Personnel Commission Meeting Minutes
July 26, 2004

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
Mr. McManus called the regular session to order at 5:00 p.m. He led the audience in the pledge of allegiance.

Roll Call
Personnel Commissioners Mr. McManus and Ms. Carlin were present. Mr. Gaylord had an excused absence.

Approval of Minutes
Motion to approve the minutes of July 12, 2004, made by Ms. Carlin; seconded by Mr. McManus. Motion carried 2/0.

Old Business
None

New Business
New Classification
Mr. Tortarolo submitted, for first reading, the new classification of Special Program Specialist, Economic Development, AFT salary schedule, range 30. Ms. Schwandner expressed the gratitude of Economic Development to Mr. Tortarolo and to Ms. Pam Axup for their help in creating the classifications needed to support specialized grant needs.

New Classification
Mr. Tortarolo submitted, for first reading, the new classification of Special Program Technician, Economic Development, AFT salary schedule, range 26.

New Classification
Mr. Tortarolo submitted, for first reading, the new classification of Special Program Assistant, Economic Development, AFT salary schedule, range 22.
**Professional Expert**
Mr. Tortarolo submitted for approval a request for Professional Expert in Athletics, to assist the Head Soccer Coach, from August 1, 2004 through May 31, 2005, not to exceed 133.6 hours or $2,004. Motion to approve made by Ms. Carlin; seconded by Mr. McManus. *Motion carried 2/0.*

**Increase Assignment**
Mr. Tortarolo submitted for approval a request to increase the assignment for an Educational Technologist position in Learning Resources from 45% to 81%. Motion to approve made by Ms. Carlin; seconded by Mr. McManus. *Motion carried 2/0.*

**Initial Salary Placement**
Mr. Tortarolo submitted for approval a request to place the candidate selected to fill the vacancy of Director, PeopleSoft Development and Management at Step B of range 20, of the Management Team Schedule, in accordance with Personnel Commission Rules and Regulations 18.2.A. Motion to approve made by Ms. Carlin; seconded by Mr. McManus. Mr. McManus noted that he is still philosophically opposed to advanced salary placement for new-hires, he is supporting this request because of the difficulty recruiting for this vacancy and the exceptional qualifications of the applicant. *Motion carried 2/0.*

**Eligibility Lists**
Mr. Tortarolo submitted for approval the eligibility lists for Child Development Associate Specialist and Library Technician II. Motion to approve made by Ms. Carlin; seconded by Mr. McManus. *Motion carried 2/0.*

**INFORMATION ITEMS**

**Next Meeting**
Mr. Tortarolo announced that the next meeting is scheduled for August 16, 2004, 5:00 p.m., in the Board Room, Building I, LAC.

**Job Announcements**
Mr. Tortarolo announced the following active recruitments in the Classified Service (closing date in parentheses): Human Resources Assistant (8/2/04); Project Manager-Facilities (open until filled); Supervisor-Building and Grounds (open until filled; and Deputy Director-Building and Grounds (open until filled). The “open until filled” recruitments are second attempts because very few qualified candidates applied during the previous attempt.

**Classified Examinations**
Mr. Tortarolo opened discussion on the matter of written and oral examination procedures, which had been requested by the AFT.
representative. He reviewed the scoring standards for the written exam, noting that with rare exceptions, a passing score is set at 70%; and the combined written and oral must also be at least 70%. He noted that failure to pass the oral, regardless of score on the written, removes a candidate from further competition. Mr. Tortarolo then addressed some exceptions to the 70% rule for written examinations – specifically for a limited number of entry-level exams that would draw a large number of applicants. The passing score is occasionally raised to reduce the number of applicants forward to the oral interview, to make the numbers manageable and to avoid creating unrealistic expectations for candidates at the bottom rankings of a list possibly comprising 100 people. He further explained that passing is always set at 70% for the written promotional exams and most of the other recruitments.

Shannon Willson and Alta Costa expressed their concern that the higher passing standard was being used in tests other than those cited by Mr. Tortarolo. They have been approached by College employees who believe they scored the required 70%, but were not invited back for the oral interview. They further questioned the format of the notification letter to the applicant, stating that it doesn’t list percentage, but rather notes number of questions needed to pass and the number of questions answered correctly by the applicant. They asked if a notification letter could be created providing a clearer explanation of the test results. They also mentioned two specific tests that they believe set the passing bar above 70%: Career Center Technician and College Information Assistant. Ms. Costa further advised that one of the applicants who failed the College Information Assistant had been performing the duties as a Limited Term Employee (LTE) prior to the examination.

In response to their concerns, Mr. Tortarolo invited them to refer any individual who perceived an irregularity in the scoring process to him and he would review the matter. He advised that the notification letter is formatted by the Sigma Application Software, used by the staff to organize recruiting, and that it might be possible to make some changes to the wording and scoring information. He noted that only twenty-three applicant were successful on the written. He added that it is not uncommon for a person performing the duties of a classification as and LTE to have difficulty passing the examination. The exam given to LTE’s is more generic in nature, and does not contain the same material as the recruiting examination; this also secures the content of the examinations.

Ms. Willson suggested amending the Rules and Regulations to specify the passing grade for written examinations and Ms. Costa asked how more panels could be assembled to perform oral interviews for large
Mr. Tortarolo responded that the Rules and Regulations speak to the overall score and he believes some flexibility is needed to handle different situations. As to organizing panels, his staff expends much effort and energy to obtain as many panelists and interview locations as is logistically feasible. A panel can only process 10-15 interviews per day, and very seldom can return for a second day of appraisal.

The discussion was ended and no actions were requested by the Personnel Commission.

COMMENTS FROM STAFF
None

COMMENTS FROM COMMISSIONERS
None

COMMENTS FROM AUDIENCE
None

ADJOURNMENT
There being no further business, the meeting was adjourned at 5:25 p.m.