



## PERSONNEL COMMISSION AGENDA

May 18, 2021 at 2 p.m.

Join meeting through Zoom (web-based video conferencing): <https://zoom.us/j/706384990> Meeting ID:706384990

### 1.0 CALL TO ORDER

- 1.1 Call to Order
- 1.2 Establishment of Quorum  
Chairperson, Lynn Miller; Vice Chairperson, James Rapoza and Member, Lawrence Lane
- 1.3 Pledge of Allegiance

### 2.0 APPROVAL OF AGENDA/MINUTES

- 2.1 Minutes of April 20, 2021—Action
- 2.2 Approval of Agenda—Action

### 3.0 COMMENTS AND SUGGESTIONS FROM EMPLOYEES OR GUESTS

Public comments will be allowed. The Commission will recognize any member of the audience not on the agenda and wishing to speak on the matter directly related to Personnel Commission business. The Commission may allot time to those wishing to speak, but no action will be taken on matters presented. If appropriate, the Commission may direct that a matter be referred to the Senior Director, Human Resources' office for placement on a future agenda.

### 4.0 REPORTS

- 4.1 Chairperson or Member's Report
- 4.2 Senior Director, Human Resources' Report

### 5.0 CONSENT AGENDA

- 5.1 Appointments, Promotions, Demotions/Transfers—Action
- 5.2 Leaves of Absences—Action
- 5.3 Separations from Service—Action
- 5.4 Examinations in Progress—Action
- 5.5 Eligibility Lists Established—Action

*Information concerning the Consent items listed has been forwarded to each Commission Member prior to this meeting for his/her study. Unless a Commission Member or member of the audience has a question about a particular item(s) and asks that it be withdrawn from the consent list, the item(s) will be approved at one time by the Personnel Commission Members.*

### 6.0 CORRESPONDENCE

- 6.1 Correspondence to Superintendent Sabbah from Commissioner Miller, May 14, 2021

### 7.0 OLD BUSINESS

- 7.1 Initial Classified Employees Classification/Reclassification Study Report and Initial Management Classification Study Report—Discussion
- 7.2 New Classification—Senior Human Resources Analyst—Second Reading—Action
- 7.3 New Classification—Communications and Public Relations Officer—Second Reading—Action

### 8.0 NEW BUSINESS

- 8.1 New Classification—Receptionist-II—First Reading—Action
- 8.2 New Classification—Director, Information Technology—First Reading—Action
- 8.3 New Classification—Executive Director, Fiscal Services—First Reading—Action
- 8.4 New Classification—Executive Director, Human Resources—First Reading—Action
- 8.5 New Classification—Manager, Digital Communications—First Reading—Action

### 9.0 SCHEDULE OF UPCOMING EVENTS

- 9.1 June 15, 2021, Regular Meeting of the Personnel Commission at 2 p.m., join meeting through Zoom: <https://zoom.us/j/706384990> Meeting ID:706384990

### 10.0 ADJOURNMENT