Call to Order Ms. Taylor called the meeting to order at 4:37 p.m.

Members Present Members of the Personnel Commission present were:
   Patt Taylor, Chairperson
   Ron Manfredi, 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:
   Lisa Maciel, RC, CSEA
   Mike Wallace, CSEA Representative
   Diane Clerou, DO
   Eileen O’Hare, DO
   Samarah Campbell, DO
   Charlie Lockbaum, DO
   Donna Baker-Geidner, RC, CSEA
   Gary DePriest, RC
   Michele Ruby, FCC
   Phil Nelson, DO
   John Bengston, DO
   Gene Blackwelder, RC
   Gary Sakaguchi, RC
   Lois Williams, NC
   Rosa Rios, RC

Public Comment There was no comment from the public

Approval of the Minutes Mr. Manfredi moved to approve the minutes of November 21, 2006, Regular Meeting as amended. Mr. Johnson seconded the motion and it carried unanimously.

Information Item Ms. Kast gave an update regarding the out-of-class pay request received on behalf of the Personnel Commission. Ms. Kast met with Mr. Rowe and Ms. O’Hare and had a discussion regarding the request. Mr. Rowe offered to ask for an opinion from Joe Zampi. Ms. Kast informed the Commission that the opinion had not been received yet and was expecting an update by January.
Action Items
Consideration of Appeal Regarding Reclassification Studies [06-40] (a) Ms. Kast explained the guidelines and timelines for the appeals that were set at the November 21, 2006 Personnel Commission meeting. She explained that Mr. Charles Lochbaum’s appeal would be the first one heard. Mr. Lochbaum is the Network Coordinator for the District Office and applied for a reclassification three years ago. Ms. Kast explained the appeal package. Ms. Kast explained that Mr. Lochbaum would present his appeal as a PowerPoint presentation. Ms. Kast provided additional information regarding Mr. Lochbaum’s appeal and also introduced John Bengtson, Director of Information Technology, who is Mr. Lochbaum’s supervisor. Ms. Kast explained that Mr. Bengtson was at the meeting to answer any additional questions.

Ms. Taylor explained that she would like to conduct the appeals as they had outlined at the previous meeting. She explained that each appellant would receive five minutes to speak and that Ms. Fox would keep track of the time.

Mr. Lochbaum explained that his job had grown with the advances of technology but documentation of hours were never kept or required. Mr. Lochbaum explained that his job expansion began in 1999 when he was assigned duties that were beyond the scope of his current position. Mr. Lochbaum provided several examples of duties and assignments that were given to him during that time. Mr. Lochbaum explained that working out of class was done to meet the needs and growth within the district, and duties had increased steadily for the last seven years.

Mr. Manfredi had questions regarding the classification study report for Mr. Lochbaum. Ms. Kast clarified the report and explained that the bottom part of the report was received from Mr. Madden. Mr. Manfredi then asked to which classification Mr. Lochbaum wanted to be reclassified. Ms. Kast explained that the questionnaire does not ask for that information and that Mr. Madden has suggested it be revised. Ms. Kast explained that the employees were invited to update their information at the time Mr. Madden started to do his interviews. There was a lengthy discussion regarding the reclassification questionnaire.

There was a lengthy discussion regarding how the classification of Network Coordinator has evolved throughout the years. There was also comparison between the Senior Systems/Network Analyst duties and that of a Network Coordinator. It was moved by Mr. Manfredi to deny Mr. Lockbaum’s appeal to Senior Systems/Network Analyst. Mr. Johnson seconded the motion and
it carried unanimously. Ms. Taylor indicated the Commission was aware the classification specifications had to be updated, a lengthy discussion followed.

(b)
Ms. Kast informed the commissioners that the next appeal to be heard was that of Donna Baker-Geidner. She explained that Ms. Baker-Geidner’s request was also received in 2003 for Micro-Computer Resource Technician. Ms. Kast also introduced Ms. Baker-Geidner supervisor, Gary Sakaguchi. Ms. Baker-Geidner explained that Ms. Maciel would present most of her presentation, but she would answer any questions they had.

