

## PERSONNEL COMMISSION MEETING MINUTES

June 23, 2021  
11:30 AM  
Conference Room B-2

Commissioners Present: Janet Maruniak, Chair; Norm Menzie, Vice-Chair

Commissioners Absent: Commissioner Mary Richardson

Present: Amy Andersen, Executive Director, Personnel Services  
LuAnn Lantsberger, Personnel Coordinator  
Eileen Hartley, Recording Secretary

Guests: Dr. Ed Manansala, Superintendent

### 1. 11:30 A.M. CALL TO ORDER

The meeting was called to order at 11:34 a.m. by Commissioner Maruniak, Chair.

### 2. PLEDGE OF ALLEGIANCE

### 3. APPROVAL OF AGENDA FOR JUNE 23, 2021 MEETING

Commissioner Menzie motioned to approve the agenda for the June 23, 2021 meeting, seconded by Commissioner Maruniak. Ayes: N. Menzie, J. Maruniak. Noes: None. Motion carried.

### 4. APPROVAL OF MINUTES OF REGULAR MEETING OF MAY 26, 2021

Commissioner Menzie motioned to approve the minutes for the May 26, 2021 meeting, seconded by Commissioner Maruniak. Ayes: N. Menzie, J. Maruniak. Noes: None. Motion carried.

5. **INTRODUCTION OF GUESTS**

Dr. Ed Manansala was present at the meeting.

6. **VISITOR COMMENTS AND QUESTIONS:**

None.

7. **COMMISSIONER REPORTS, COMMENTS AND QUESTIONS (ITEMS NOT ON AGENDA)**

None.

8. **UNFINISHED BUSINESS, CORRESPONDENCE AND LEGISLATION.**

Amy Andersen reported that there is current legislation being considered regarding the classified layoff procedure moving towards the same process as is currently in place for certificated layoffs.

**ACTION ITEMS:**

9. **APPROVAL OF REVISIONS TO JOB DESCRIPTION FOR MANAGER, BUSINESS SERVICES, PER 19/20 CLASSIFICATION/COMPENSATION STUDY.**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the job description for Manager, Business Services, as presented. Ayes: N. Menzie, J. Maruniak. Noes: None. Motion carried.

10. **APPROVAL OF REVISIONS TO JOB DESCRIPTION FOR NETWORK/SYSTEMS ADMINISTRATOR, PER 19/20 CLASSIFICATION/COMPENSATION STUDY.**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the job description for Network/Systems Administrator, as presented. Ayes: N. Menzie, J. Maruniak. Noes: None. Motion carried.

11. **APPROVAL OF REVISIONS TO JOB DESCRIPTION FOR PROGRAMMER/SYSTEMS ANALYST, PER 19/20 CLASSIFICATION/COMPENSATION STUDY.**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the job description for Programmer/Systems Analyst, as presented. Ayes: N. Menzie, J. Maruniak. Noes: None. Motion carried.

12. **APPROVAL OF REVISIONS TO JOB DESCRIPTION FOR SYSTEMS ANALYST, PER 19/20 CLASSIFICATION/COMPENSATION STUDY.**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the job description for Systems Analyst, as presented. Ayes: N. Menzie, J. Maruniak. Noes: None. Motion carried.

13. **CONTINUOUS ELIGIBILITY LIST: CHILD DEVELOPMENT CLASSROOM ASST. I (WESTERN SLOPE)**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the Continuous Eligibility List for Child Development Classroom Assistant I, as presented. Ayes: N. Menzie, J. Maruniak. Noes: None. Motion carried.

14. **CONTINUOUS ELIGIBILITY LIST: DRIVER-SPECIAL SERVICES**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the Continuous Eligibility List for Driver, Special Services, as presented. Ayes: N. Menzie, J. Maruniak. Noes: None. Motion carried.

15. **CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT – SPECIAL SERVICES**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the Continuous Eligibility List for Instructional Assistant-Special Services, as presented. Ayes: N. Menzie, J. Maruniak. Noes: None. Motion carried.

16. **CONTINUOUS ELIGIBILITY LIST: INSTRUCTIONAL ASSISTANT (AUTISM) – SPECIAL SERVICES**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the Continuous Eligibility List for Instructional Assistant (Autism) – Special Services, as presented. Ayes: N. Menzie, J. Maruniak. Noes: None. Motion carried.

17. **ELIGIBILITY LIST: MANAGER, BUSINESS SERVICES**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the Eligibility List for Manager, Business Services, as presented. Ayes: N. Menzie, J. Maruniak. Noes: None. Motion carried.

18. **ELIGIBILITY LIST: PROGRAM ASSISTANT**

Commissioner Menzie moved, seconded by Commissioner Maruniak, to approve the Continuous Eligibility List for Program Assistant, as presented. Ayes: N. Menzie, J. Maruniak. Noes: None. Motion carried.

19. **EXECUTIVE DIRECTOR OF PERSONNEL SERVICES REPORT**

19.1 Personnel Assignments – May 1-31, 2021 were presented and reviewed.

19.2 Other Reports:

- This is Eileen's last meeting with the Personnel Commission.
- Curtis Wilson has been hired as the new Superintendent for Mother Lode USD.
- Jim Shoemake has been hired as the new Superintendent for Rescue USD.
- A meeting is scheduled with CSEA to review the revised job descriptions from the 19/20 Classification/Compensation Study.
- The 20/21 Classification/Compensation Study is nearing completion.
- Personnel Services will be receiving a new livescan machine in July.

- The new CalOSHA regulations require verification of vaccination status in order for employees to work without a mask, except for those who work with students, who must wear a mask.
- EDCOE is in the midst of strategic planning to redesign its values and mission statement.
- Coleen Johnson is retiring in December 2021.
- The final interviews are being held on this date for the Program Assistant position in Personnel Services.
- Extended School Year is currently in session.

20. **NEXT REGULAR MEETING:** Wednesday, August 25 at 5:10 p.m. in Room B-1

21. **ADJOURNMENT:** On a motion by Commissioner Menzie, seconded by Commissioner Maruniak, the meeting was adjourned at 12:10 p.m. Ayes: N. Menzie, J. Maruniak. Noes: None. Motion carried.

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