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 5:08 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 15, 2004, made by Ms. Carlin; seconded by Mr. Gaylord. Motion carried 3/0.

OLD BUSINESS New Classification Mr. Tortarolo submitted for approval the new classification of Director - PeopleSoft Development and Maintenance, Management Team Salary Schedule, Range 20, for second reading and approval. Motion to approve made by Ms. Carlin; seconded by Mr. Gaylord. Mr. McManus noted that, while he agreed that the salary range of 20 is justified to attract qualified candidates during recruitment, he is concerned with the salary compression to the next-in-line supervisors. He would consider opposition to any future request to push salaries in this area higher, because of the salary of this position. Mr. Tortarolo acknowledged this concern and thanked the Commissioners for their support on this request. He commented that it is difficult to compete with salaries offered in private industry in filling information systems technology positions. Motion carried 3/0.

New Classification Mr. Tortarolo submitted for approval the new classification of PeopleSoft Database Administrator, AFT Salary Schedule, Range 54, for second reading and approval. Motion to approve made by Mr. Gaylord; seconded by Ms. Carlin. Motion carried 3/0.
Mr. Tortarolo submitted for consideration the new classification of Director - Facilities Management, Management Team Salary Schedule, Range 20, for first reading. He explained that this salary range was indicated in order to attract highly qualified persons with experience in overseeing bond-funded projects and major construction. A salary survey was conducted for comparable positions, overseeing this level of activity at other educational organizations to reach this decision. This should not present a compression of salaries in the department.

Ms. Willson asked if this is a new classification and why there appeared to be no equivalency for the education. Mr. Tortarolo responded that the job specification had been re-written to reflect the changes in requirements and responsibilities. As to the education, as well as five-year experience requirement, there are several classifications that have degree requirements to guarantee certain levels of performance and expertise. He went on to explain that, due to the complex nature of the change to the school facility in the next several years, it would be necessary to require a degree in engineering, architecture, or a related area. Many other schools require a professional designation of registered engineer or architect.

This item will be placed on a future agenda for a second reading and approval.

Mr. Tortarolo submitted for consideration the new classification of Deputy Director - Building and Grounds, Management Team Salary Schedule, Range 17, for first reading. This item will be placed on a future agenda for a second reading and approval.

Mr. Tortarolo submitted for consideration the new classification of Deputy Director - Building and Grounds, Management Team Salary Schedule, Range 14, for first reading. Ms. Willson queried if this was also a new position. Mr. Tortarolo replied that it was and that it and the other four new classifications in facilities were created as the result of a reorganization and that the affected employees have been notified.

Ms. Willson wanted to know why this position would require a bachelor's degree. She also claimed that it appeared that more was being required of the applicants, while the salary was lower than for the previous similar classification. She felt that interested employees might actually take a reduction in salary if accepted for some of these positions. Mr. Tortarolo explained that Items B, C, D and E did have equivalency options to the education requirement. He continued that some duties, skills and responsibilities had been moved to the higher
classifications and that some are being consolidated, resulting in placement at lower ranges for other classifications.

Ms. Willson, noting that while the classifications being presented were in the Management Team, and that she represents bargaining unit members, she felt a growing concern that unit members could be reshuffled in an reorganization; perhaps they would be required to assume more duties and have their salaries lowered. Her concern was for the precedent being she believed was being set by such reorganizations at the Management Team level. Mr. Tortarolo explained that any reorganization affecting the bargaining unit would have to be addressed in negotiations with the District. This item will be placed on a future agenda for a second reading and approval.

New Classification  
Mr. Tortarolo submitted for consideration the new classification of Project Manager, Management Team Salary Schedule, Range 14, for first reading. This item will be placed on a future agenda for a second reading and approval.

New Classification  
Mr. Tortarolo submitted for consideration the new classification of Supervisor - Building and Grounds, Management Team Salary Schedule, Range 12, for first reading. This item will be placed on a future agenda for a second reading and approval.

New Classification  
Mr. Tortarolo submitted for consideration the new classification of Plant Manager, Management Team Salary Schedule, Range 9, for first reading. This item will be placed on a future agenda for a second reading and approval.

New Classification  
Mr. Tortarolo submitted for consideration the new classification of Good Beginnings Never End Program Technician, AFT Salary Schedule, Range 26, for first reading. This item will be placed on a future agenda for a second reading and approval.

New Classification  
Mr. Tortarolo submitted for consideration the new classification of Good Beginnings Never End Program Specialist, AFT Salary Schedule, Range 35, for first reading. Mr. McManus requested he be provided with a copy of the graph of the specialist classifications (omitted from his agenda package). This item will be placed on a future agenda for a second reading and approval.
New Classification  
Mr. Tortarolo submitted for consideration the new classification of Director of Operations - Superintendent's/President's Office, Management Team Salary Schedule, Range 17, exempt from the merit system, for first reading.

