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 5:10 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 March 1, 2004, made by Ms. Carlin; seconded by Mr. Gaylord. Motion carried 3/0.

OLD BUSINESS None

NEW BUSINESS
Increase Assignments In DSPS Mr. Tortarolo submitted a request to increase the following assignments in DSPS:
1. DSPS Support Services Assistant, from 60%, 10 months to 100%, 12 months
2. Deaf Services Specialist, from 70%, 12 months to 80%, 12 months
3. DSPS Technical Aide, from 45%, 11 months to 60%, 12 months
4. DSPS Technical Assistant, from 60%, 11 months to 100%, 12 months
Mr. Tortarolo advised that these changes were requested to meet the growing need for services in DSPS. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 3/0.

Retire Classifications Mr. Tortarolo requested that the following classification be retired from the classified service:
1. Administrative Operations Manager
2. Child Development Lead Specialist
3. College Police Chief
4. College Police Lieutenant
5. College Police Sergeant
6. College Police Officer
7. Computer Operations Manager
8. Data Processing Technician
9. Director, Community and Contract Education
10. Instructional Associate/Media Producer
11. Instructional Toolroom Maintenance Mechanic (generic)
12. Project Director
13. Student Services Technical Coordinator
14. Pool Operator

Mr. Tortarolo explained that none of these classifications have been used very recently, and none were anticipated to be used in the foreseeable future. Motion to approve made by Ms. Carlin; seconded by Mr. Gaylord. *Motion carried 3/0.*

**Extend Eligibility List**

Mr. Tortarolo requested approval to extend the expiration date for the Clerical Series eligibility list to September 22, 2004. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. *Motion carried 3/0.*

**New Classification**

Mr. Tortarolo submitted for approval the new classification of Director - PeopleSoft Development and Maintenance, Management Team Salary Schedule, Range 20, for first reading.

**New Classification**

Mr. Tortarolo submitted for approval the new classification of PeopleSoft Database Administrator, AFT Salary Schedule, Range 54, for first reading.

**Provisional Appointment**

Mr. Tortarolo submitted for approval a Provisional Appointment to the classification of Program Director in Economic Development, from March 16 through July 21, 2004. Motion to approve made by Ms. Carlin; seconded by Mr. Gaylord. Ms. Schwandner advised the Commissioners that this appointment would allow the Economic Development and Resources area to review the organizational structure at the PCC, and overlay appropriate models to manage grant functions in the future. *Motion carried 3/0.*

**Career Development**

Mr. Tortarolo recommended that no action be taken on the
request by AFT to consider re-titling and making a salary adjustment to this classification. The Commission staff has reviewed all the documentation available and believes that the appeal process resulted in the appropriate title and salary range.

Mr. McManus asked for comment on the matter. Alta Costa indicated that the attachments included in the Agenda package do not accurately or factually reflect the background of this request. If all the details were taken into account the position would be re-titled to Career Development Coordinator and placed at a higher salary.

Ms. Carlin responded that the Commissioners did receive approximately 90% of the documentation, and that the few e-mail Ms. Costa was probably alluding to would not have changed their decision.

Mr. Gaylord remarked that this classification had been appealed and reviewed during the school wide study and it was determined there was no compelling reason to make any adjustments, at this time.

Ms. Abair, the employee currently in the position/classification, then addressed the Personnel Commissioners. She gave her recollection of the history of the study and appeal process, noting that she was not aware of the inclusion of Job Placement oversight in the class specification until November 2003, when she downloaded a recruitment flyer for the vacancy at LAC. Ms. Abair recalled the recommendations from Dr. Nash regarding title, job duties and salary, which, as she recalls, did not include any reference to Job Placement. In fact, she believed that two classifications, one for LAC and one for PCC, had been created. She thought that the LAC position had been placed at a higher salary, with responsibilities to include oversight of Job Placement activities. Ms. Abair made reference to e-mails from former Dean of Counseling, Lisa Sugimoto, which inferred that Ms. Abair would be "compensated" for her additional duties and work load.

In response to Mr. Gaylord's questions about the Job Placement program issue, Mr. Tortarolo stated that it was former Career Center Technician, Sally McKibbin, who had claimed that she "coordinated" activities between the Career Center and Job Placement and was responsible for the functions of both areas, and at both campuses. However, when Dean Sugimoto reviewed this description, she denied Ms. McKibbin's claims of dual responsibility, thus leading to the formal reassigning of duties for Job Placement - duties that Ms. McKibbin had not ever been assigned. Using the class specification approved by the Commission, Ms. Abair did have some oversight of Job Placement and Mr. Tortarolo recalls advising Dean Sugimoto that if Ms. Abair was working additional hours to get the work done, she...
should be compensated with Comp Time or overtime pay. Ms. Abair and Mr. Sheaffer noted that Job Placement at the PCC had been supported by an Intermediate Clerk, who was not replaced after vacating the position.

