

**PERSONNEL COMMISSION  
REGULAR MEETING #516  
SEPTEMBER 14, 2022, 10:00 A.M.  
ZOOM VIRTUAL MEETING  
<https://sccoe.zoom.us/j/91727632261>  
DIAL IN NUMBER: 669 900 6833  
MEETING ID: 917 2763 2261  
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 Meipo Flores Alice Serraon

OTHERS PRESENT	
Mary Ann Dewan Larry Oshodi Lee Andersen Angela Ballou Adora Fisher	Narasimhan Ganesh Stephanie Gomez Dharma Jayabal Steve Pinkoski David Wu

**III. APPROVAL OF AGENDA**

**MOTION #516-1:** The Commission approved Agenda #516, September 14, 2022, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #516-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #516-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #515, August 10, 2022, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #516-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Larry Oshodi, Assistant Superintendent, Personnel Services**

Mr. Oshodi addressed the commission to share in advance that the Office is looking into the possibility of the reclassification of some positions; Mr. Oshodi specified the Custodian and Paraeducator positions.

In response to a question, Director Perry explained how reclassifications are different from revisions or reallocations. Mr. Nicholas Gervase further clarified that a reclassification is about a change in responsibility that may or may not affect salary.

**B. Approval of Classification Specification Retitling**

**MOTION #516-3** The Commission approved retitling the classification Network Analyst to Technology Support Analyst, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #516-3: carried unanimously.**

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

**MOTION #516-4** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #516-4: carried unanimously.**

**Classification**

- DevOps Engineer, Range 59.5

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

**MOTION #516-5** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

**MOTION #516-5: carried unanimously.**

**Classification**

- Education Preparation Program Advisor, Range 48

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

**MOTION #516-6** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #516-6: carried unanimously.**

**Classification**

- EPP Financial Analyst, Range 10

**F. Approval of Classification Specification Revision**

**MOTION #516-7** The Commission approved revising the classification specification for the position of Director III – General Services, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

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

**MOTION #516-8:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #516, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

**MOTION #516-8: carried unanimously.**

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Custodian	08/03/22	OSS	2	2

2	College Liaison	08/04/22	OTBS	15	11
3	Manager - Positive Behavioral Interventions and Supports	08/10/22	LT	1	1
4	Family Advocate - Restricted - Bilingual Spanish Required	08/12/22	OTBS	11	9
5	Research Analyst, Associate	08/15/22	OTBS	4	3
6	Bus Driver	08/18/22	OSS	4	3
7	Occupational Therapist I/II	08/18/22	OTBS	2	2
8	Migrant Education Program Recruiter	08/19/22	OTBS	5	4
9	Manager - Media and Marketing	08/22/22	LT	2	2
10	Site Coordinator	08/23/22	OTBS	7	7
11	Human Resources Specialist - Lead	08/25/22	OTBS	3	3
12	Executive Assistant	08/30/22	LT	6	6
13	Paraeducator - Special Education	08/30/22	AIDES	9	Unranked
14	Web Developer/ Programmer	08/31/22	OTBS	3	3
15	Administrative Assistant II	09/07/22	OTBS	6	4

**H. Monthly Vacancy Status Report – September 14, 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:

- Yolanda Anguiano, Classified Personnel Specialist, attended the Opportunity Youth Academy Resource Fair and shared information about open positions.
- We are currently registering for upcoming job fairs this fall at junior colleges.
- Marisa Perry, Director III – Classified Personnel Services, and Yasmeen Husain, Supervisor – Classification & Recruitment, will be attending the Northern California SPCA Conference in October.
- New Executive Assistant, Alice Serraon, will be starting on October 3, 2022.

**VIII. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, October 12, 2022, at 10:00 a.m., via Zoom.

**IX. ADJOURNMENT**

The meeting adjourned at 10:33 a.m.

Respectfully submitted,

Marisa Perry  
Ex-Officio Secretary, Personnel Commission