/98096497312>

Dial-in Number: 669-900-6833

Meeting ID: 980 9649 7312

This meeting meets the requirements of AB361

I. CALL TO ORDER

II. ROLL CALL

President - Nicholas Gervase
Vice President - Libby Spector
Member – Rod Adams

III. APPROVAL OF AGENDA #514 – July 13, 2022 ACTION

IV. APPROVAL OF MINUTES

A. Regular Meeting #513 – June 8, 2022 ACTION

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

VI. NEW BUSINESS

A. Dr. Mary Ann Dewan, County Superintendent of Schools INFORMATION

B. Approval / Ratification of Classification Specification Revision..... ACTION
a. Administrative Interpreter

C. Approval / Ratification of Classification Specification Revision..... ACTION
a. Educare Family Engagement Specialist

D. Approval / Ratification of Establishing Classification, Associated Classification Specification and Recommending Salary Range ACTION
a. Supervisor – Payroll Services, Range 10

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

F. Monthly Vacancy Status Report INFORMATION

VII. SECRETARY’S REPORT

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS (Next Meeting: August 10, 2022)

IX. ADJOURNMENT

NOTE: This agenda will be posted on all County Office of Education bulletin boards. Additional information regarding items on this agenda is available from Classified Personnel Services. Personnel Commission reserves the right to receive issues which are brought up from the floor and refer them to staff for further attention. Oral presentations to the Personnel Commission are limited to five (5) minutes.

**PERSONNEL COMMISSION
REGULAR MEETING #513
JUNE 8, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/98569747340>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 985 6974 7340

UNAPPROVED 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, Vice-President Rod Adams, Member	Marisa Perry Yasmeen Husain Linda Gore Yolanda Anguiano
OTHERS PRESENT	
Larry Oshodi Marie Bacher	Marcela Miranda

III. APPROVAL OF AGENDA

MOTION #513-1: The Commission approved Agenda #513, June 8, 2022, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #513-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #513-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #512, May 11, 2022, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #513-2: 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 #513-3 The Commission approved revising the classification specification for the position of Supervisor – Environmental Education, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #513-3: carried unanimously.

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

MOTION #513-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #513, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #513-4: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Cook	05/19/22	OSS	2	2
2	Environmental Education Liaison Recruiter	05/05/22	OTBS	11	6
3	Technology Support Specialist	05/12/22	OTBS	9	8
4	Data Engineer	05/18/22	OTBS	3	2
5	Child Care Resource and Referral Specialist	05/19/22	OTBS	8	7
6	Specialized Physical Health Care (SPHC) Assistant	05/19/22	AIDES	3	3
7	Payroll Services Specialist I/II	05/20/22	OTBS	11	7
8	Enrollment Data Specialist - Lead	05/24/22	OTBS	4	4
9	Manager - Risk and Liability+	05/25/22	LT	2	2
10	Supervisor - Print Services	05/26/22	LT	2	2
11	Paraeducator - Special Education	05/26/22	AIDES	10	Unranked

C. Monthly Vacancy Status Report – June 8, 2022

Director Perry reported on the Monthly Vacancy Status Report and positions filled, as well as the current recruitment climate and challenges. The Commission accepted the report as delivered.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- The virtual Paraeducator Bid Board will be held on June 22, 2022 for both displaced employees and voluntary transfers. Vacant positions are being held for the bid board.
- Department staff, along with Resource Support staff, attended a successful career/resource fair, held at the Opportunity Youth Academy site on June 1, 2022.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, July 13, 2022, at 10:00 a.m., via Zoom.

IX. CLOSED SESSION (10:18 a.m.)

- A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957
Title: Director III – Human Resources / Classified Personnel Services

X. REPORT OUT OF ACTIONS TAKEN IN CLOSED SESSION, IF ANY (11:05 a.m.)

- A. No actions to report

XI. ADJOURNMENT

The meeting adjourned at 11:06 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission