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

Ms. Carlin called the regular session to order at 5:01 p.m. and led the audience in the pledge of allegiance.

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

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

Mr. Tortarolo submitted, for second reading and approval, revision of the Rules and Regulations of the Classified Service, 3.2.D. Mr. Tortarolo opened the discussion by noting that paragraphs A-D, under sub-section 7, would have a phrase added referring to the wording in section 7 that no undue or unreasonable requirements would be imposed to affect the field of competition. He believed this would clarify the stated requirements in sub-sections 7 A-D.

Ms. Willson questioned whether approval could take place at this meeting, as she thought the original item was pulled from the agenda, hence making this item a first reading. Mr. Tortarolo thought the request by the Commission was that the wording and intent be clarified before being brought back for second reading. Mr. McManus added that he thought the item was pulled. Status will need to be determined before submitted for approval.

Ms. Thorpe wanted to know how experiential equivalency for education is determined for various classes. Also, the possible creation of an Analyst class in Fiscal Operations could impact current employees. She believes the specific wording in defining difference between classes is too exact, and doesn't allow flexibility for new classes. Are the education and
experience qualifications going to allow for substituting experience for any education? Mr. Gaylord noted that he believed this issue would be resolved by the clarification Mr. Tortarolo offered. Mr. McManus supported Mr. Gaylord's comment and supported the change in wording.

Mr. Tortarolo pointed out that he advises hiring authorities, during the creation of a new classification, that education requirements must include an equivalency statement.

Ms. Willson questioned the "depending upon classification" wording in section 7, and stated that any qualified candidate should get an interview, regardless of education requirements. Ms. Carlin responded that participation in an interview could not be guaranteed - that if many highly qualified candidates applied, the lesser qualified may be screened out of the process. Mr. Tortarolo added that some classes, such as engineer, require may require certification in certain specialties; these certifications cannot be waived in exchange for length of experience. The intent in writing minimum qualifications is to provide "reasonable" equivalency. He also reminded the audience that the practice of having two readings of a new class specification, requiring approval by the Commission, is to provide the public with an opportunity to have input.

In response to Ms. Willson's questions regarding Work Level Descriptors, Mr. Tortarolo indicated that these distinctions had been part of the classification structure prior to the Nash Study. They needed to be returned to the classification descriptions to assist consultants contracted for future classification studies.

**NEW BUSINESS**

**New Classification**

Mr. Tortarolo submitted for first reading, the new classification of Event Assistant, salary range of $8 to $10, exempt from the merit system. This item will return at a future meeting for second reading and consideration for approval.

**Extend Eligibility List**

Mr. Tortarolo submitted for approval, a request to extend the expiration date of the eligibility list for User Support/Network Coordinator, for an additional six months, to June 2, 2004. He explained that there are currently two vacancies, and the ranked candidates have been contacted and are still interested and available for interviews. Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. *Motion carried 3/0.*

**Working Out of Class**

Mr. Tortarolo submitted for approval a request for Working Out of Class, as an Accounting Technician II, beyond the original ninety days, to
continue until January 31, 2004. The vacancy has been approved to fill, however, the recruitment will take some time to complete. Motion to approve made by Mr. Gaylord; seconded by Mr. McManus. Ms. Carlin commented that, while she is, in principle, opposed to extending out of class assignments, she will support this one, as active recruiting is in place. Motion carried 3/0.

Transfer Request

Mr. Tortarolo submitted a Request for Transfer, from Campus Secretary to Secretary. Mr. Tortarolo advised that these classes are very closely related and he supported the request. Motion to approve made by Mr. McManus; seconded by Mr. Gaylord. Motion carried 3/0.

Eligibility Lists

Mr. Tortarolo submitted for approval the eligibility lists for Financial Aid Specialist, Publications Assistant and Vehicle Attendant. Motion to approve made by Mr. Gaylord; seconded by Mr. McManus. Motion carried 3/0.

INFORMATION ITEMS

EOP&S Program

Mr. Tortarolo noted that this position/classification is being reviewed. Coordinator

Job Announcements

Mr. Tortarolo announced the following recruitments (closing dates in parentheses): Payroll Technician (11/18/03); Research Analyst (12/1/03); Instructional Aide - Foster and Kinship Care Education (12/4/03); Career Development Technician (12/8/03); Benefits Technician (12/9/03); Marketing/Public Information Officer (12/18/03).

Next Meeting

Mr. Tortarolo announced that the next meeting is scheduled for Monday, December 1, 2003 at 5:00 p.m., in Dyer Hall at PCC.

COMMENTS FROM STAFF

None

COMMENTS FROM COMMISSIONERS

None

COMMENTS FROM

Ms. Willson pointed out that the classification specification for the
ATTENDANCE Event Assistant II, describes many job duties that should be performed by regular classified employees. She is concerned that these non-merit system employees are being used to supplant regular positions. All the duties listed are in the Stadium Assistant (sic) job description. Ms. Carlin asked Ms. Willson to submit a written report outlining her concerns and noting the facts.

Ms. Willson also expressed her concern about the delivery of the Personnel Commission Agenda packets. She believes they should be in the possession of the recipients by no later than the Friday preceding a meeting. Mr. Gaylord asked Mr. Tortarolo to provide some background regarding the complaint.

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