LONG BEACH COMMUNITY COLLEGE DISTRICT
LONG BEACH CITY COLLEGE

PERSONNEL COMMISSION MEETING MINUTES
December 15, 2003

CORRECTION

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
Mr. McManus called the regular session to order at 5:04 p.m. and led the audience in the pledge of allegiance.

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

APPROVAL OF
MINUTES
Motion to approve the minutes of December 1, 2003, made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 3/0.

OLD BUSINESS
Revision of Rules and Regulations
Mr. Tortarolo submitted, for second reading, revision of the Rules and Regulations of the Classified Service, 3.2.D. Motion to approve made by Ms. Carlin; seconded by Mr. Gaylord. Motion carried 3/0.

NEW BUSINESS
Transfer Request
Mr. Tortarolo submitted a Request for Transfer to a Lower, Closely Related Classification: from Lead Cashier to Benefits Technician. He recommended that the request be denied. The Personnel Commission declined to offer a motion; item died for lack of a motion.

Working Out of Class/Reclassification
Mr. Tortarolo submitted a request to extend a Request for Working Out of Class for more than 90 days (since August 4, 2003); and a related request to reclassify position. Motion to approve extending Working Out of Class, to January 30, 2004 made by Ms. Carlin; seconded by Mr. Gaylord. Ms. Carlin stated that she is reluctant to approve lengthy out of classification assignments, preferring to place an employee in the correct class, permanently. She also noted that the request for extending this assignment was submitted to the Commission well after November 1,
2003, the start date for the second ninety days of this employee working out of classification. She believes such requests should come before the Commission in advance of the start date, to provide adequate review. In this instance, the employee had already worked in the higher class and must be reimbursed. She would not be inclined to approve the assignment through March 24, 2004. Mr. McManus indicated that he would prefer that the Commission be notified of such request upon initial proposal - during the first ninety day period - especially if it appears the assignment will run for a considerable length of time. Mr. Tortarolo agreed to communicate this request to District personnel. *Motion carried 3/0.*

Mr. Tortarolo asked if he should reintroduce the reclassification request in January 2004. Ms. Hanks, the employee's supervisor, supported the reclassification, to reflect the increase in responsibilities, over a period of time. Mr. McManus replied that the request is premature, based on the classification procedure, which limits reclassifications to gradual accretion of duties/responsibilities to no less than two years. Mr. Tortarolo advised that the employee would resume the duties of Computer Network Technician after January 31, 2004; after the two-year term required for gradual accretion, the reclassification request would be reviewed. Mr. Gaylord questioned how the work would get done without this employee. Ms. Hanks responded that she would limit his duties to the CAOT labs and remove the networking support he had been providing. Mr. Tortarolo noted that the additional responsibilities would probably shift to the other User Support/Network Technicians, and may require overtime assignments.

**Eligibility List**

Mr. Tortarolo submitted for approval the eligibility lists for Distance Learning Program Specialist, Grounds Maintenance Worker, Instructional Assistant - Business, and Instructional Associate I - Learning and Academic Resources. Motion to approve made by Ms. Carlin; seconded by Mr. Gaylord. *Motion carried 3/0.*

**INFORMATION ITEMS**

**Job Announcements**

Mr. Tortarolo announced the following recruitments (closing dates in parentheses): Accounting Technician III (12/18/03); Accounting Technician I (1/6/04); Construction Coordinator (1/6/04).

**Next Meeting**

Mr. Tortarolo announced that the next meeting is scheduled for Monday, Monday January 5, 2004 at 5:00 p.m., Board Room, LAC.
<table>
<thead>
<tr>
<th>COMMENTS FROM STAFF</th>
<th>Mr. Tortarolo wished the Commissioners, those in attendance, and the entire classified staff at the college, a very happy holiday season.</th>
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</thead>
<tbody>
<tr>
<td>COMMENTS FROM COMMISSIONERS</td>
<td>Mr. McManus thanked Mr. Tortarolo's secretary for her assistance with a newly elected Commissioner from a neighboring community college.</td>
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<td>COMMENTS FROM ATTENDANCE</td>
<td>None</td>
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<td>ADJOURNMENT</td>
<td>There being no further business, the meeting was adjourned at 5:17 p.m.</td>
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