

**PERSONNEL COMMISSION  
REGULAR MEETING #535  
APRIL 10, 2024, 10:00 A.M.  
APPROVED MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by President Rod Adams at 10:00 a.m.

**II. ROLL CALL**

MEMBERS PRESENT	STAFF PRESENT
Rod Adams, President	Marisa Perry
Nicholas Gervase, Vice President	Kathy Jalaan
Libby Spector, Member	Amy Luna
	Alice Serrao

OTHERS PRESENT		
Stephanie Gomez	Maria dela Cruz	Selma Murillo
Abby Almerido	Cindy Duran	Lauren Nguyen
Yolanda Anguiano	Sandra Fakaosi	Kris Schmersey
Jim Carrillo	Kellie Guevara	Nabil Shahin
Angela Chao	Paula Leggett	Alberto Verduzco

**III. APPROVAL OF AGENDA**

**MOTION #535-1:** The Commission approved Agenda #535, April 10, 2024, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #535-1:** carried unanimously.

**IV. APPROVAL OF MINUTES**

**MOTION #535-2:** The Commission approved the Minutes for the Regular Personnel Commission Meeting #534, March 13, 2024, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

**MOTION #535-2:** carried unanimously.

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

None

**VI. NEW BUSINESS**

**A. Approval Establishing Classification and Associated Classification Specification**

**MOTION #535-3:** The Commission approved establishing the following classification and associated classification specification, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #535-3:** carried unanimously.

**Classification**

- **Manager – Accounting Services, LT – Range 11**

**B. Approval Establishing Classification and Associated Classification Specification**

**MOTION #535-4:** The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

**MOTION #535-4:** carried unanimously.

**Classification**

- **Assistant Director – Data Governance, LT – Range 14**

**C. Approval of Classification Specification Retitling and Revision**

**MOTION #535-5:** The Commission approved revising the classification specification and retitling the classification ServiceNow Administrator to Applications Systems Administrator, moved by Ms. Libby Spector, and seconded by Mr. Nicholas Gervase.

**MOTION #535-5:** carried unanimously.

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

**MOTION #535-6:** The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #535, moved by Mr. Nicholas Gervase, and seconded by Ms. Libby Spector.

**MOTION #535-6:** carried unanimously.

**E. Monthly Vacancy Status Report – April 10, 2024**

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

**F. SECRETARY'S REPORT**

Director Perry reported on the following:

- A Bid Board is scheduled for Associate Teachers and Teacher Assistant II's in Early Learning Services.
- Classified Personnel Services attended job fairs at Gavilan College, Evergreen College and San Jose State University.
- The consultant facilitating the classification and compensation study has made recommendations to the format of job descriptions, including the addition of a statement on Disaster Service Workers.

Mr. Nicholas Gervase requested for an update on the status and anticipated timeline of the ongoing classification and compensation study at the next scheduled meeting.

**G. FUTURE MEETINGS OR DISCUSSION ITEMS**

The next Personnel Commission regular meeting is scheduled for Wednesday, May 8, 2024, at 10:00 a.m.

**H. ADJOURNMENT**

The meeting adjourned at 10:30 a.m.

Respectfully submitted,



Marisa Perry  
Ex-Officio Secretary, Personnel Commission