

PERSONNEL COMMISSION REGULAR MEETING #518 NOVEMBER 9, 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 10:06 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT	
Libby Spector, President	Marisa Perry	
Nicholas Gervase, Vice-President	Alice Serraon	
Rod Adams, Member	Yolanda Anguiano	

OTHERS PRESENT	
Larry Oshodi	Sandya Lopez
Stephanie Gomez	Sandya Lopez Angela Ballou
Amanda Dickey	Tammy Dhanota
Adora Fisher	Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #518-1: The Commission approved Agenda #518, November 9, 2022, with the removal of Item VI-E. Classification Retitling, Revision, Salary Range and Position Reallocation: Custodian, pending more information, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams. **MOTION #518-1:** carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #518-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #517, October 12, 2022, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase. **MOTION #518-2:** carried unanimously.

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

VI. <u>NEW BUSINESS</u>

Public Hearing to Consider the Joint Appointee, Mr. Rod Adams, to the Personnel Commission A public hearing on the Personnel Commission's intended Joint Appointee was held at the location, date, and time specified below. Members of the Governing Board, Superintendent, Administration, employee representatives, employees, and public were invited to comment.

Location: Santa Clara County Office of Education Date: November 9, 2022

Zoom Virtual Meeting (See above link) Time: 10:00 a.m.

Open Hearing at: 10:07 a.m. Motion: N. Gervase

Second: L. Spector
Vote: Approved

Close Hearing at: 10:09 a.m. Motion: N. Gervase

Second: L. Spector
Vote: Approved

A. Appointment of the Intended Joint Appointee to the Personnel Commission

MOTION #518-3: The Commissioners appointed and publicly announced the Joint Appointee, Mr. Rod Adams, to the Personnel Commission, initiating in December 2022 for a three-year term, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

MOTION #518-3: carried unanimously.

Ex-Officio Secretary Marisa Perry, Director III-HR/Classified Personnel Services, administered the Oath of Office to Mr. Rod Adams. A signed copy of the Oath of Office is on file. Mr. Adams thanked the commissioners and shared some comments about his appointment.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #518-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #518-4: carried unanimously.

Classification

Senior Legislative and Policy Analyst, Range 8

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #518-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #518-5: carried unanimously.

Classification

Supervisor – Inclusion Collaborative Operations, Range 8

D. Approval of Classification Specification Retitling, Revision and Reallocation

MOTION #518-6: The Commission approved revising the classification specification, range modification and retitling the classification Educator Preparation Program Financial Analyst to Educator Preparation Program Analyst, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #518-6: carried unanimously.

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

MOTION #518-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #518, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #518-7: carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLES	# OF RANKS
1	Early Learning Services Specialist	10/04/22	OTBS	5	4
	Home Visiting Specialist - Early Head Start -				
2	Restricted - Bilingual Vietnamese	10/04/22	OTBS	1	1
3	Wellness Center Liaison	10/05/22	OTBS	7	7
4	Administrative Assistant IV	10/07/22	OTBS	4	4
5	Manager - Grants and Partnerships	10/12/22	LT	2	2
6	Overnight Program Specialist	10/13/22	OTBS	2	2
7	Administrative Research Assistant	10/19/22	OTBS	2	2
	Facilities Maintenance and Construction				
8	Coordinator	10/20/22	OTBS	3	3
9	Home Visiting Specialist - Lead	10/20/22	OTBS	2	2
10	Administrative Data Technician - Senior	10/21/22	OTBS	2	2
11	Paraeducator - Special Education	10/21/22	AIDES	13	Unranked
12	Foster & Homeless Youth Services Specialist	10/24/22	OTBS	4	4
13	Associate Teacher - Restricted	10/25/22	AIDES	6	6
14	Print Support Technician	10/26/22	OTBS	4	3
15	Accountant I/II	10/28/22	OTBS	7	5
16	Physical Therapist	10/29/22	OTBS	2	2
17	School Health Systems Specialist	11/01/22	OTBS	4	4
18	Education Program Analyst	11/03/22	OTBS	3	3
19	Technology Support Analyst	11/03/22	OTBS	8	7

F. Monthly Vacancy Status Report – November 9, 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 (First Draft)

An Annual Report is prepared each year summarizing the activities of the Commission's staff during the preceding fiscal year. A draft of the 2021-2022 Annual Report was presented for Commission review. The final version of the Annual Report will be presented at the December 2022 Personnel Commission meeting.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- Recruitment is ongoing for the Classified Personnel Specialist vacancy.
- Alice Serraon, Executive Assistant, has started taking recruitments for some positions.
- The team continues to attend job fairs as they become available.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, December 14, 2022, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:46 a.m.

Respectfully submitted,

Mans Reng

Marisa Perry

Ex-Officio Secretary, Personnel Commission