Call to Order
Ms. Taylor called the meeting to order at 5:31 p.m.

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

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

Introduction of Guests
The following guests signed in:
Lisa Maciel, RC, CSEA
Mike Wallace, CSEA Representative
Diane Clerou, DO
Eileen O’Hare, DO
Samarah Campbell, DO
Larry Dickson, FCC, CSEA
Charlie Lockbaum, DO
Donna Baker-Geidner, RC, CSEA
Gary DePriest, RC
Michele Ruby, FCC
Tony Yang
Michael Guerra, FCC
Gene Blackwelder, RC
Tammy Maddox, FCC
Karen Ainsworth, Clovis Center

Closed Session
There was no Closed Session

Public Comment
Mr. Manfredi commented on removing the closed session from the agenda when there is none scheduled. This was advised after Mr. Blackwelder suggested the closed session be at the end of the agenda.

Approval of the Minutes
Mr. Manfredi moved to approve the minutes of October 30, 2006, Regular Meeting. Mr. Johnson seconded the motion and it carried unanimously.

Directors Report
Ms. Kast explained that the Personnel Commission was half way through getting the Reclassifications Requests completed. Ms. Kast then asked Ms. Clerou to introduce her new Personnel
Assistant. Ms. Clerou introduced Samarah Campbell as the new Personnel Assistant for Human Resources.

Information Item
Ms. Kast informed the Commission of the purchase of new software. The new Sigma Software System was bought to replace the old Applicant Tracking System which requires considerable programming time for modifications to work. Ms. Kast explained that it is part of a CPS system and it's used by civil service agencies like the City of Fresno and Fresno County. Mr. Manfredi asked about costs. Ms. Kast explained that both the Commission and Human Resources were responsible for the purchase. The amount of $65,000 was divided in half amongst the two. Mr. Manfredi congratulated the Commission on the new purchase.

Action Items
Consideration of Appeal Regarding Minimum Qualifications Instructional Technician - Graphics [06-35]
Ms. Kast explained to the Commission that Mr. Yang was an applicant for the Instructional Technician – Graphics position. She explained that Mr. Yang was screened out of the applicant pool because he did not supply sufficient information before the filing deadline. Mr. Yang then submitted a resume, after the filing deadline, which showed his experience. Ms. Kast explained that the resume could not be used because it was not submitted in time. Mr. Yang explained that based on his experience he was qualified for the position. Ms. Taylor discussed that three positions listed by the applicant were not applicable to that type of position. Ms. Taylor questioned why Mr. Yang did not put the experience from his resume on his application which was applicable. Mr. Manfredi explained the selection process and gave an example of why everyone is subject to the same testing process. Mr. Manfredi advised Mr. Yang that his information was not submitted in a timely manner, that the Commission has to follow rules, and that the application was part of a testing process that he did not pass. Ms. Taylor encouraged Mr. Yang to apply again for future positions. Mr. Manfredi moved to deny the appeal. Mr. Johnson seconded the motion and it carried unanimously.

Consideration and Public Announcement of Intended Appointment of At-Large Commissioner [06-36]
Ms. Kast informed everyone present that the At-Large Commissioner term was coming to an end. The education code requires that a notice be posted 30-45 days in advance and that during this meeting a public hearing be held to hear any recommendations. Ms. Taylor opened the Public Hearing. Mr. Guerra congratulated Mr. Johnson on his election to the Fresno Unified School District Board of Trustees and recommended Ms. Taylor for another term because of the great work she has done. Mr. Blackwelder agreed with Mr. Guerra. Ms. Taylor closed the Public Hearing. Ms. Kast then corrected the dates for the term listed on the Agenda to December 1, 2006 – November 30, 2009.
Mr. Johnson moved to reappoint Ms. Taylor as the At-Large Commissioner. Mr. Manfredi seconded the motion and it carried unanimously.

Consideration and Approval of Reclassification Studies [06-37]

There was a lengthy discussion regarding the reclassification study approval and the proper salary placement. Mr. Johnson discussed that when an employee is to be reclassified, he/she should be able to move from step to step and not start at the beginning of the new range. Mr. Manfredi disagreed with this motion and explained that the reclassified employee should not go automatically from step to step. He stated that several factors should be considered when placing the employee in a particular step. Ms. Taylor disagreed with Mr. Manfredi. She stated that the employee who is asking to be reclassified has acquired the skills necessary to go step to step. Mr. Johnson moved to approve the reclassification studies as listed, with a step to step process. Ms. Taylor seconded the motion and it carried with Mr. Manfredi opposed. The commissioners agreed that the reclassifications should be effective November 22, 2006.

- a. 2080, Bookstore Cashier to Bookstore Sales Clerk III
- b. 2170, Custodian to General Utility Worker
- c. 3003, Phone Computer Operator II to Office Assistant III
- d. 3005, Office Assistant III to Student Services Specialist
- e. 3008, Department Secretary to Office Assistant III
- f. 3018, Department Secretary to Library/Learning Resource Assistant III
- g. 3049, Toolroom Attendant to Instructional Technician – Agricultural Mechanics
- h. 5026, Department Secretary to Office Assistant III

Consideration and Approval of Schedule for Reclassification Study Appeal Hearings [06-38]

There was a lengthy discussion regarding out-of-class pay. It was decided that Ms. Kast would do more research before the next Personnel Commission meeting. Ms. Kast informed the Commission that she would meet with Ms. O’Hare and Mr. Rowe to discuss the issue. Ms. Kast then discussed the current Reclassification Study appeals. She asked the Commission for direction on how they would like to handle the appeals. Mr. Johnson suggested doing three per meeting. Mr. Manfredi explained that there should be a brief presentation by the Director of Classified Personnel, the employee, and then the District may provide input. Each will give their opinion with a time limit of five minutes. Ms. Maciel suggested that the person with the oldest request be done first. Mr. Manfredi advised that Mr. Madden did not have to attend as long as his summary reports were included in the commissioner’s packets. Mr. Manfredi also suggested that the meeting on December 19, 2006 start at 4:30 p.m. Ms. Kast will
notify the individuals whose appeal will be heard at the December 19th meeting.

Consideration and Approval of Eligibility Lists [06-39]

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:

a. Accounting Clerk III, effective 8/10/2006
b. Police Officer PPT, effective 10/27/06
c. Accountant/Auditor, effective 11/2/06
d. Administrative Aide, effective 11/13/06
e. Instructional Technician – Graphics, effective 11/15/06

Adjournment

At 7:04 p.m., Mr. Manfredi moved to adjourn the meeting. Mr. Manfredi seconded the motion, and it carried unanimously.

Nancy Kast, Director of Classified Personnel

NK:eg