LONG BEACH COMMUNITY COLLEGE DISTRICT
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PERSONNEL COMMISSION MEETING MINUTES
February 19, 2003

CLOSED SESSION
Pursuant to Section 54957, CA Govt. Code, discussed Personnel matters.
No decisions were made in closed session.

REGULAR SESSION
CALL TO ORDER
Ms. Carlin called the regular session to order at 5:20 p.m. and led
the audience in the pledge of allegiance.

ROLL CALL
Personnel Commissioners Ms. Carlin, Mr. Gaylord and Mr. McManus
were present.

APPROVAL OF
MINUTES
Motion to approve the minutes of February 3, 2003, made by Mr.
McManus; seconded by Mr. Gaylord. Motion carried 3/0.

OLD BUSINESS
Field of Competition
Item brought forward from meeting of January 6, 2003 and re-submitted
for approval. Mr. Tortarolo gave an overview of the annual review
process for determining recruiting methods for the Field of Competition.
He requested that recruitment for five classifications be changed as
follows: Carpenter, Electrician, and HVAC Mechanic, be changed from
"Open/Promotional" to "Merged"; Instructional Equipment Technician
and Photography Laboratory Technician - be changed from
"Open/Promotional" to "Open". He was making this request based on the
limited number of employees in lower- hierarchy classifications to provide
an adequate pool of qualified candidates. Motion to approve made by Mr.
Gaylord; seconded by Mr. McManus. Discussion was opened by Mr.
McManus, who questioned the reference to Ed. Code 88103 providing for
"Merged" examinations as a permanent method of recruiting for
vacancies. He was particularly concerned that recruiting for Carpenter,
Electrician and HVAC Mechanic remain "Open/Promotional". He
suggested that the section referenced was to be used only when recruiting
had failed to provide an adequate pool. Mr. Tortarolo concurred that the
reference noted should have been to Ed. Code 88091, and then consider
using a "Merged" recruitment as noted in 88103, if necessary. He advised
that the correction would be made in the recommendation should the
motion be approved. Mr. McManus added that in "Merged" examinations, no veterans' credits are allowed, and he would prefer to see these included as often as possible.

Ms. Carlin then suggested that the three classifications which concerned Mr. McManus be separated from the body of the motion and that a new motion be advanced. Mr. Gaylord then withdrew his motion and Mr. McManus proposed that the motion read: the classifications of Carpenter, Electrician and HVAC Mechanic remain officially "Open/Promotional" and be reviewed during individual recruitments, as needed, to determine if a "Merged" list is necessary; the classifications of Instructional Equipment Technician and Photography Laboratory Technician would be changed to "Open" recruiting. Mr. Gaylord seconded the motion. Motion carried 3/0.
NEW BUSINESS
Reclassification and New Classification Specification
Submitted for approval a request to reclassify the position of Administrative Secretary, Confidential/Management Team, for the Director of Human Resources and submit, for first reading, a classification specification for Administrative Secretary - Personnel Commission. Mr. Tortarolo advised the Commissioners that the Nash Study omitted this classification/position. This is the only Administrative Secretary in the Management Team and the duties and responsibilities exceed those of the Administrative Secretary classification in the bargaining unit. An outside consultant was engaged for this study, to avoid any conflict of interest. This position supports the Director of Human Resources and the Personnel Commission and requires knowledge equivalent to that of the Board Secretary in regard to Brown Act requirements, meeting guidelines established by Roberts Rules of Order, and preparation of agendas and minutes for the government body of the Personnel Commission. In addition, this position prepares agenda items and supporting documents for the District Board of Trustee meetings, a job function routinely performed at the classification of Executive Secretary. Mr. Tortarolo, therefore, requests that the Commission approve reclassification of the current classification of Administrative Secretary, Salary Range 8 in the Management Team, to Administrative Secretary-Personnel Commission, Salary Range 9 in the Management Team. Ms. Carlin asked if the entire item was for first reading and was advised by Mr. Tortarolo that only the classification specification would be brought back for second reading and approval. The reclassification of title and salary could be acted upon at this time. Motion to approve the reclassification to Administrative Secretary-Personnel Commission, Salary Range 9 of the Management Team Schedule made by Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

Professional Expert
Submitted for approval a request for Professional Expert in Athletics - Track and Field, not to exceed 100 hours or $1,500, from March 1, 2003 through May 31, 2003. Motion to approve made by Mr. Gaylord; seconded by Mr. McManus. Motion carried 3/0.

Information Items
Job Announcements
Mr. Tortarolo announced the following recruitments (closing dates in parentheses): Contracting and Procurement Analyst (2/20/03); Instructional Toolroom Maintenance Mechanic - Horticulture (2/25/03); Program Director - Economic Development (3/4/03).

Next Meeting
The next meeting is scheduled for March 10, 2003 at 5:15 p.m. in the Board Room, Building I, LAC
Mr. McManus thanked the Commission staff for providing all the research data on the Field of Competition recruiting history.

Ms. Willson asked about current recruiting and the apparent practice of establishing eligibility lists but not filling vacancies. Her immediate concern was about the recruitment for Program Director - Economic Development proceeding, while recruitments, such as Instructional Toolroom Maintenance Mechanics, et al., were on hold. Mr. Tortarolo responded that the vacancy for Instructional Toolroom Maintenance Mechanic for Horticulture would be filled. He added that the Program Director in Economic Development would be used to find additional funding for college programs, but the position does not require clerical support staff.

Ms. Lang-Wilvers questioned how the District would ensure transition of employees from soft money to district funding to retain their jobs. Mr. Tortarolo explained that new grants will help cover salaries, but may require expertise in different areas and may have different job titles with correspondingly different requirements.

Ms. Willson proposed that if someone, for example a Program Director, were laid off, would they not have any bumping rights if no other position were ever held at the college. Mr. Tortarolo concurred that her scenario was correct.

There being no further business, the meeting was adjourned at 5:40 p.m.