I. **CALL TO ORDER**  
The meeting was called to order by President Rodney Martin at 10:00 a.m.

II. **ROLL CALL**

<table>
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<tr>
<th>MEMBERS PRESENT</th>
<th>STAFF PRESENT</th>
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<tbody>
<tr>
<td>Rodney Martin, President</td>
<td>Jonathan Muñoz, Director III - HR / Classified Personnel Services</td>
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<tr>
<td>Libby Spector, Vice President</td>
<td>Marisa Perry, Supervisor - Classification &amp; Recruitment</td>
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<tr>
<td>Nicholas Gervase, Member</td>
<td>Linda Gore, Executive Assistant</td>
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<th>OTHERS PRESENT</th>
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<tr>
<td>Reyna Dominguez, Supervisor - Home Based Program-EHS Restricted</td>
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III. **APPROVAL OF AGENDA**  
**MOTION #481-1:** The Commission approved Agenda #481, October 9, 2019, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.  
**MOTION #481-1:** carried unanimously.

IV. **APPROVAL OF MINUTES**  
**MOTION #481-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #480, September 11, 2019, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.  
**MOTION #481-2:** carried unanimously.

V. **HEARING OF PERSONS DESIRING TO ADDRESS THE COMMISSION OR TO PRESENT PETITIONS**  
None

VI. **NEW BUSINESS**

A. **Approval of Establishing Classification and Associated Classification Specification**  
**MOTION #481-3:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.  
**MOTION #481-3:** carried unanimously.

Classification
- **Associate Teacher - Infant/Toddler, Range 41**

Reyna Dominguez, Supervisor - Home Based Program-EHS, addressed the Commissioners and provided information on the Associate Teacher - Infant/Toddler position and how it would support the Early Head Start program.

B. **Approval / Ratification of Establishing and / or Extending Eligibility Lists**  
**MOTION #481-4:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #481, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.  
**MOTION #481-4:** carried unanimously.
C. **Monthly Vacancy Status Report – October 9, 2019**

Ms. Marisa Perry, Supervisor - Classification & Recruitment, reported on the Monthly Vacancy Status Report and positions filled. The Commission accepted the report as delivered.

Vice President Spector inquired about the Education Interpreters. Ex-Officio Secretary Muñoz gave an update on the status of the waiver application. Once completed, the executed documents will be submitted to the California Department of Education.

VII. **SECRETARY’S REPORT**

Ex-Officio Secretary Muñoz reported on the following:

A. **Classified Job Fair - Saturday, September 28, 2019**

The SCCOE hosted the job fair on Saturday, September 28, 2019. The Office organized a successful event with over 300 walk-in and pre-registered candidates and thirteen school districts participating.

VIII. **FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, November 13, 2019 at 10:00 a.m.

IX. **ADJOURNMENT**

The meeting adjourned at 10:19 a.m.

Respectfully submitted,

Jonathan Muñoz
Ex-Officio Secretary, Personnel Commission