

**PERSONNEL COMMISSION
REGULAR MEETING #528
SEPTEMBER 20, 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 Serraon Yolanda Anguiano Shahana Shah |

| OTHERS PRESENT | |
|--|---|
| Larry Oshodi Stephanie Gomez Alberto Verduzco Corrine Frese | James Howarth Sandra Fakaosi Kris Schmersey |

III. APPROVAL OF AGENDA

MOTION #528-1: The Commission approved Agenda #528, September 20, 2023, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #528-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #528-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #527, August 9, 2023, and the Minutes for the Special Meeting #77, August 18, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #528-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Establishing Classification and Associated Classification Specification

MOTION #528-3: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #528-3: carried unanimously.

Classification

- **Assistant Director – Grants & Partnerships, LT – Range 14**

B. Approval of Establishing Classification and Associated Classification Specification

MOTION #528-4: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #528-4: carried unanimously.

Classification

- **Manager – Youth Health & Wellness/Community Schools, LT – Range 11**

C. Approval of Establishing Classification and Associated Classification Specification

MOTION #528-5: The Commission approved establishing the following classification and associated classification specification, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #528-5: carried unanimously.

Classification

- **Grant Writer/Research Analyst Specialist, OTBS – Range 49.5**

D. Approval of Classification Specification Retitling and Revision

MOTION #528-6: The Commission approved revising the classification specification and retitling the classification Paraeducator – Intervention to Paraeducator – Program Support, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #528-6: carried unanimously.

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

MOTION #528-7: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #528, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #528-7: carried unanimously.

| # | CLASSIFICATION | ELIGIBLE LIST DATE EST. | UNIT | # OF ELIGIBLE | # OF RANKS |
|---|--------------------------------------|-------------------------|-------|---------------|------------|
| 1 | Manager - Claims and Reimbursement | 08/08/23 | LT | 3 | 3 |
| 2 | Supervisor - Purchasing Services | 08/22/23 | OTBS | 3 | 3 |
| 3 | Supervisor - Transportation Services | 08/23/23 | LT | 2 | 2 |
| 4 | Quality Systems Program Coordinator | 08/29/23 | OTBS | 3 | 3 |
| 5 | Paraeducator - Special Education | 09/13/23 | AIDES | 21 | Unranked |

F. Monthly Vacancy Status Report – September 20, 2023

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

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- SEIU has notified Director Perry of their intent to reappoint Libby Spector to the Personnel Commission. The reappointment is scheduled to be ratified at the Board Meeting on October 4, 2023.
- Yasmeen Husain and Alice Serrao are scheduled to attend the NEOGOV User Conference in October 2023.
- Annual Retreat for the Classified Personnel Services department will be held on September 21, 2023.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, October 11, 2023, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:35 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission