

**Minutes of the Regular Meeting of the Personnel Commission  
Wednesday, February 13, 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:** Marvin Kingdon, Doug Marr (SEIU President), Mike McJilton, Bob Tarrant

Commissioner Gabrielson called the meeting to order at 5:05 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**

Upon a motion by Commissioner Santora, seconded by Commissioner Cortez, the minutes of the Regular Meeting held on January 9, 2008 and the Special Meeting held on January 17, 2008 were approved. Upon a written motion by former Commissioner Hagberg, accepted by Commissioner Gabrielson, the minutes of the Regular Meeting held on November 7, 2007 were approved. Upon a motion by Commissioner Cortez, accepted by Commissioner Gabrielson, the minutes of the Special Meeting held on October 8, 2007, November 1, 2007 and December 6, 2007 were approved.

Ayes:

Noes:

Abstentions:

## **Examinations**

Upon a motion by Commissioner Cortez, seconded by Commissioner Santora, the Commission approved the following examinations:

Network Senior Systems Analyst (Open Competitive; 50% written, 50% oral)

## **Eligibility Lists**

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

Building Maintenance Specialist (Open Competitive; SEIU)  
Instructional Assistant – Autistic (Open Continuous; CSEA)  
Library Media Technician (Open Competitive; CSEA)  
School Lunch Helper I (Open Competitive; SEIU)  
Senior Office Assistant (Open Competitive; CSEA)

## **Expiring Eligibility Lists**

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

Head Custodian (Established 8/9/06; Extended until 8/9/08)  
Senior Attendance Technician (Established 8/17/07; Extended until 8/17/08)

## **Consideration of Higher Salary Placement for Maintenance Craftsperson/Glazier**

Mr. Bob Tarrant, Operations Supervisor, spoke on behalf for Jim Ferraro, Director of Maintenance, requesting that the Maintenance Craftsperson/Glazier be placed on a higher salary step. Mr. Tarrant commented that the Maintenance Craftsperson/Glazier has been in the district for 32 years and has filled in for the previous Maintenance Craftsperson/Glazier many times and is coming into the position as a journeyman. Ms. Lampel explained that Mr. Ferraro, Director of Maintenance, would like to honor the Maintenance Craftsperson/Glazier experience and place the Glazier in the highest step on the Maintenance Craftsperson/Glazier range.

Upon the motion by Commissioner Cortez, seconded by Commission Santora, the Commission approved the Higher Salary Placement for the Maintenance Craftsperson/Glazier.

## **Review/Approve Personnel Commission Rules and Regulations Chapter 9, 10, and 11**

The Commissioners and Ms. Lampel reviewed the Rules and Regulations for Chapter 9, 10, and 11, and made some changes. Ms. Lampel explained that we will provide a clean typed copy for the Unions to review before any changes are approved. This discussion was tabled until the next meeting.

**Items from the Personnel Commission**

Commissioner Cortez mentioned the site visit is on February 21, 2008 the same day as the CSPCA Conference.

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

Ms. Lampel reminded the Commissioners that the CSPCA Conference is February 21 – 24, 2008 and the site visits are the morning of Thursday, February 21, 2008 at Royal Sunset and Lorenzo Manor Elementary School.

**Future Meeting Date**

The date for the next regular meeting will be held on Wednesday, March 12, 2008, at 5:00 p.m. in the District Office Conference Room.

**Adjournment**

Commissioner Gabrielson adjourned the meeting at 6:08 p.m.