Call to Order  Ms. Taylor called the meeting to order at 4:36 p.m.

Members Present  Members of the Personnel Commission present were:
Ron Manfredi, Chairperson
Patt Taylor, Vice Chairperson
Lindsay “Cal” Johnson

Members of Commission staff present were:
Nancy Kast, Director of Classified Personnel
Elba Garcia, Administrative Secretary
Marissa Gonzales, Human Resources Analyst
Robin Fox, Personnel Technician

Introduction of Guests  The following guests signed in:
Larry Dickson, FCC, CSEA
Diane Clerou, DO
Eileen O’Hare, DO
Samerah Campbell, DO
Jothany Blackwood, FCC
Michele Ruby, FCC
Rich Ruby
George M. Pisching, FCC
John Bengtson, DO
Gene Blackwelder, RC
Tamra Miller, FCC
Michael Guerra, FCC

Public Comment  There was no comment from the public.

Closed Session  At 4:37 p.m. the Commissioners immediately convened to closed session to discuss the Public Employee Discipline/Dismissal/Release case.

Open Session  At 4:45 p.m. the Commissioners reconvened to open session.  In the matter of case number ARB-04-3057, the Personnel Commission adopted the recommendation of the hearing officer and directed that the parties be notified.

Closed Session  At 4:47 p.m. the Commissioners convened to closed session to discuss the Public Employee Performance Evaluation for the Director of Classified Personnel.

Open Session  At 5:05 p.m. the Commissioners reconvened to open session.
Approval of the Minutes

Mr. Manfredi moved to approve the minutes of the December 19, 2006, Regular Meeting as amended. Ms. Taylor seconded the motion and it carried unanimously.

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<th>Action Items</th>
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<td>Consideration of Appeal Regarding Reclassification Studies [07-01]</td>
<td>(a) Ms. Kast explained the guidelines and timelines for the appeals that were set at the November 21, 2006 Personnel Commission meeting. Ms. Kast introduced Margarita Perez as the current full-time Webmaster for the district. Ms. Perez began by requesting that she be reclassified to a Programmer Analyst. She explained that the duties she performs as a Webmaster are part of the Programmer Analyst classification. Ms. Perez provided several examples of job descriptions from other agencies as related to duties and assignments of a Webmaster. Mr. Manfredi asked Ms. Perez if she believed that the duties of Webmaster would more appropriately fall under a Programmer. Ms. Perez explained that they both do programming and gave some examples. There was a lengthy discussion as to what type of programming Ms. Perez was performing. Mr. Manfredi asked the district for any comments. Ms. Clerou stated that the district agreed with the recommendation given by Mr. Madden. A lengthy discussion followed between Mr. Manfredi and Mr. Bengtson as to what type of duties a Webmaster performs and the need to update the classification specification. It was moved by Mr. Johnson to deny Ms. Perez’s appeal to Programmer Analyst with the recommendation that Personnel Commission staff update the classification specification. Ms. Taylor seconded the motion and it carried unanimously.</td>
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<td>(b) Ms. Kast introduced Tamra Miller as the next person to present her appeal. Ms. Kast explained what Ms. Miller’s appeal package included. Ms. Miller began by explaining that during her interview with Mr. Madden she was informed that her duties were more in line with that of an Administrative Aide or Administrative Assistant. Ms. Miller then gave examples of her duties and that of an Administrative Secretary. She informed the Commission that her position is mostly budget driven and gave examples of the budget work she performs. Mr. Manfredi asked Ms. Miller if she had a copy of the organizational chart. There was a lengthy discussion regarding the division and the different duties that Ms. Miller performed. Ms.</td>
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Taylor asked if Ms. Miller is requesting to be reclassified to an Administrative Assistant and noted that the Administrative Assistant job specification does not address budget work. Ms. Taylor observed that in reviewing Ms. Miller’s request, she indicated that her position is mostly accounting. When Ms. Taylor then asked if she created reports in DATATEL, Ms. Miller responded that she did not.

Mr. Manfredi explained that he was having difficulty seeing the accounting portion, but that it appeared Ms. Miller was doing a great job. Mr. Manfredi commented that Ms. Miller was doing a little bit of everything; he recommended that her position be looked at to see how much time was spent performing the different types of duties. Mr. Manfredi then asked the District if they agreed with the recommendation. Ms. Clerou answered on behalf of the District that they did agree with the recommendation given by Mr. Madden. Ms. Clerou explained that Ms. Miller would be a better fit in the Administrative Secretary position.

Mr. Manfredi encouraged Ms. Miller to follow up on her out-of-class pay, and then explained that she did not meet the qualifications for Administrative Aide. Mr. Manfredi explained the duties she performs are more consistent with that of an Administrative Secretary. It was moved by Ms. Taylor, seconded by Mr. Johnson, and unanimously carried to approve the reclassification of Ms. Miller to Administrative Secretary I at the classified salary range of 48, effective January 17, 2007.

There was a discussion regarding testing for General Utility Worker and lateral transfers for Personnel Technician. It was moved by Mr. Manfredi, seconded by Mr. Johnson, and unanimously carried to approve the eligibility lists as listed below to be effective for one year unless otherwise stated:

- b. General Utility Worker, effective 1/10/2007

Ms. Kast explained to the Commissioners that there will be a joint meeting with the Board of Trustees in late spring or early summer. Ms. Taylor asked if there was going to be a discussion at this meeting or was the Director of Classified Personnel going to make a presentation. Ms. Kast suggested that she provide a brief presentation as an overview and then encourage interaction between the Personnel Commission and Board of Trustees. Mr. Manfredi asked for input on the topics they should discuss.
Mr. Manfredi suggested the classification study process should be one of the areas discussed. Ms. Taylor suggested that a brief review in regards to recruitment and statistics should also be given. Ms. Kast proposed that staff work on the PowerPoint presentation and suggested the Commissioners review it prior to the joint meeting.

**Consideration of Legal Firms to Provide Counsel to Personnel Commission [07-04]**

Ms. Kast introduced the need to have independent counsel represent the commission particularly on disciplinary hearings. Ms. Kast asked how they wanted to go about making a determination on who they would like to be represented by. It was then agreed to interview legal firms. Mr. Manfredi stated he and Ms. Kast would narrow the firms down to three.

**Director’s Report**

Ms. Kast stated work was going smoothly and staff had a little down time at the end of December to wrap things up. Ms. Kast mentioned that Ms. Miller’s husband would be starting with the district as the new Electrician. Mr. Manfredi stated the district is using panel members from The City of Kerman. There was a discussion regarding bookstore recruitment. Mr. Guerra stated that he was very pleased with the recruitment, but there was still an issue of people that would not show up. This discussion also included the recruitment process for Sign Language Interpreter positions.

It was agreed to start the February meeting at 4:30 p.m. Mr. George Pisching had a comment regarding the job announcement for Webmaster; he wanted the advertisements to be more specific as to which department had the opening. Ms. Kast explained that she would research that information. Mr. Pisching also expressed concern with regard to the start time of the Personnel Commission meetings. Mr. Manfredi explained the meeting had an earlier start time because of the appeals being heard and suggested putting the public comment later in the agenda.

**Adjournment**

At 6:37 p.m., Mr. Manfredi moved to adjourn the meeting. Ms. Taylor seconded the motion, and it carried unanimously.

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Nancy Kast, Director of Classified Personnel

NK:eg