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

APPROVAL OF MINUTES
Motion to approve the minutes of December 14, 2004, made by Ms. Carlin; seconded by Mr. McManus. Motion carried 3/0.

OLD BUSINESS
None.

NEW BUSINESS
Initiation of RFP Process for 3-Year Class Study
Mr. Tortarolo submitted for approval a request to initiate the RFP process for the 3-year class and compensation study.

Motion to approve made by Mr. McManus; seconded by Ms. Carlin. Motion carried 3/0.

Ms. Thorpe asked if there would be a time she could express the union’s concerns regarding the last study, and it was suggested that she could comment as part of the “comments from the audience” agenda item.

New Classification
Mr. Tortarolo submitted the new classification of Director of Risk Services, Management Team Salary Schedule, Range 17, for first reading. The item will return on a future agenda for second reading and approval.

Eligibility Lists
Mr. Tortarolo submitted for approval the eligibility lists for Secretary,
Special Programs Coordinator-Nutrition and Web Coordinator. Motion to approve made by Ms. Carlin; seconded by Mr. McManus. *Motion carried 3/0.*

### INFORMATION ITEMS

#### Reclassification Request

Mr. Tortarolo notified the Commission he had received a request for reclassification of Ms. Sem Chao, the incumbent in the internal auditor class. He informed the Commission that the staff intends to evaluate the request and provide them with a recommendation at a future meeting as to whether the class should be studied at this time or be put in the appropriate phase of the upcoming study.

### Next Meeting

Mr. Tortarolo announced that the next meeting is scheduled for January 31, 2005 at 5:00 p.m. in Board Room, Building I, LAC.

### Job Announcements

Mr. Tortarolo announced the following active recruitments in the Classified Service (closing date in parentheses): Accounting Technician II (1/13/05); Project Manager Facilities (1/18/05).

### COMMENTS FROM THE STAFF

None.

### COMMENTS FROM THE COMMISSIONERS

None.

### COMMENTS FROM THE AUDIENCE

Ms. Thorpe commented that she would meet to speak with Mr. Tortarolo regarding the last class study, but stated that there were many complaints from the last study and that employees had lost confidence in the last study.

Mr. Tortarolo stated the previous consultant had not adequately documented or appropriately communicated reclassification issues. It is intended that the proposed study address these concerns with full, appropriate involvement of employees and administrators in the process.

Mr. Gaylord and Ms. Carlin commented that the Personnel Commission had observed employee frustration when the study paper trail did not show evidence supporting a recommendation and that the goal of this study is to make sure there is a clear paper trail supporting study results.

Ms. Thorpe responded that inconsistent management involvement affected study results. She also voiced concerns about the role of longevity pay in determining appropriate salary placement.
Ms. Carlin responded that the uneven level of participation by management had been observed by the Commission and that the Commission’s desire was to have better participation by all constituent groups.

Mr. Tortarolo stated that the request for proposal would set standards for the consultant; i.e., provide an audit trail, provide a structure for an appeals process, and involve the administrators, managers, supervisors and employees so that everyone has a better understanding. The objective of the study is to have a more uniform, comprehensive participation from all parties in order to have a better study.

Mr. Eckman expressed the union’s desire for more openness throughout the process so the problems of the last study would not be repeated.

As a separate concern, Ms. Thorpe stated that she noticed people who had submitted requests for reclassification were being put on the first group of the class study.

Mr. Tortarolo responded that the staff examines the request for reclassification to see if a class should be studied at this time. The staff gives the Commission input whether the reclassification fits into the current schedule or if it is a special case that should be reviewed off schedule.

Mr. Eckman requested clarification on whether or not Item V.B was the same as the class specification for Director of Support Services.

Mr. Tortarolo responded this was a new classification and was required due to reorganization of the support services area and did contain portions of job content from the Director of Support Services class.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:18 p.m.