PERSONNEL COMMISSION
REGULAR MEETING #471
DECEMBER 12, 2018, 10:00 A.M.
APPROVED MINUTES

I. CALL TO ORDER

The meeting was called to order by President Nicholas Gervase at 10:00 a.m.

II. ROLL CALL

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>STAFF PRESENT</th>
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<tbody>
<tr>
<td>Nicholas Gervase, President</td>
<td>Jonathan Muñoz, Director - HR / Classified Personnel Services</td>
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<tr>
<td>Rodney Martin, Vice President</td>
<td>Marisa Perry, Supervisor - Classification &amp; Recruitment</td>
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<tr>
<td>Libby Spector, Member</td>
<td>Linda Gore, Executive Assistant</td>
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<table>
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<tr>
<th>OTHERS PRESENT</th>
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<tr>
<td>Mary Ann Dewan, County Superintendent of Schools</td>
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<tr>
<td>Megan K. Reilly, Chief Business Officer</td>
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<td>Stephanie Gomez, Director - Internal Business Services</td>
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<td>Khristel Johnson, Director - Charter Schools</td>
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<td>Judy Kershaw, Director - District Business Services</td>
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<td>Craig Wilde, Director - General Services</td>
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<tr>
<td>Richard Reid, Manager - Facilities &amp; Construction</td>
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<td>Robert Whalen, Principal - Special Education</td>
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<td>Debbie Bemis, Counselor</td>
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<td>Veronica Contreras, Supervisor - Human Resources/Substitute Services</td>
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<td>Theresa Martinez, Senior Executive Assistant</td>
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III. APPROVAL OF AGENDA

MOTION #471-1: The Commission approved Agenda #471, December 12, 2018, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.
MOTION #471-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #471-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #470, November 14, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.
MOTION #471-2: carried unanimously.

MOTION #471-3: The Commission approved the Minutes for the Special Personnel Commission Meeting #71, November 28, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.
MOTION #471-3: carried unanimously.

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

None
VI. **NEW BUSINESS**

A. **Approval / Ratification of Establishing Classification and Associated Classification Specification**

**MOTION #471-4:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #471-4:** carried unanimously.

- **Staff Attorney - Charter Schools, Range 13**

Dr. Mary Ann Dewan, County Superintendent of Schools, and Khristel Johnson, Director - Charter Schools, addressed the Commission and provided additional information on why this position is needed to support the department.

B. **Approval / Ratification of Establishing Classification and Associated Classification Specification**

**MOTION #471-5:** The Commission approved establishing the following classifications and associated classification specifications, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #471-5:** carried unanimously.

- **Assistant Director - Internal Business Services, Range 14**
- **Assistant Director - District Business Services, Range 14**
- **Supervisor - Payroll, Tax and Retirement Systems, Range 10**
- **Facilities Maintenance and Construction Coordinator, Range 46**

Megan K. Reilly, Chief Business Officer, addressed the Commission and provided an overview of changes in the Business, Facilities & Operations Division. Stephanie Gomez, Director - Internal Business Services, Judy Kershaw, Director - District Business Services, Craig Wilde, Director - General Services, and Richard Reid, Manager - Facilities & Construction also addressed the Commission and provided additional information on why these positions are needed to better support districts, students and staff.

C. **Approval / Ratification of Classification Retitling, Revision and Position Reallocation**

**MOTION #471-6:** The Commission approved retitling the classification Education Interpreter/Tutor, Deaf/Hard of Hearing (HOH) Program to Education Interpreter I/II, revising the classification specification, and reallocating the following positions, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

**MOTION #471-6:** carried unanimously.

**Positions**

- 0085, 0532, 0933, 1023, 1487, 2058, 2059, 2060, 2061, 2462, 2769, 2770, 2915, 3072, Education Interpreter/Tutor, Deaf/Hard of Hearing (HOH) Program to Education Interpreter II

Robert Whalen, Principal - Special Education, and Debbie Bemis, Counselor, discussed the Deaf and Hard of Hearing Program with the Commission and the need to hire additional education interpreters. The changes to the job description and job title will help with recruitment. Mr. Whalen praised the efforts made by Classified Personnel Services to address the shortage of education interpreters.
D. Personnel Commission Annual Report 2017-2018

MOTION #471-7: An Annual Report was prepared summarizing the activities of the Commission’s staff for the 2017-2018 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 Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #471-7: carried unanimously.

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

MOTION #471-8: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #471, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #471-8: carried unanimously.

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>DATE</th>
<th>UNIT</th>
<th>NUMBER OF ELIGIBLES</th>
<th>NUMBER OF RANKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Administrative Assistant IV</td>
<td>11/13/18</td>
<td>OTBS</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>2 Communications/Public Relations Specialist</td>
<td>11/14/18</td>
<td>OTBS</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>3 School Office Coordinator - Special Education</td>
<td>11/15/18</td>
<td>OTBS</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>4 Accountant I/II</td>
<td>11/28/18</td>
<td>OTBS</td>
<td>17</td>
<td>14</td>
</tr>
<tr>
<td>5 Data Warehouse Analyst - Senior</td>
<td>12/04/18</td>
<td>OTBS</td>
<td>5</td>
<td>5</td>
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F. Monthly Vacancy Status Report – December 12, 2018

Ex-Officio Secretary Muñoz reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

VII. SECRETARY'S REPORT

Ex-Officio Secretary Muñoz reported on the following:

A. Toys for Tots

Staff recently participated in the Toys for Tots “Stuff the Bus” event on Saturday, December 8, 2018. A group of volunteers assisted in the donated toy collection at Christmas in the Park and subsequent unloading, counting, and sorting of toys at the United States Marine Corps Reserves warehouse facility.

B. Brown Act Update

Ex-Officio Secretary Muñoz shared with the Commissioners the new amendments to the Brown Act, effective 2019.

VIII. CLOSED SESSION @ 11:02 A.M.

A. Public Employee Performance Evaluation Pursuant to Government Code Section 54957

Title: Director III - Human Resources / Classified Personnel Services

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, January 9, 2019, at 10:00 a.m.
X. **ADJOURNMENT**

The meeting adjourned at 11:15 a.m.

Respectfully submitted,

Jonathan Muñoz
Ex-Officio Secretary, Personnel Commission