

**Minutes of the Regular Meeting of the Personnel Commission  
Wednesday, January 9, 2008**

- Members Present:** Commissioners Cortez, Gabrielson, Santora
- Members Absent:** None
- Commission Staff Present:** Sharon Lampel, Assistant Superintendent, Personnel Services  
Laura Calif, Classified Personnel Assistant
- Others Present:** Sandy Hitchcock, Beverly Kral, Laura Low, Doug Marr (SEIU President), Cindy Ornellas (CSEA President), Kathy Records, Lori Santora, Peggy Shepherd

Commissioner Gabrielson called the meeting to order at 5:00 p.m.

When there is a need for the Chairperson to pass the gavel to a Commissioner, this action shall be automatic without need for a formal motion.

**Roll Call**

Commissioners Cortez, Gabrielson, and Santora were in attendance.

**Flag Salute**

Commissioner Gabrielson led the Pledge of Allegiance.

**Minutes**

The Minutes of the Regular Meeting held on November 7, 2007, were tabled due to the fact that Commissioner Cortez was not in attendance at the November 7, 2007, meeting and Commissioner Hagberg was absent from this meeting. The Minutes of the Special Meetings held on October 8, 2007, November 1, 2007, and December 6, 2007, were tabled.

Ayes:

Noes:

Abstentions:

## **Eligibility Lists**

Upon a motion by Commissioner Santora, accepted by Commissioner Cortez, the Commission approved the following eligibility lists:

- ◆ Computer Media Specialist (Open Competitive; CSEA)
- ◆ Maintenance Craftsperson/Glazier (Open Competitive; SEIU)
- ◆ Instructional Assistant – Autistic (Open Continuous; CSEA)
- ◆ Instructional Assistant – Special Education (Open Continuous; CSEA)

## **Expiring Eligibility Lists**

Upon a motion by Commissioner Cortez, accepted by Commissioner Santora, the Commission approved the following eligibility lists to be expired:

- ◆ Financial Technician (Established 7/28/07; Expired 1/28/08)
- ◆ Office Manager (Established 9/25/06; Expired 1/25/08)

## **Consideration of Voluntary Demotion**

Ms. Lampel stated that she received a letter from the Network Senior System Analyst requesting to voluntarily demote into the Computer Technician vacancy. Ms. Lampel spoke with the Supervisory and CSEA unions and both unions agreed to the voluntary demotion.

Upon the motion by Commissioner Cortez, seconded by Commission Santora, the Commission approved the Voluntary Demotion.

## **Discussion of Personnel Commission Rules and Regulations Regarding Waiver of Certification**

Ms. Lampel explained at the last Personnel Commission meeting there was a discussion about the appropriate procedure for Waiver of Certification. Ms. Lampel reviewed the Rules and Regulations Chapter 6.3 B, confirming the procedures followed by the Commission's staff was in accordance with the Rules and Regulations.

## **Personnel Commission Restructuring**

Ms. Lampel opened the floor for a new Chairperson and a new Vice Chairperson. Commissioner Gabrielson was nominated and appointed for the Chairperson and Commissioner Cortez was nominated and appointed for the Vice Chairperson.

### **Items from the Floor**

Cindy Ornellas inquired about the Senior Statistical Technician job description that was on the December agenda to be approved. Ms. Lampel advised that the Senior Statistical Technician is currently on hold until we have comparable data.

### **Items from the Personnel Commission**

Commissioner Gabrielson welcomed the new Commissioner William Santora.

### **Report from the Assistant Superintendent, Personnel Services**

Ms. Lampel informed the Commissioners that they have been registered for the CSPCA Conference on February 21-23, 2008. Ms. Lampel reminded the Commissioners of the next site visit on January 17, 2008, starting at 8:45 a.m. at Bay Elementary School and 9:45 a.m. at Del Rey Elementary School.

### **Future Meeting Date**

The date for the next regular meeting will be held on Wednesday, February 13, 2008, at 5:00 p.m. in the District Office Conference Room.

### **Adjournment**

Commissioner Gabrielson adjourned the meeting at 5:46 p.m.