Mr. Sheaffer advised the Commissioners that he had heard that Dean Sugimoto was seeking to compensate Ms. Abair for her additional duties, and that he believed that meant a higher salary for working out of class.

In response to the comments, Mr. McManus expressed some concern that Ms. Abair was not aware of the adopted class specification for her job and that memos and e-mails referred to "compensation" for additional duties, which he, too, interpreted as "out of class" pay. In addition, he remembers the Nash study finding that combining Career Development and Job Placement would require higher placement on the salary schedule. He also sees a problem with the two classifications "melding" somewhere in the approval process. He addressed the issue of the classes being treated equally, whether at the LAC or PCC, an issue raised earlier in the discussion.

Mr. Gaylord made a motion to table the item. Motion died for lack of a second.

Ms. Carlin noted that Ms. Abair had many opportunities to discuss and review her class specification during the study and subsequent appeals. She noted, further, that Ms. Abair performed duties related to Job Placement for over a year, before raising the issue with her dean and Mr. Tortarolo. Ms. Carlin advised there is no way to resolve this now - they are not empowered to make a gift of public funds. She asked what Ms. Abair wants done. She asked if the Commissioners were being requested to authorize compensation for working out of class, or were they to reclassify the position.

Mr. Tortarolo said the Commissioners were being asked to consider reclassifying the existing job to a higher salary range. However, both the LAC and PCC positions do essentially the same job, and have the same duties and responsibilities. He noted that during the appeal process, the Commissioners did not grant a re-titling or higher salary to the LAC position; at that time they decided that both positions perform essentially the same function. He reiterated that this was not presented as an out of class approval request. He also noted that in his discussions with Dean Sugimoto, he had encouraged her to offer Ms. Abair compensation for any overtime incurred in completing her duties.
Ms. Abair responded that what she is actually seeking is staffing equal to that at the LAC, with an additional clerical position to staff Job Placement at the PCC. Mr. Scheaffer stated that he still believes oversight for both areas should generate a higher salary, probably at Range 28.

Mr. Tortarolo advised that the Personnel Commission does not establish staffing requirements, and that it would not be within the Commission's purview to request clerical support for Ms. Abair. Mr. McManus agreed that including both areas in one classification would have justified a higher salary; he added that out of class pay can be granted, even barring the existence of a higher class in the series (this is a non-series classification), based upon the complexity and difficulty of duties required to do the job. He concurred that the Commission is not authorized to establish staffing needs.

Ms. Carlin made a motion to review this classification in the first cycle of the classification study for 2004-05; seconded by Mr. Gaylord. Motion carried 3/0.

ELIGIBILITY LISTS Mr. Tortarolo presented for approval eligibility lists for Accounting Technician III, Benefits Technician, Career Development Technician, Instructional Aide - Foster and Kinship Care Education Program, and Library Assistant. He explained that there was only one rank qualified for the Foster and Kinship Care position, in spite of running three separate recruitments. However, the hiring authority has agreed to accept the single ranking to fill the position. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 3/0.

INFORMATION ITEMS Next Meeting Mr. Tortarolo announced that the next meeting is scheduled for Wednesday, April 7, 2004, Human Resources Training Room, V111 LAC

COMMENTS FROM STAFF Mr. Tortarolo reminded the Commissioners and audience that a classified staff development event is scheduled to coincide with the next faculty flex day, on March 24, 2004. The workshops are filling up and he looks forward to a successful day for the classified employees.

COMMENTS FROM COMMISSIONERS None

COMMENTS FROM Ms. Willson questioned why classifications in the Police Series
classifications were being retired, when three former College Police employees were still working on the campus - in classifications like Stadium Manager, and Maintenance Manager, but appear to still be performing police-related duties. Mr. Tortarolo said they were not performing police duties; liaison duties with Long Beach Police Department were being performed. He added that their assignments would be ending soon, as they are Limited Term Employees. Ms. Willson stated that they have been granted benefits. Ms. Costa said she was aware that one of these employees was classed as an Instructional Toolroom Maintenance Mechanic-Horticulture, and did not appear to be performing the duties of the class.

Mr. Tortarolo replied that in any event, the positions were no longer relevant and needed to be retired.

There being no further business, the meeting was adjourned at 6:00 p.m.