

**PERSONNEL COMMISSION
REGULAR MEETING #519
DECEMBER 14, 2022, 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

OTHERS PRESENT	
Dr. Mary Ann Dewan Larry Oshodi Stephanie Gomez Marie Bacher Marcela Miranda	Chaunise Powell Rick Cleary Angela Ballou Tammy Dhanota Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #519-1: The Commission approved Agenda #519, December 14, 2022, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #519-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #519-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #518, November 9, 2022, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #519-2: 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, Retitling, and Reallocation

MOTION #519-3: The Commission approved revising the classification specification, retitling and range modification for the classification of Custodian to Custodian I/II, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #519-3: carried unanimously.

Classification

- **Custodian I/II, Range 36.5/38.0**

Marisa Perry provided detailed information on the changes and distinguishing characteristics between level I and level II, as well as the reasoning behind the proposed changes. Member Adams asked a question about the process for advancing from level I to level II. Marisa Perry provided response. Vice-President Gervase commented on the requirements and procedure for moving into Level II and shared concerns about the concept of an alternate class series. Director Perry discussed the difference between a promotion and series advancement as specified in the Merit Rules. Discussion ensued.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #519-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #519-4: carried unanimously.

Classification

- **Environmental Education Garden Specialist, Range 40.0**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #519-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #519-5: carried unanimously.

Classification

- **Director II – School Health Systems and Medical Billing, Range 14**

D. Approval of Establishing Classification and Associated Classification Specification

MOTION #519-6: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #519-6: carried unanimously.

Classification

- **School Health Billing Specialist, Range 8**

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

MOTION #519-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #519, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #519-7: carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	Education Program Analyst	11/03/22	OTBS	3	3
2	Technology Support Analyst	11/03/22	OTBS	8	7
3	Paraeducator - Opportunity Youth Academy	11/04/22	AIDES	2	2

4	Licensed Vocational Nurse	11/08/22	OTBS	1	1
5	Administrative Interpreter	11/08/22	OTBS	1	1
6	Administrative Data Technician	11/09/22	OTBS	8	7
7	Administrative Assistant III	11/10/22	OTBS	10	8
8	Community Engagement/Public Relations Specialist	11/15/22	OTBS	4	4
9	Payroll Services Specialist -Lead	11/16/22	OTBS	2	2
10	Licensed Vocational Nurse	11/29/22	OTBS	2	2
11	Specialized Physical Health Care (SPHC) Assistant	11/30/22	AIDES	3	3
12	Paraeducator - Special Education	12/02/22	AIDES	7	Unranked
13	Administrative Assistant IV	12/06/22	OTBS	10	8

F. Monthly Vacancy Status Report – December 14, 2022

Director Perry reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

G. Personnel Commission Annual Report 2021-2022

MOTION #519-8: An Annual Report was prepared summarizing the activities of the Commission's staff for the 2021-2022 fiscal year. Information included in the report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals. The Commission accepted the Annual Report, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #519-8: carried unanimously.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- Final interviews were conducted for the Classified Personnel Specialist vacancy, and a selection has been made. Introductions will be made after paperwork is finalized.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, January 11, 2023, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:54 a.m.

Respectfully submitted,

Marisa Perry

Ex-Officio Secretary, Personnel Commission