

**PERSONNEL COMMISSION
REGULAR MEETING #530
NOVEMBER 8, 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 Kathy Jalaan Shahana Shah

OTHERS PRESENT	
Larry Oshodi	Jessica Bonduris

III. APPROVAL OF AGENDA

MOTION #530-1: The Commission approved Agenda #530, November 8, 2023, moved by Mr. Nicholas Gervase, and seconded by Mr. Rod Adams.

MOTION #530-1: carried unanimously.

IV. APPROVAL OF MINUTES

MOTION #530-2: The Commission approved the Minutes for the Regular Personnel Commission Meeting #529, October 11, 2023, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #530-2: carried unanimously.

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

None

VI. NEW BUSINESS

A. Approval of Classification Specification Retitling and Revision

MOTION #530-3: The Commission approved revising the classification specification and retitling the classification Educator Preparation Program Analyst to Program Analyst, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #530-3: carried unanimously.

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

MOTION #530-4: The Commission approved and / or ratified the Eligibility Lists listed within Personnel Commission Agenda #530, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #530-4: carried unanimously.

C. Monthly Vacancy Status Report – November 8, 2023

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

D. Personnel Commission Annual Report 2022-2023

MOTION #530-5: An Annual Report was prepared summarizing the activities of the Commission's staff for the 2022-2023 fiscal year. Information included in the report consists of statistical information relating to applications, recruitments, and classified staffing, as well as disciplinary hearings and appeals. The Commission accepted the Annual Report, moved by Mr. Rod Adams, and seconded by Mr. Nicholas Gervase.

MOTION #530-5: carried unanimously.

VII. SECRETARY'S REPORT

Director Perry reported on the following:

- Classified Personnel Services continues to attend job fairs, including events at San Jose City College and West Valley College.
- Classified Personnel Services is collaborating with the Recruitment and Retention Team for outreach and materials.
- Alice Serraoon, Executive Assistant, and Kathy Jalaan, Classified Personnel Specialist, attended the NEOGOV Conference in October and will share highlights with the team.
- Alice Serraoon is mentoring two administrative staff participating in the Champions for Innovation program.
- Libby Spector will be sworn in for a new term at the next meeting.

VIII. FUTURE MEETINGS OR DISCUSSION ITEMS

The next Personnel Commission regular meeting is scheduled for Wednesday, December 13, 2023, at 10:00 a.m.

IX. ADJOURNMENT

The meeting adjourned at 10:21 a.m.

Respectfully submitted,



Marisa Perry
Ex-Officio Secretary, Personnel Commission