

**PERSONNEL COMMISSION
REGULAR MEETING #470
NOVEMBER 14, 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

MEMBERS PRESENT	STAFF PRESENT
Nicholas Gervase, President Rodney Martin, Vice President Libby Spector, Member	Jonathan Muñoz, Director - HR / Classified Personnel Services Linda Gore, Executive Assistant

OTHERS PRESENT
Megan K. Reilly, Chief Business Officer

III. APPROVAL OF AGENDA

MOTION #470-1: The Commission approved Agenda #470, November 14, 2018, with the cancellation of the closed session, as legal counsel was unavailable, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #470-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #470-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #469, October 17, 2018, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #470-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval / Ratification of Classification Revision

MOTION #470-3: The Commission approved revising the classification specification, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #470-3: carried unanimously.

- **Manager - Risk and Liability**

B. Approval / Ratification of Classification Specification Retitling and Revision

MOTION #470-4: The Commission approved retitling and revising the classification specification, moved by Mr. Rodney Martin, and seconded by Ms. Libby Spector.

MOTION #470-4: carried unanimously.

- **Supervisor - Early Learning Services/ERSEA**

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

MOTION #470-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #470, moved by Ms. Libby Spector, and seconded by Mr. Rodney Martin.

MOTION #470-5: carried unanimously.

	CLASSIFICATION	DATE	UNIT	NUMBER	NUMBER
				OF	OF
				ELIGIBLES	RANKS
1	Buyer	10/12/2018	OTBS	5	5
2	College Liaison - Alternative Education	10/16/2018	OTBS	6	4
3	Early Learning Services Site Monitor	10/19/2018	OTBS	7	7
4	Homeless Youth Specialist	10/29/2018	OTBS	4	4
5	Systems Engineer	11/1/2018	OTBS	3	3
6	Paraeducator - Special Education	11/2/2018	AIDES	10	Unranked
7	Print Production Coordinator	11/6/2018	OTBS	3	2
8	Educator Resource Center Technical Specialist	11/7/2018	OTBS	4	3
9	Financial Administrator - Charter Schools	11/8/2018	LT	9	7
10	Supervisor - Custodial Services	11/8/2018	LT	4	4

D. Monthly Vacancy Status Report – November 14, 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. Department Update

Ms. Linda Gore has joined Classified Personnel Services as Executive Assistant. Ex-Officio Secretary Muñoz shared positive feedback received for team members Yasmeen Husain and Kathy Jalaan with the Commissioners.

B. SCCOE Update

Ex-Officio Secretary Muñoz shared with the Commission the SCCOE's new logo, the organization of divisions, and title changes for certificated senior management. Ex-Officio Secretary Muñoz also shared that two new Assistant Superintendents will be starting soon.

VIII. CLOSED SESSION

- A.** The closed session was cancelled due to legal counsel's unavailability and will be rescheduled.

IX. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, December 12, 2018, at 10:00 a.m.

X. ADJOURNMENT

The meeting adjourned at 10:27 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jonathan Muñoz".

Jonathan Muñoz

Ex-Officio Secretary, Personnel Commission