

15510 Usher Street, San Lorenzo, CA 94580

**Minutes of the Regular Meeting of the Personnel Commission
Wednesday, April 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, Laura Low, Cindy Ornellas, Lori Santora, Peggy Shepherd

Commissioner Gabrielson called the meeting to order at 5:04 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 Cortez, seconded by Commissioner Santora, the minutes of the Regular Meeting held on March 12, 2008 and the Special Meeting held on March 20, 2008 were approved.

Ayes:

Noes:

Abstentions:

Examinations

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

- ◆ Administrative Secretary II – Confidential (Open Competitive; 50% written, 50% oral)
- ◆ IT Technician II (Open Competitive; 50% written, 50% oral)
- ◆ Network Senior System Analyst (Open Competitive; 50% written, 50% oral)
- ◆ Registrar (Open Competitive; 50% written, 50% oral)
- ◆ School Lunch Helper I (Open Competitive; 100% performance)

Expiring Eligibility Lists

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

- ◆ Accounting Technician (Established 4/26/07; Expired 4/26/08)
- ◆ Office Assistant (Established 10/10/07; Extended 10/10/08)
- ◆ School Lunch Helper/Elementary (Established 10/11/07; Extended 10/11/08)

Consideration of Higher Salary Placement for Office Assistant

This item was pulled from the agenda. CSEA was not in agreement with this request.

Review/Approve Personnel Commission Rules and Regulations Chapter 12 & 13

Ms. Lampel explained the changes made to Chapter 12 & 13. Ms. Lampel advised that the Rules and Regulations will be typed showing changes and each union will receive a copy for any questions.

Items from the Personnel Commission

Commissioner Cortez announced the site visits will be on Thursday, April 17, 2008 at Bohannon Middle School and the Adult School.

Report from the Assistant Superintendent, Personnel Services

Ms. Lampel announced the sad news that Helen Randall's husband passed away and requested to close the meeting in Gordon Randall's memory. Ms. Lampel commented that times are tough right now due to state budgets.

Future Meeting Date

The date for the next regular meeting will be held on Wednesday, May 14, 2008, at 5:00 p.m. in the District Office Conference Room.

Adjournment

Commissioner Gabrielson adjourned the meeting at 5:20 p.m.