# Personnel Commission Meeting Minutes

**September 24, 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 4:30 p.m. He 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 September 7, 2004, made by Mr. McManus; seconded by Ms. Carlin. Motion carried 3/0.

**Old Business**

None.

**New Business**

- **Request to Transfer to Closely Related Class**
  
  Mr. McManus stated that item V-A, a request to transfer to a closely related class, had been pulled from the agenda by the District.

- **Differential Salary Rate for PeopleSoft Power Users**
  
  Mr. Tortarolo submitted for approval a request for a differential salary rate for PeopleSoft power users. It was recommended that the Commission approve a 5% differential salary rate for the bargaining unit and/or confidential employees. He commented that all classifications have “end user” PeopleSoft roles, but the District will assign 12 specific “power user” roles to certain employees and closely monitor these roles. Motion to approve made by Mr. McManus; seconded by Ms. Carlin. Motion carried 3/0.

- **Eligibility Lists**
  
  Mr. Tortarolo submitted for approval the eligibility lists for Parking Services Technician; Photography Lab Technician; and Supervisor Building & Grounds. Mr. Tortarolo noted that there were fewer than three ranks for Parking Services Technician. He commented that although there were numerous candidates, the number of
qualified candidates were very few due to the money handling duties of 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 October 4, 2004 at 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): Deputy Director-Buildings & Grounds (open until filled); Grounds Equipment Operator & Irrigations Specialist (opened until filled). Mr. Tortarolo conveyed there is a difficulty in filling facility-related classifications due to higher demand for qualified applicants caused by bond construction projects.

**COMMENTS FROM THE STAFF**
Mr. Tortarolo announced he was in the process of preparing the Request for Proposal for the District’s rotating classification study. He expressed appreciation to M'Shelle Reece for her work compiling a list of potential consultants to be considered for this study.

**COMMENTS FROM THE COMMISSIONERS**
None

**COMMENTS FROM THE AUDIENCE**
None

**ADJOURNMENT**
There being no further business, the meeting was adjourned at 4:37 p.m.