

**PERSONNEL COMMISSION
REGULAR MEETING #525
JUNE 14, 2023, 10:00 A.M.
APPROVED MINUTES**

I. CALL TO ORDER

The meeting was called to order by President Libby Spector at 10:00 a.m.

II. ROLL CALL

MEMBERS PRESENT	STAFF PRESENT
Libby Spector, President Nicholas Gervase, Vice-President Rod Adams, Member	Marisa Perry Yasmeen Husain Alice Serraoon Shahana Shah

OTHERS PRESENT	
Dr. Mary Ann Dewan Larry Oshodi Stephanie Gomez	Niti Sharma Michelle Kjellesvig Kris Schmersey

III. APPROVAL OF AGENDA

MOTION #525-1: The Commission approved Agenda #525, June 14, 2023, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #525-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #525-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #524, May 10, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #525-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Update on Intention to Conduct Classification and Compensation Study

Mr. Larry Oshodi shared that the School Employees Association of California (SEAC) will be conducting the classification and compensation study. Mr. Oshodi also shared the anticipated process, order, and timeline for the study.

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #525-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #525-3: carried unanimously.

Classification

- **Principal Assistant to the County Superintendent, LT – Range 13**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #525-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #525-4: carried unanimously.

Classification

- **Paraeducator – Early Start, PARA – Range 37.0**

D. Approval of Establishing Classification and Associated Classification Specification

MOTION #525-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #525-5: carried unanimously.

Classification

- **Supervisor – Human Resources, LT – Range 10**

E. Approval of Establishing Classification and Associated Classification Specification

MOTION #525-6: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #525-6: carried unanimously.

Classification

- **Supervisor – Purchasing Services, LT – Range 10**

F. Approval of Classification Specification Retitling, Revision and Reallocation

MOTION #525-7: The Commission approved revising the classification specification, range modification and retitling the classification Director II – School Health Systems & Medical Billing to Director III – School Health Systems & Medical Billing, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #525-7: carried unanimously.

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

MOTION #525-8: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #525, moved by Mr. Mr. Nicholas Gervase, and seconded by Rod Adams.

MOTION #525-8: carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLE	# OF RANKS
1	IT Help Desk Support Specialist	05/04/23	OTBS	10	9
2	Environmental Education Garden Specialist	05/05/23	OTBS	6	5
3	Administrative Assistant IV	05/17/23	OTBS	16	11
4	Manager - Credentials Services	05/23/23	LT	1	1
5	Accounting Technician/Accounting Technician, Senior	05/24/23	OTBS	6	3
6	Research Analyst, Associate	05/25/23	OTBS	3	3
7	Paraeducator - Special Education	05/31/23	AIDES	7	Unranked

H. Monthly Vacancy Status Report – June 14, 2023

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

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- The Paraeducator Bid Board was held on June 5, 2023, and 30 paraeducator positions were filled.
- Classified Personnel Services launched a jobs bulletin to proactively reach out to candidates with regular updates regarding open positions.
- Alice Serraoon hosted an administrative assistants' meet-and-greet to bring administrative staff together and provide support.
- Site visits were held at a wellness center and the South County Annex. A site visit is also scheduled for Osborne (Alternative Education).
- Hearing for the appeal received by the commission is confirmed for July 14, 2023, at 10:00 a.m.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, July 12, 2023, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:45 a.m.

Respectfully submitted,

Marisa Perry
Ex-Officio Secretary, Personnel Commission