

**PERSONNEL COMMISSION
REGULAR MEETING #517
OCTOBER 12, 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 Vice-President Nicholas Gervase at 10:00 a.m.

II. ROLL CALL

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

OTHERS PRESENT	
Larry Oshodi Jennifer Ann Angela Ballou	Marcela Miranda Kris Schmersey David Wu

III. APPROVAL OF AGENDA

MOTION #517-1: The Commission approved Agenda #517, October 12, 2022, with the removal of Item VI-A. Larry Oshodi-Information, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #517-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #517-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #516, September 14, 2022, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #517-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Classification Specification Revision

MOTION #517-3 The Commission approved revising the classification specification for the position of Manager – Web Services & Applications Development, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #517-3: carried unanimously.

B. Approval of Classification Specification Revision

MOTION #517-4 The Commission approved revising the classification specification for the position of Administrative Interpreter, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #517-4: carried unanimously.

C. Announcement of the Intended Joint Appointee to the Personnel Commission

Director Perry provided background information on the Personnel Commission and the recruitment details. Vice-President Gervase announced Mr. Rod Adams as the intended Joint Appointee to the Personnel Commission. The public hearing for the appointment will be on November 9, 2022.

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

MOTION #517-5: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #517, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #517-5: carried unanimously.

#	CLASSIFICATION	ELIGIBLE LIST DATE EST.	UNIT	# OF ELIGIBLES	# OF RANKS
1	Student Data Specialist	09/09/22	OTBS	1	1
2	Applications Systems Analyst	09/13/22	OTBS	7	6
3	Custodian	09/14/22	OSS	5	4
4	Manager - Behavioral Health Systems	09/14/22	LT	2	2
5	Supervisor - Administrative Services	09/16/22	LT	8	5
6	Human Resources Specialist I/II	09/19/22	OTBS	11	6
7	Paraeducator - Special Education	09/21/22	AIDES	6	Unranked
8	Paraeducator - Opportunity Youth Academy	09/22/22	AIDES	2	2
9	Manager - Research Evaluation & Planning	09/22/22	LT	5	5
10	Supervisor - Payroll Services	09/26/22	LT	2	2
11	Administrative Data Technician	09/28/22	OTBS	0	0
12	Accounting Specialist I/II	09/29/22	OTBS	5	4
13	Migrant Education Program Recruiter - Lead	09/29/22	OTBS	2	2
14	Supervisor - SELPA	09/30/22	LT	2	2
15	Teacher Assistant II	10/04/22	AIDES	1	1

E. Monthly Vacancy Status Report – October 12, 2022

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:

- Alice Serraoon was introduced as the new Executive Assistant.
- Recruitment for a new Classified Personnel Specialist will begin soon.
- Marisa Perry, Director III – Classified Personnel Services, and Yasmeen Husain, Supervisor – Classification & Recruitment, attended the Northern California CSPCA Conference.
- CPS staff is scheduled to attend job fairs this month.
- Yasmeen Husain is presenting to a class at Mission College together with James Howarth, Assistant Director-Special Education.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, November 9, 2022, at 10:00 a.m., via Zoom.

IX. ADJOURNMENT

The meeting adjourned at 10:22 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission