

Personnel Commissioners

Lorrie Owens Saleem Shakir-Gilmore Yvonne Hudson-Harmon

Executive Director,
Personnel Commission
Cynthia Jenkins

Personnel Commission Agenda - Zoom Meeting Thursday, November 10, 2022 at 12:30 p.m.

https://us06web.zoom.us/j/89296451388?pwd=Kv9VdzRKeGpsdzk4eVg5ZnJBMm0vdz09

Call In: +1 669 900 6833 Meeting ID: 892 9645 1388

Passcode: 172330

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		
	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 October 6, 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/Z1czG9YSHadsAccj8			
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			
1. Budget Analyst/Accountant II – Review salary placement for Budget	ACTION		
Analyst/Accountant II, Internal Business Services and Budget			
Analyst/Accountant II, District Advisory Services Department.			
G. New Business			
1. Personnel Commission Calendar 2023 – Proposed PC Calendar 2023	DISCUSSIC	DISCUSSION/ACTION	
2. Special Assignment Stipends – Ryan Choate, Director III, Information	ACT	ION	
Technology Network Services, is requesting approval for Chris Jentile,			
Network Engineer, and Brian Feeley, Network Engineer as they work to			
assist with specific Senior Network Systems Technician duties while an			
employee is out on leave. PC Rule 4803.5. (See Attached)			

3.	Special Assignment Stipends – L.K. Monroe, Superintendent, is	ACTION
	requesting approval for Shirene Moreira, Chief of District Business and	
	Advisory Services, and Leigh Ann Blessing, Chief of Finance &	
	Operations, as they cover essential functions of the Associate	
	Superintendent of Business Services position, while the employee is out	
	on leave. PC Rule 4803.5. (See Attached)	
4.	Working Out of Class Extension – Ryan Choate is requesting	ACTION
	extension approval for a "Working Out of Class" appointment for	
	Norman Kwong, Support Center Specialist, to cover for a vacant	
	Network Administrator position, while it is currently open for	
	recruitment. PC Rule 4803.5. (See Attached)	
5.	Reclassification - Purchasing Supervisor - Approve the proposal to	ACTION
	reclassify/salary increase for the following MGMT position, Purchasing	
	and Accounts Manager. PC Rule 4804.1 (See Attached)	
6.	Personnel Transactions Report - Approve – October 3, 2022 –	ACTION
	November 4, 2022. (See Attached)	

H. Ongoing Business	
1. Recruitments – Current Job Postings/Vacancies	INFORMATION
(a) Network Administrator – (1.0 FTE) REOPENED	
Date Posted: 8/2 Written: 11/3	
Application Deadline: 10/21 Oral: 11/9	
(b) Budget Analyst/Accountant I – (1.0 FTE)	
Date Posted: 10/13 Written: 11/10	
Application Deadline: 11/3 Oral: 11/18	
(c) Office Assistant I – (1.0 FTE)	
Date Posted: 10/28 Written: 11/17	
Application Deadline: 11/13 Oral: 11/21	
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 December 8, 2022 – Effective October 1, 2021, AB 361 modifies Brown Act	ACTION
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	ed
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teleconferencing procedures.	
7. Schedule next Regular Personnel Commission Meeting for December 8, 2022 at 12:30, TBD via Room L2 or Zoom	INFORMATION
8. ADJOURNMENT	ACTION