Classification Review  
Mr. Tortarolo recommended no action on the AFT-generated request to return the employee to the classification of EOP&S Coordinator.  
Mr. McManus asked for comments.  Ms. Willson asked permission to provide additional documentation to the Commissioners regarding the employee's duties.  She then went on to recount the Nash classification study, which placed the employee at the Coordinator level, even after reviewing the comments supplied by the Director of EOP&S, which contested the employee's account of duties performed and responsibilities held.

Ms. Willson also reviewed the layoffs in EOP&S, and noted that the employee's demotion was instituted at this time.  She claims that while all the other employees were restored to titles and assignments after funds were restored, the affected employee was permanent reduced to and EOP&S Specialist; however, Ms. Willson insisted the employee performs all the duties and has all the responsibilities as she had when the Nash study was completed and prior to the layoff, and is, effectively, performing as a Coordinator.  Ms. Willson contends that the employee was reclassified, under the premise of layoff, without the knowledge or review of the Personnel Commission.

Ms. Martinez, Director of EOP&S, contested the claims that the employee still performs at the level of coordinator.  Ms. Martinez has, since her employment in 2000, assumed all the higher-level responsibilities claimed by the former Coordinator.  She went on to explain the extensive training she received regarding Title V guidelines pertaining to EOP&S.  Ms. Martinez explained that the employee is not responsible for student awards, supervision of any employees or the newsletter, which is assembled by student peers.  She further explained that since the former duties of the Coordinator were assumed by Ms. Martinez, the employee was offered a Specialist position, in lieu of layoff as Coordinator.  She reiterated that nothing in the employee's current duties could be interpreted as performing at Coordinator level, that she strictly performs the duties of a Specialist.

Ms. Willson concluded that, in her determination, the employee is doing exactly the same work as she was prior to 2000, and that this should have been corrected six months ago, and the employee's compensated retroactively to that time.
Mr. McManus noted that he remembered reviewing this classification during the Nash study, because of the supervisor's comments contesting the employee's statements as to duties and responsibilities. He also recalled that the Commission, and then the District, approved the employee's classification at the level of EOP&S Coordinator. Mr. McManus, referring to Ms. Willson's earlier comment, expressed concern that the employee was effectively reclassified during the process of layoff, without review by the Personnel Commission. He commented that the Commission had approved two District-requested reclassifications, while none of the AFT-initiated requests had been successful. He requested a motion to table the matter to a future meeting. Mr. Gaylord made a motion to table the matter until May 3, 2004; seconded by Ms. Carlin. Mr. McManus added that this classification might have to be included in first group scheduled for classification study in 2004-05. Ms. Martinez offered to provide the Commissioners with Title V guidelines; Mr. McManus requested a chronology of the layoff and affected employee's demotion. Ms. Carlin requested a statement from Ms. Martinez outlining the employee's duties and responsibilities.

**Classification Review**

**Computer Network Technician**

Mr. Tortarolo submitted for review a department-initiated request to reclassify a Computer Network Technician to User Support Network Technician, due to a gradual accretion of duties over a period of two years. 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 Monday April 19, 2004, Board Room, Building I, LAC

**Personnel Commission**

Mr. Tortarolo announced that an open hearing would be held

**Budget Hearing**

April 19, 2004 to approve the Personnel Commission budget for Fiscal Year 2004-05.

**COMMENTS FROM STAFF**

Mr. Tortarolo commented the success of the classified staff development flex day workshops and the enthusiasm of the employees for this offering. He extended special thanks and recognition to Dr. Callahan, Linda Roseth, Joe Hooper (an AFT employee and workshop presenter) and John Hugunin for his presentation on Computer Technology.
COMMENTS FROM COMMISSIONERS

None

COMMENTS FROM AUDIENCE

Jonathan Eckman echoed Ms. Willson's concerns that it appears that minimum qualifications and duties of new positions in Facilities are increasing, while salaries are being lowered. Mr. Tortarolo explained that the Deputy Director and Supervisor of Building and Grounds, and the Plant Manager would work differently. Some responsibilities have been shifted up to higher-level management positions. A consultant was used to compare duties and salaries in the educational marketplace.

Mr. McManus added that bargaining unit members can help by providing comparison of old and new job specifications. However, it is more difficult to compare management duties. The Commissioners remain open to input and potentially affected employees could attend a Commission meeting to express their concerns.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:55 p.m.