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

REGULAR SESSION
Ms. Carlin called the regular session to order 5:15 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 May 5, 2003, made by Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

OLD BUSINESS
None

NEW BUSINESS
Revise Classification Specification
Submitted for first reading, revisions to the classification specification of Data Software Technician. Mr. Tortarolo explained that the changes reflected knowledge needed for current software. There were no comments or questions regarding this revision. Item will return for second reading and consideration for approval.

Advanced Salary Placement
Submitted for consideration, request for advanced salary placement of the Director of Fiscal Operations, at Step B, Range 19 of the Management Team salary schedule. Motion to consider made by Mr. Gaylord; seconded by Mr. McManus. Discussion opened with Mr. Collins, Executive Vice President of Human Resources. He recounted the unique situation and individual selected to fill the vacancy. Mr. Collins noted that the candidate would be the first classified manager with a Ph.D. Mr. Collins further advised the Commission members that the Vice President of Administrative Services, Mr. Oakley, was away at a conference, so
could not be in attendance to support advanced placement to Step C of Range 19.

Mr. McManus responded to Mr. Collins' address by reiterating his position that candidates ought to be brought in at first step and stated that he would vote against this request. He noted that given the current financial crisis, including layoffs of classified employees, offering advanced salary placement is imprudent. Further, he observed that this candidate had been performing the duties as interim director, which could be construed as cronyism and prepping a candidate to step into the vacant position. He expressed reservations with the process used to recruit and hire this candidate.

Mr. Tortarolo assured the Commission members that, while Mr. Lowe had performed the duties of the Director of Fiscal Operations during the recruiting process, the entire process followed standard practices. Mr. Lowe performed as interim for such an extended period of time because the recruiting took longer than expected, due to difficulty attracting an acceptable number of qualified applicants. Once the recruiting secured an adequate number of applicants (32), the standard screening process narrowed the field to eight candidates. The top three ranks, totaling five persons, were certified and forwarded to the hiring authority and members of the Executive Committee to commence interviews. Because the process took such an inordinately long time, two of the five top candidates had accepted positions with other employers, leaving one candidate at each rank. The interview itself provided in-depth understanding of each candidate's background and ability to perform at this classification and proceeded in accordance with the principals and practices of the merit system. No undue consideration was provided the selected candidate.

Ms. Carlin advised that she would vote to hire at Step B. She prefers to review each request for advanced salary placement on a case-by-case basis, while acknowledging she shares some of Mr. McManus' concerns. She also acknowledged that the candidate does possess a doctorate degree, which justifies bringing him in at an advanced step, but she would not consider for any request beyond Step B. She also expressed her concern at the message conveyed, by offering a advanced placement, during a time of current and pending layoffs.

Mr. Gaylord added that, as he interprets the rule governing advanced salary placement, provision is made for considering placement at other than the first step. He also prefers to consider each request individually, and concurs with Ms. Carlin that Step B is justified.

Mr. Collins again addressed the Commission, agreeing that the selected candidate had, in fact, served at length as a Limited Term Employee, on
an interim basis. However, in addition to a vacancy at the Director position, there was simultaneously a vacancy at the Vice President of Administrative Services. The interim Vice President recommended Mr. Lowe, having known his abilities and background from working with him on other assignments. Mr. Collins lauded Mr. Tortarolo's efforts to maintain a fair and equitable recruiting process, citing Mr. Tortarolo's desire to extend the recruiting period and use creative methods to draw in more candidates and enlarge the pool with qualified candidates. He concluded his comments by noting that, while the District was requesting placement at Step C, they are prepared to accept the recommendation of the Personnel Commissioners. For placement at Step B, Range 19 of the Management Team salary schedule, voting resulted in Ms. Carlin and Mr. Gaylord casting "Aye" votes; Mr. McManus voted "Nay".  

Motion carried 2/1.

Eligibility Lists
Submitted for approval the eligibility list for Contracting and Procurement Analyst and Human Resources Receptionist-Personnel Commission. Motion to approve made by Mr. Gaylord; seconded by Mr. McManus. Motion carried 3/0.

INFORMATION ITEMS
Next Meeting
The next meeting is scheduled for June 16, 2003 at 5:15 p.m. in Dyer Hall, PCC.

Mr. Tortarolo advised the audience that the Commission members would present the Commission budget and annual report at the next Board of Trustees meeting, scheduled May 27, 2003 in Dyer Hall at PCC.

COMMENTS FROM STAFF
None

COMMENTS FROM COMMISSIONERS
None

COMMENTS FROM THOSE IN ATTENDANCE
Mr. Collins thanked the Commission members for their consideration of the District's request for advanced salary placement.

ADJOURNMENT
There being no further business, the meeting was adjourned at 5:30 p.m.