LONG BEACH COMMUNITY COLLEGE DISTRICT  
LONG BEACH CITY COLLEGE  

PERSONNEL COMMISSION MEETING MINUTES  
September 22, 2003

CLOSED SESSION  
Pursuant to Section 54957, CA Govt. Code, discussed appointment, employment, discipline or dismissal of public employees. No decisions were made in closed session.

REGULAR SESSION  
CALL TO ORDER  
Ms. Carlin called the regular session to order at 5:00 p.m. and led the audience in the pledge of allegiance.

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

APPROVAL OF MINUTES  
Motion to approve the minutes of September 8, 2003, made by Mr. Gaylord; seconded by Mr. McManus. Motion carried 3/0.

OLD BUSINESS  
Presented for second reading, and approval, revision to the Rules and Regulations of the Classified Service, Chapter 3, Section 3.3.E.1, "Effects of Reclassification on Incumbents". Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

NEW BUSINESS  
Professional Expert  
Mr. Tortarolo submitted for approval requests for three Professional Experts in Athletics, to assist the Head Baseball Coach, from September 1, 2003 through May 31, 2004 as follows: for no more than 208 hours, or $3,120; for no more than 42 hours, or $630; and 166.1 hours, or $2,491.50. Mr. Tortarolo explained that the Athletics Department Head uses a single stipend to hire assistants to the head coach, who are proficient in different areas (e.g., pitching or fielding). Motion to approve all three requests for Professional Expert made by Mr. Gaylord; seconded by Mr. McManus. Motion carried 3/0.
**Amendment to Nash Study Placement**

Mr. Tortarolo submitted a request to reclassify Simone Tolliver, Purchasing Clerk, Range 22 of the AFT classified salary schedule, to Assistant Buyer, Range 28 of the AFT classified salary schedule. Mr. Tortarolo recommended reclassifying Ms. Tolliver to Assistant Buyer and make the placement retroactive April 2, 2003, the negotiated implementation date for the Nash Study recommendation regarding this classification was approved. He further recommended that the classification of Purchasing Clerk be abolished, as the job specifications were absorbed into the Assistant Buyer classification during the Nash Study.

Motion to approve made by Mr. McManus; seconded by Mr. Gaylord.

Ms. Willson offered her support for this recommendation, while proposing that other employees are currently in identical or similar circumstances. She cited the Rules and Regulations of the Classified Service, asserting that the Rules would not support letting these other misclassifications stand.

Mr. Tortarolo responded that this situation was unique, in that the two classifications are exactly alike, prompting his support of this recommendation. He emphasized that this was not routine, and represented more than just a disagreement with the process used or classification results.

Mr. Gaylord requested that Ms. Willson provide documentation supporting her contention of other classifications that are very similar or identical.

Mr. McManus noted that any classification issues should be reviewed and resolved before the next broad classification study, as the Nash Study will represent a starting point for future studies.

*Motion carried 3/0.*

**Revision of Rules and Regulations**

Mr. Tortarolo submitted, for first reading, a change to Chapter 3, Section 3.2.D of the Rules and Regulations of the Classified Service, Interpretation of Class Specifications", for first reading. Mr. Tortarolo explained that the purpose of the change was to clarify the education requirement for classifications and the descriptors of different levels of work - i.e. technician vs. coordinator or analyst. The terms have been in use since the early 1990's, but lacked a clear definition of the differences.

Mr. McManus requested that, prior to second reading for possible approval, Personnel Commission Staff provide statistics indicating the number and type of categories, which might be impacted by this change,
as well as a list of existing classes and the number of employees in classes which require a degree.

Mr. Tortarolo agreed to provide the information to the Personnel Commissioners and introduce the matter as an information item, for discussion, at a subsequent meeting. He also proposed adding a phrase to the recommended classifications, for the second reading, that would assure that these requirements would "not impose barriers to employment".

Ms. Willson expressed her belief that the proposed changes could be in conflict with the spirit of the merit system, by raising barriers to promoting from within. She was concerned that future recruitments would emphasize education and exclude the substitution of experience for some of the formal education.

**Revision of Classification Specification**

Mr. Tortarolo submitted for approval modification of the classification of Payroll Technician, for first reading. Mr. Tortarolo advised that before the classification of Payroll Technician was adopted, it had been part of the Accounting Technician series (I, II or III). The proposed changes more aptly describe the knowledge required and skills needed, specifically removing many of the "accounting" duties. This item will return for second reading and approval consideration at a future meeting.

**Revision of Classification Specification**

Mr. Tortarolo submitted for approval modification of the classification of Instructional Aide - Life Science, for first reading. Mr. Tortarolo explained that a separate classification is needed in order to support a separate recruitment. The special knowledge and background required to support the Life Science Lab, preclude advertising for non-specific, general Instructional Aide applicants. The new classification cites specific requirements to attract qualified candidates. This item will return for second reading and approval consideration at a future meeting.

**Eligibility Lists**

Mr. Tortarolo submitted for approval the eligibility list for Clerical Series. 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): Publications Assistant (9/25/03).
Next Meeting

Mr. Tortarolo announced that the next meeting is scheduled for Thursday 5:00 p.m., October 16, 2003 in the Board Room, Building I, LAC.

COMMENTS FROM STAFF

Mr. Tortarolo reminded those in attendance that a public hearing to hear discussion on the nomination of Ms. Carlin as the Commissioners' appointment to the Personnel Commission.

COMMENTS FROM COMMISSIONERS

None

COMMENTS FROM THOSE IN ATTENDANCE

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:15 p.m.