LONG BEACH COMMUNITY COLLEGE DISTRICT
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PERSONNEL COMMISSION MEETING MINUTES
October 16, 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 5:05 p.m. and led the audience in the pledge of allegiance.

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

APPROVAL OF MINUTES
Motion to approve the minutes of September 22, 2003, made by Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

ADJOURN REGULAR MEETING
The regular meeting was adjourned to open a public hearing.

OPEN PUBLIC HEARING
Mr. Tortarolo opened the public hearing in the matter of the mutually appointed member of the Personnel Commission, to serve a three-year term, from December 1, 2003 through December 1, 2006. Motion to approve the appointment made by Mr. Gaylord; seconded by Mr. McManus. There being no objection to the appointment, motion carried 2/0.

CLOSE PUBLIC HEARING
There being no further business related to the public hearing, the body returned to regular session.

RETURN TO REGULAR SESSION
Return to the regular session of the Personnel Commission meeting commenced at 5:07.
OLD BUSINESS

Revision of Classification Specification
Mr. Tortarolo submitted, for approval, revision of the classification of Payroll Technician. Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. *Motion carried 3/0.*

Revision of Classification Specification
Mr. Tortarolo submitted for approval revision of the classification of Instructional Aide - Life Science. Motion to approve made by Mr. Gaylord; seconded by Mr. McManus. *Motion carried 3/0.*

NEW BUSINESS

Professional Expert
Mr. Tortarolo submitted for approval a request for a Professional Expert in Athletics, to assist the Head Water Polo Coach, from September 23, 2003 through May 31, 2004, for no more than 180 hours, or $2,700. Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. *Motion carried 3/0.*

New Classification
Mr. Tortarolo requested that the new classification of Pool Operator/Athletics Custodian, Range 23 of the AFT salary schedule be pulled from the agenda, at this time. The Personnel Commissioners concurred.

Revision of Classification Specifications
Mr. Tortarolo submitted, for first reading, revision of the classifications of Stage Technician and Theatre Production Assistant. This item will return for second reading and approval consideration at a future meeting.

Revision of Classification Specification
Mr. Tortarolo submitted, for first reading, revision of the classification of Career Development Technician. This item will return for second reading and approval consideration at a future meeting.

Revision of Classification Specifications
Mr. Tortarolo submitted, for first reading, revision of the classification of Instructional Aide - Foster and Kinship Care Education Program. This item will return for second reading and approval consideration at a future meeting.

Certification from Another Eligibility List
Mr. Tortarolo requested certification of EOP&S Support Assistant from the Office Assistant eligibility list. He cited the Rules and Regulations of the Classified Service, 6.2.J, which permits certifying candidates from another eligibility if duties and qualifications are substantially the same. Motion to approve made by Mr. Gaylord; seconded by Mr. McManus. *Motion carried 3/0.*
Eligibility Lists
Mr. Tortarolo submitted for approval the eligibility list for Accounting Assistant II, Instructional Aide-Fashion Design, and Instructional Aide-Nutrition. Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. *Motion carried 3/0.*

INFORMATION ITEMS

Merit System Workshop
Mr. Tortarolo reviewed the process being implemented to prepare for the Merit System Workshop(s), which will provide all interested staff and faculty with information on the guidelines of working within a merit/civil service hiring system. He advised that input was requested from the various represented groups - the bargaining unit, administrators, manager/ supervisors and confidentials - to establish the topics to be covered. He intends to post frequently asked questions on the Personnel Commission website, as well.

Review of Truck Driver Classification
Mr. Tortarolo noted the request by AFT to have the Personnel Commission review their request to consider reclassifying the Truck Driver classification. Mr. Tortarolo explained to the Commissioners that a history and proposal had been submitted by AFT, for the Commissioner's consideration, and that, following review by Commission staff, he would provide an action item with accompanying recommendation.

Review of Student Support Services Project Coordinator
Mr. Tortarolo advised that the same process for the Truck Driver item would be followed for this classification review.

Degree Requirement Analysis
Mr. Tortarolo first apologized that not all the Commissioners' questions had been answered. Approximately 100 classifications have a degree requirement of either an AA or BA, and also provide for equivalency. He noted, as an example, the Accountant class, which asks for a degree, but accepts equivalency. Mr. Tortarolo added that approximately nine classes had degree requirements that could not be substituted with equivalency and offered to provide a list to the Commissioners and any interested parties.

Ms. Willson asked if specific classifications would be on future agendas for review. Mr. Tortarolo responded in the affirmative, adding that a previous request to amend the Rules and Regulations regarding this matter would be re-submitted; it would include clarification of titling and classification level, and establish a uniform process for setting the guidelines on setting the educational
requirements. This change would also include language insuring no barriers to employment are created in setting the standards.

Ms. Lang-Wilvers asked if the classification, Speech Pathologist, which does require a Master's degree, would be included on the list.

Ms. Willson expressed the concern of some unit members that classifications were being changed to remove equivalency options.

Job Announcements

Mr. Tortarolo announced the following recruitments (closing dates in parentheses): Instructional Assistant-Business Administration (10/22/03).

Next Meeting

Mr. Tortarolo announced that the next meeting is scheduled for Monday 5:00 p.m., November 3, 2003 in the Human Resources Training Room, Room V11, LAC.

COMMENTS FROM STAFF

None

COMMENTS FROM COMMISSIONERS

Mr. Gaylord congratulated Ms. Carlin on her re-appointment.

COMMENTS FROM ATTENDANCE

Ms. Willson asked if the Commissioners had any questions on the Truck Drive item. She also noted she was preparing a report on the Student Support Services Project Coordinator. Mr. Tortarolo noted that this classification is somewhat complicated and would require more thorough review.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:20 p.m.