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 5:00 p.m. and led the audience in the pledge of allegiance.

ROLL CALL

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

APPROVAL OF MINUTES

Motion to approve the minutes of January 20, 2004, made by Ms Carlin; seconded by Mr. Gaylord. Motion carried 3/0

OLD BUSINESS

Mr. Tortarolo submitted a new classification, Instructional Aide, Careers in Childcare, range 16, AFT salary schedule, “open” recruitment, for second reading and approval. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 3/0

Mr. Tortarolo submitted a new classification, Job Development Manager, range 12, Management Team salary schedule, “open” recruitment, for second reading and approval. Motion to approve made by Ms. Carlin; seconded by Mr. Gaylord. Motion carried 3/0

Mr. Tortarolo submitted a new classification, CalWorks Resource and Referral Specialist, range 30 AFT salary schedule, “open” recruitment, for second reading and approval. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 3/0

Mr. Tortarolo submitted a new classification, Gain/Grow Assessment Coordinator, range 33 AFT salary schedule, “open” recruitment, for second reading and approval. Motion to approve made by Ms. Carlin; seconded by Mr. Gaylord. Motion carried 3/0

NEW BUSINESS

Professional Expert

Mr. Tortarolo submitted for approval Professional Expert, Athletics, to Assist Head Softball Coach. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 3/0
Rescind Previous Approval
Mr. Tortarolo submitted for approval to rescind a previous approval for increasing Senior Clerk in Child Development from 63% to 88%. Motion to approve made by Ms. Carlin; seconded by Mr. Gaylord. Motion carried 3/0.

Ms. Carlin indicated that she hoped this situation would not be repeated in the future. Mr. Tortarolo assured the Commissioners situations such as this would be researched more fully.

Revision of Rules and Regulations
Mr. Tortarolo submitted for first reading, revision to Rules and Regulations 20.1.C. Mr. Tortarolo explained that Assembly Bill 290 amended Education Code section 88017, effective January 2004, which lengthens the layoff notice for categorical and district funded programs.

Field of Competition
Mr. Tortarolo submitted for first reading, Field of Competition for 2004. Mr. McManus stated that, as “merged” lists give no veterans credit to outside candidates, he would like staff to review the possibility of identifying these recruitments as Promotional/Open. Mr. Tortarolo responded that there are very few classifications that “feed” into these classifications, so merged was recommended to provide seniority credit to promotional candidates. Staff will review the situation prior to the second reading of this item.

Mr. McManus would also like to see a revision to Rules and Regulations 5.2.P that would include dates for the Iraq War. Mr. Tortarolo responded that staff will bring forward an appropriate revision of this rule.

Review of Truck Driver Class
Mr. Tortarolo submitted the review of the Truck Drivers Class at the direction of the Commission based on AFT’s request. It was recommended that the Personnel Commission take no action on this request. Mr. Tortarolo explained that the job description was not changed as there was no gradual accretion of duties found in the investigation and there was no evidence that Nash did not review the salary placement on the class.

Ms. Willson expressed concern that the report did not address the 5th bullet that indicated the class salary range should have received a two-range increase to keep them above the Custodian and Supply Clerk. Mr. Tortarolo referred her to the Summary and Recommendation section that stated there was no evidence presented to staff or the discovery in the course of investigation that indicated salary was not properly aligned.

Ms. Willson cited the rationale for moving Simone Tolliver from a Purchasing Clerk to an Assistant Buyer. Mr. Tortarolo reminded her that that was a different situation. The job description for the Purchasing Clerk and Assistant Buyer were identical and Ms. Tolliver had been performing...
the same duties since the adoption of the Nash study. It was determined that her position was inappropriately classified by the study.

Ms. Carlin asked when the next classification study would begin. Mr. Tortarolo indicated that it was projected for 2004-2005. Approximately one-third of the classifications would be studied per year. Ms. Carlin acknowledged that Ms. Willson raised an issue that is a problem, and that she hopes that an on-going classification study would eliminate or reduce errors such as this.

Mr. Gaylord indicated that he does not want to re-visit these classification problems “piece meal”. He requested that staff review this issue and report again at a future meeting.

No action was taken on this item, and, at the Commission’s direction, it will be reviewed and re-submitted.

Eligibility Lists

Mr. Tortarolo submitted for approval the eligibility lists for Accounting Technician I, Stage Technician, with a correction on the effective date, and Theater Production Assistant. Motion to approve made by Ms. Carlin; seconded by Mr. Gaylord. *Motion carried 3/0*

INFORMATION ITEMS

Next Meeting

Mr. Tortarolo announced that the next meeting is scheduled for Monday, March 1, 2004, Board Room, Building I, LAC

COMMENTS FROM STAFF

None

COMMENTS FROM COMMISSIONERS

None

COMMENTS FROM ATTENDANCE

None

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:19 p.m.