

**PERSONNEL COMMISSION  
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**

**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 Linda Gore Yolanda Anguiano Meipo Flores

OTHERS PRESENT	
Mary Ann Dewan Larry Oshodi Angela Ballou	Tammy Dhanota Stephanie Gomez

**III. APPROVAL OF AGENDA**

**MOTION #514-1:** The Commission approved Agenda #514, July 13, 2022, with the noted change, Libby Spector will assume the role of President and Nicholas Gervase, Vice-President, for the period of July thru December 2022, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #514-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #514-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #513, June 8, 2022, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #514-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

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

Superintendent Dewan addressed the commission and provided Office, State budget, and COVID-19 updates. She also thanked the Commissioners for their dedication and service during the past two years.

**B. Approval of Classification Specification Revision**

**MOTION #514-3** The Commission approved revising the classification specification for the

position of Administrative Interpreter, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #514-3: carried unanimously.**

**C. Approval of Classification Specification Revision**

**MOTION #514-4** The Commission approved revising the classification specification for the position of Educare Family Engagement Specialist, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #514-4: carried unanimously.**

Director Perry provided background regarding the job description language change and the response from PERS and STRS. Larry Oshodi, Asst. Superintendent – Personnel Services, gave additional information regarding CTC language requirements. The classification revisions are not changing the functions of the position, but clearly defining the language of essential functions so a credential is not required for this position.

**D. Approval of Establishing Classification and Associated Classification Specification**

**MOTION #514-5** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #514-5: carried unanimously.**

**Classification**

- **Supervisor – Payroll Services, Range 10**

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

**MOTION #514-6:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #514, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #514-6: carried unanimously.**

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Associate Teacher - Restricted	5/31/2022	AIDES	13	9
2	District Business Advisor	6/2/2022	LT	9	8
3	Paraeducator Trainer - Special Education	6/9/2022	AIDES	5	4
4	Maintenance Person I/II	6/10/2022	OSS	7	7
5	Administrative Research Assistant	6/13/2022	OTBS	5	4
6	Early Learning Services Specialist	6/16/2022	OTBS	5	5
7	Paraeducator - Special Education	6/29/2022	AIDES	10	Unranked
8	Associate Teacher - Restricted	6/29/2022	AIDES	13	10

**F. Monthly Vacancy Status Report – July 13, 2022**

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:

- The virtual Paraeducator Bid Board was held in June and 15 positions were filled.

- Certain departments within Human Resources are testing a pilot program, in conjunction with Technology Services, regarding email data loss prevention.
- CPS staff will be having a team retreat in August, which will include team building and professional development.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

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

**IX. ADJOURNMENT**

The meeting adjourned at 10:37 a.m.

Respectfully submitted,



Marisa Perry  
Ex-Officio Secretary, Personnel Commission