

Personnel Commissioners

Lorrie Owens Saleem Shakir-Gilmore Yvonne Hudson-Harmon

Executive Director,
Personnel Commission
Cynthia Jenkins

Personnel Commission Agenda – Zoom Meeting Thursday, October 6, 2022 at 12:30 p.m.

https://us06web.zoom.us/j/83061143822?pwd=cjAv0FFFZVN1ZXZGZXJQQlNiTWJtZz09

Call In: +1 669 900 6833 Meeting ID: 830 6114 3822

Passcode: 071267

When there is a need for the Chairman to pass the gavel to a Commission Member, this action shall be automatic without need for a formal motion.

A. CALL TO ORDER	INFORMATION	
B. Roll Call – Commissioners	Present	Absent
Saleem Shakir-Gilmore, Chair		
Yvonne Hudson-Harmon, Vice Chair		
Lorrie Owens		
C. Approve Agenda	ACTION	
D. Approve the Minutes of September 8, 2022	ACTION	
E. Comment Cards – Google Form – Items from the Floor:		
Please fill out a Comment Card prior to the PC meeting using the		
following link: https://forms.gle/nmwkWkfeLbtB1fTb8		
Persons may comment on items on the agenda or items not listed on the		
agenda. The Commissioners will read such comments, but may not		
discuss nor act upon them until they appear on the agenda.		
F. Unfinished Business - NA	ACT	ION
G. New Business		
1. Personnel Commissioner Reappointment - Commissioners	ACTION	
Reappointment – Saleem Shakir-Gilmore		
2. Special Assignment Stipend – Cynthia Jenkins, Director III, People &	ACT	ION
Leadership, is requesting approval for Margaret DaSilva, Human		
Resources Office Supervisor, as she has had an increased workload due		
to several vacant positions within the Human Resources Department. PC		
Rule 4803.5. (See Attached)		
3. Human Resources/Personnel Commission Streamlining	ACT	ION
Classification Project – Approve the proposal to reclassify/salary		

	increase for the following CSEA position, HR/PC Assistant. PC Rule	
	4805.14 (See Attached)	
4.	Reclassification – Human Resources Assistant & Personnel Assistant	ACTION
	to Human Resources/Personnel Assistant – Approve the Classification	
	change of the Human Resources Assistant and Personnel Assistant to a	
	Human Resources/Personnel Assistant. PC Rule 4805.8 (See Attached)	
5.	Job Description Revision – Shipping & Receiving Specialist –	ACTION
	Approve the revisions made to the CSEA position, Shipping/Receiving	
	Specialist job description, within the Maintenance and Operations	
	department. PC Rule 4805.14 (See Attached)	
6.	Annual Report of Personnel Commission - 20/21 & 21/22 First	ACTION
	Reading and Adoption: The Executive Director, Personnel	
	Commission - Recommend the Personnel Commission review, discuss	
	and adopt the 2020/2021 & 2021/2022 Annual Reports of the Personnel	
	Commission activities. REFERENCE : Education Code Section 45266	
	(See Attached)	
7.	Personnel Transactions Report - Approve – September 5, 2022 –	ACTION
	September 30, 2022. (See Attached)	

H. Ongoing Business		
1. Recruitments – Current Job Postin	gs/Vacancies	
		INFORMATION
(a) Custodian (Substitute) – (1.0 FT		
Date Posted: 5/2	Written: NA	
Application Deadline: OUF	Oral: TBD	
(b) Network Administrator – (1.0 F	TTE) REOPENED	
Date Posted: 8/2	Written: 10/6	
Application Deadline: 9/28	Oral: NA	
(c) Digital Content Producer – (1.0	FTE)	
Date Posted: 8/23	Written: 10/5	
Application Deadline: 9/18	Oral: 10/12	
(d) Internal Projects Events Coord	inator – (.60 FTE)	
Date Posted: 9/7	Written: 10/7	
Application Deadline: 9/30	Oral: 10/13	
(e) Human Resources Specialist –	(1.0 FTE)	
Date Posted: 9/14	Written: 10/14	
Application Deadline: 10/7	Oral: 10/20	
(f) Accounting Assistant – (1.0 FT)	E)	
Date Posted: 9/30	Written: 10/24	
Application Deadline: 10/21	Oral: 10/27	
2. Eligibility List		INFORMATION

3. Report from Personnel Commission Staff	INFORMATION
4. Report from Employee/Employer Relations Committee (EERC)	INFORMATION
5. Items from the Commissioners	INFORMATION
6. AB 361 – Teleconferencing Meeting for November 10, 2022 – Effective October 1, 2021, AB 361 modifies Brown Act teleconferencing public meeting requirements during a state of emergency and also requires public agencies to make specified findings every 30 days in order to continue to meet under the relaxed teleconferencing procedures.	ACTION
7. Schedule next Regular Personnel Commission Meeting for November 10, 2022 at 12:30, TBD via Room L2 or Zoom	INFORMATION
8. ADJOURNMENT	ACTION