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 5:03 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 15, 2003, with a correction noted for the Working Out of Class item, changing the end date from January 31 to January 30, 2004, made by Ms. Carlin; seconded by Mr. Gaylord. Motion carried 3/0.

OLD BUSINESS None

NEW BUSINESS

New Classification Mr. Tortarolo submitted a new classification, Athletic and Pool Custodian, range 23, AFT salary schedule, "open" recruitment, for first reading. The matter will return at a future meeting for second reading and consideration for approval.

New Classification Mr. Tortarolo requested that Items V. B, C, D and E be pulled from the agenda. Mr. McManus advised that the Commissioners had requested more background information regarding the educational requirements and a salary compression analysis for these items.

Increase Assignment Mr. Tortarolo submitted a Classified Personnel Request to increase the assignment of a Senior Clerk in Child Development from 63% to 88%. 
Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. 
*Motion carried 3/0.*

**Eligibility List**
Mr. Tortarolo submitted for approval the eligibility lists for Administrative Secretary and Data Software Technician. 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): Library Assistant (1/12/04).

**Next Meeting**
Mr. Tortarolo announced that the next meeting is scheduled for Tuesday, January 20, 2004 at 5:00 p.m., Room V111.

**COMMENTS FROM STAFF**
None

**COMMENTS FROM COMMISSIONERS**
Mr. Gaylord advised that the meeting scheduled for February 2 may be rescheduled to February 9, 2004.

**COMMENTS FROM ATTENDANCE**
None

**ADJOURNMENT**
There being no further business, the meeting was adjourned at 5:07 p.m.