Ms. Maciel began by giving background information on Ms. Baker-Geidner’s current position and compared it to that of a System Technical Resource Analyst. Ms. Maciel stated that Ms. Baker-Geidner is performing duties that she should not be doing as a Micro Computer Resource Technician.

Mr. Manfredi asked why she was requesting the reclassification to System Technical Resource Analyst. Ms. Baker-Geidner informed him that she had not made the request; it was made by a previous supervisor. There was a lengthy discussion regarding what duties Ms. Baker-Geidner was performing that fell under a System Technical Resource Analyst. Ms. Baker-Geidner also gave some examples of duties she performs that do not fall under Micro-Computer Resource Technician.

Mr. Manfredi explained that he did not see where her duties fell under the System Technical Resource Analyst. It was moved by Mr. Manfredi, seconded by Mr. Johnson to deny the appeal for Donna Baker-Geidner and it carried unanimously. Ms. Clerou recommended Ms. Baker-Geidner meet with Mr. Sakaguchi and her to discuss her duties.

(c)
Ms. Kast introduced the next appeal as that of Lois Williams. Ms. Maciel began by giving the background information on the appeal for Lois Williams. She explained that Ms. Williams wanted to be reclassified to an Assessment Technician and gave examples of duties she performed that are out of her classification. There was a lengthy discussion regarding the duties Ms. Williams performed and how often she performed them. Mr. Manfredi moved to deny the appeal for Lois Williams. Ms. Baker-Geidner asked the Personnel Commission to tell her what duties were outside her class. Ms. Taylor responded that is the District’s decision. Mr. Johnson asked the District to work with Mr. Baker to determine her
duties outside her class. Ms. Taylor seconded the motion and it carried unanimously.

Ms. Kast began by informing the Commission that a new chair and vice chair would need to be re-elected at tonight’s meeting. Ms. Taylor nominated Mr. Manfredi as Chair. It was moved by Ms. Taylor to elect Mr. Manfredi as Chair, seconded by Mr. Johnson and it carried unanimously. It was moved by Mr. Johnson to elect Ms. Taylor as Vice Chair, seconded by Mr. Manfredi; it carried unanimously.

Ms. Kast discussed that a new calendar had to be adopted for 2007. There were some changes to the calendar. The meeting scheduled for September 10, 2007 was changed to September 11, 2007. December 4th was chosen as the meeting date for December 2007. It was moved by Mr. Manfredi, seconded by Ms. Taylor to approve the Personnel Commission Calendar as amended and it carried unanimously.

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. Instructional Technician – Biological Science, effective 11/30/2006
b. Electrician, effective 12/6/2006
c. Instructional Technician – Automotive, effective 12/7/2006
d. Instructional Technician – Chemistry/Physical Science, effective 12/7/2006
e. Computer Operator/Information Technology, effective 12/7/2007

Ms. Kast informed the Commission that the new Sigma software was received. She also explained that staff was just wrapping up the year and getting vacant positions filled.

Ms. Kast invited the commissioners to participate in the Board of Trustees January 9th, 2007 meeting. Ms. Kast explained that she would give a presentation about the Personnel Commission. Mr. Manfredi advised that he had conflicting appointments on that date and asked Ms. Kast to seek an alternative date.

At 6:46 p.m. the Commissioners immediately convened to closed session to discuss the Public Employee Performance Evaluation for the Director of Classified Personnel.
Open Session  At 7:00 p.m. the Commissioners reconvened to open session.

Adjournment  At 7:00 p.m., Mr. Manfredi moved to adjourn the meeting. Mr. Johnson seconded the motion, and it carried unanimously.

Nancy Kast, Director of Classified Personnel

NK:eg