

**PERSONNEL COMMISSION
REGULAR MEETING #511
APRIL 13, 2022, 10:00 A.M.
ZOOM VIRTUAL MEETING**

<https://sccoe.zoom.us/j/9649762969>

DIAL IN NUMBER: 669 900 6833

MEETING ID: 964 9769 2969

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 Libby Spector, Vice-President Rod Adams, Member	Marisa Perry Yasmeen Husain Linda Gore Yolanda Anguiano

OTHERS PRESENT	
Larry Oshodi Angela Ballou Tammy Dhanota Stephanie Gomez	Philip J. Gordillo Kellie Guevara Marcela Miranda

III. APPROVAL OF AGENDA

MOTION #511-1: The Commission approved Agenda #511, April 13, 2022, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #511-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #511-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #510, March 9, 2022, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #511-2: carried unanimously.

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

Philip J. Gordillo, Executive Director, California School Personnel Commissioners Association, addressed the Commission and thanked Commissioner Adams for attending the annual CSPCA conference. Commissioner Adams found the conference helpful and informative.

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #511-3 The Commission approved revising the classification specification for the position of Manager – Purchasing Services, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #511-3: carried unanimously.

B. Approval of Classification Specification Revision

MOTION #511-4 The Commission approved revising the classification specification for the position of Manager – Risk and Liability, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #511-4: carried unanimously.

C. Approval of the Personnel Commission Meeting Calendar for 2022-2023

MOTION #511-5 The Commission approved the proposed Personnel Commission Meeting Calendar for 2022-2023 within Personnel Commission Agenda #511, moved by Ms. Libby Spector, and seconded by Mr. Rod Adams.

MOTION #511-5: carried unanimously.

Month	Date	Year	Day	Meeting Category
July	13	2022	Wednesday	Regular
August	10	2022	Wednesday	Regular
September	14	2022	Wednesday	Regular
October	12	2022	Wednesday	Regular
November	09	2022	Wednesday	Regular
December	14	2022	Wednesday	Regular
January	11	2023	Wednesday	Regular
February	08	2023	Wednesday	Regular
March	08	2023	Wednesday	Regular
April	12	2023	Wednesday	Regular
May	10	2023	Wednesday	Regular
June	14	2023	Wednesday	Regular

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

MOTION #511-6: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #511, moved by Mr. Rod Adams, and seconded by Ms. Libby Spector.

MOTION #511-6: carried unanimously.

#	CLASSIFICATION	DATE	UNIT	NUMBER OF ELIGIBLES	NUMBER OF RANKS
1	Wellness Center Liaison	03/04/22	OTBS	12	11
2	Payroll Services Specialist I/II	03/15/22	OTBS	8	5
3	Administrative Assistant IV	03/16/22	OTBS	11	11
4	Paraeducator - Special Education	03/16/22	AIDES	13	Unranked
5	Paraeducator - Alternative Education	03/21/22	AIDES	2	2
6	Student Assessment Technician	03/22/22	AIDES	2	2
7	Cook	03/24/22	OSS	3	3

8	Network Analyst - Senior	03/29/22	OTBS	4	4
9	Supervisor - Migrant Education Identification &	03/29/22	LT	2	2
10	Postal Services Assistant	03/31/22	OTBS	7	5
11	Associate Teacher - Restricted	04/06/22	AIDES	6	5

E. Personnel Commission Budget: 2022-2023 (First Reading)

Director Perry submitted for review, the Personnel Commission's Proposed Budget for the 2022-2023 fiscal year. Any revisions to the budget proposal will be included in the Commissioner's packet for approval at the forthcoming meeting in May.

OBJECT CODE	DESCRIPTION	ADOPTED 2021-22 BUDGET	PROPOSED 2022-23 BUDGET
2320-00	Executive Assistant – Classified	123,023.00	119,080.00
2360-00	Director – Classified	164,971.00	173,782.00
2395-00	Other Management – Classified	121,590.00	120,516.00
2425-00	Other Specialists/Technicians	250,456.00	255,408.00
3000-00	Employee Benefits	313,870.00	335,686.00
3402-00	Commissioner Benefits	31,094.00	31,094.00
4000-00	Materials & Supplies	5,554.00	5,554.00
5200-00	Travel & Conferences	4,615.00	4,615.00
5277-00	Travel Recruitment	500.00	500.00
5299-00	Mileage Reimbursement	312.00	312.00
5300-00	Dues & Memberships	4,565.00	4,565.00
5710-15	Print Services	6,877.00	6,877.00
5800-00	Contract Services – Other	5,835.00	5,835.00
5800-00	Commissioner Stipends	2,400.00	2,400.00
5809-00	Advertising	31,256.00	31,836.00
5819-00	Caterers	1,000.00	1,000.00
5888-00	Contract Services – COVID19	3,200.00	3,200.00
5900-00	Communications	580.00	0.00
5905-00	Communications – Postage/Courier	100.00	100.00
5912-00	Cell Phone Stipend Classified	960.00	960.00
TOTAL		\$1,072,758.00	\$1,103,320.00

- 5809-00 Advertising: Proposed \$580 increase to reallocate funds for increased advertising expenses
- 5900-00 Communications: Proposed \$580 reduction to reallocate funds to support other expenses

F. Monthly Vacancy Status Report – April 13, 2022

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

The Commission and Director Perry had questions and comments about the current recruitment climate and job market.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- Human Resources Division staff returned to the office as of April 11, 2022
- Yolanda Anguiano, Classified Personnel Specialist is attending the virtual 2022 Merit Academy
- Yasmeen Husain, Supervisor – Classification & Recruitment, along with three HR staff are participating in the National Equity Project. The cohort participates in monthly trainings, with the current focus on Paraeducator recruitments and the candidate experience.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, May 11, 2022, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:23 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission