

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
November 17, 2015 **Amended**

- Call to Order Mr. Liermann called the meeting to order at 5:30 p.m.
- Members Present Members of the Personnel Commission present were:
Tim Liermann, Chairperson
Bradley Tahajian, Vice – Chairperson
Pamela Freeman-Fobbs
- Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Christine Ferguson, HR Analyst
Vincent Tafoya, HR Specialist
Edna Pearson, HR Technician (Limited-Term)
- Introduction of Guests The following guests attended:
Samerah Campbell, DO HR
Jason Meyers, CSEA
Eleanor Bruce, FCC
Susan Johnson, FCC
Carol Shimer, FCC
Cheryl Sullivan, FCC
Stephanie Robinson, FCC
- Public Comment Ms. Susan Johnson requested a status update on the classification study survey she completed in 2013. Mr. Liermann responded there was an item on the agenda that pertained to the classification study.
- Ms. Johnson stated she wanted to address the Commission regarding the transparency of the application process. Ms. Johnson stated that she was given information that she was “not competitive enough” to move forward in the testing process. Ms. Johnson stated that Commission staff had not explained what the rating scale or competitive criteria is. Mr. Liermann advised Ms. Johnson to call Ms. Gomez directly to get clarification on the process and her status in particular.
- Approval of the Minutes The minutes of the October 13, 2015 Regular Meeting were presented for approval.
- Ms. Gomez stated that Ms. Campbell had forwarded her suggested corrections in advance of the meeting. Ms. Campbell noted that in Item 15-46, there was no period at the end of the first paragraph. Ms. Campbell also noted that in Item 15-47, the spelling of Mr. Meyers’ name needed to be corrected in the first paragraph.
- Mr. Tahajian moved to adopt the minutes as amended. Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.
- The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann
Noes – 0

Information Items

1. Discussion of Employees Working Out-of-Classification

Ms. Gomez provided an update on employees working out-of-classification.

Mr. Liermann noted that the reported numbers don't appear to have changed in many months. Ms. Campbell stated that she has communicated with Mr. Meyers to provide details on the pending analyses. A brief discussion followed in regards to the reporting and completion of working out-of-class requests.

Ms. Bruce requested clarification on the reporting format.
2. Discussion of Reclassification Moratorium

Ms. Bruce requested clarification regarding the status of the Reclassification Moratorium and how the status updates are shared with managers and staff. Ms. Bruce shared her research with the Commissioners and discussed her concerns regarding the Reclassification Moratorium.

Ms. Gomez explained that the Moratorium was never lifted because of the pending classification study. Ms. Gomez stated that allowing reclassifications to occur during the classification study would be a duplication of work. Ms. Gomez also stated that when Ms. Nancy Kast conducted reclassification analyses, the process still took years from the time of filing to completion of the report.
3. Discussion of Provisional Placement Days

Mr. Meyers requested clarification on the current application of the Personnel Commission rules in Provisional placements, the duration of those assignments and concurrent appointments.

Mr. Liermann stated that the Commission received legal counsel regarding the current process and determined that staff is operating within their purview and abiding to current laws and rules.

Mr. Taylor advised that the Commissioners have the right to waive attorney-client privilege to share the legal opinion, however doing so would compromise the ability to receive privileged advice.

Mr. Meyers stated that if the legal opinion was not shared, the transparency of the process could be questioned.
4. Discussion of Classification Study Status for Clerical/Secretarial Job Families.

Ms. Gomez provided an update to the districtwide classification study. Ms. Gomez stated that staff is currently working on scheduling meetings with managers. Ms. Gomez explained that she has changed the meeting strategy to focus on site-wide meetings with managers instead of department by department to expedite the process.

Ms. Gomez explained that over 70 positions have been added in the span of a few months and regular recruitments and temporary placements have slowed down the classification study progress. Ms. Gomez stated that all the new positions are being analyzed in addition to the existing classifications slated for study. Ms. Gomez explained that the Clerical/Secretarial Job Family is one of the largest families to study, with over 150 clerical positions currently existing in the District.

Ms. Gomez stated that if employees are concerned about their duties being in a higher classification while the study is pending, that those employees will need to submit a working out-of-classification analysis request to Human Resources as soon as they believe a discrepancy has occurred. Confidential and Classified Managers can submit their request through the Personnel Commission.

Mr. Liermann asked Ms. Gomez to prepare a district-wide memo updating classified staff of the progress and current status of the district-wide classification study. Mr. Liermann also requested that a hard copy of the memo be provided for staff who many not have access to email.

Mr. Meyers inquired if there was an anticipated completion date for the classification study. Ms. Gomez responded that her best estimate is that a preliminary report on all job families could be presented by June, 2016. Mr. Meyers stated that it is problematic for classified employees to request a working out-of-classification analysis when the existing job descriptions are so out of date. Ms. Freeman-Fobbs stated that we need to adjudicate fairly and that there is a delicate balance.

Mr. Tahajian stated that the classification study has already progressed a lot further than it could have. Mr. Tahajian stated that the commission fought to have the classification study conducted at all. Ms. Gomez advised that she will work on drafting a memo that would be sent Districtwide.

Action Items

[15-48] Consideration and
Approval of Eligibility Lists

Eligibility Lists Presented:

- a. Administrative Aide - Clovis College, Effective 11/9/15
- b. Administrative Aide - Fresno City College, Effective 11/9/15
- c. Administrative Aide - Reedley College, Effective 11/11/15
- d. Administrative Assistant, Effective 11/9/15
- e. Building Generalist, Effective 11/3/15
- f. Construction Services Manager, Effective 11/6/15
- g. Director of Maintenance & Operations, Effective
- h. Human Resources Technician, Effective 11/5/15
- i. Office Assistant I, Effective 10/22/15
- j. Office Assistant III - Clovis College, Effective 10/22/15

- k. Office Assistant III - Fresno City College, Effective 10/22/15
- l. Office Assistant III - Madera Center, Effective 10/30/15
- m. Office Assistant III - Oakhurst Center, Effective 10/29/15
- n. Office Assistant III - Reedley College, Effective 10/30/15

Mr. Liermann noted that more than one recruitment had hundreds of applicants. Mr. Liermann requested that future recruitment reports include the number of “hits” that a posting received.

Mr. Tahajian requested clarification on the competitive rating process. Ms. Gomez provided a brief summary of the process.

Ms. Gomez reported that the new process of campus-specific recruitments for some of the clerical positions worked well. Ms. Gomez stated that managers do not have to wait for lists and that testing went successfully.

Mr. Meyers inquired about the competitive rating section of the recruitment report and why it was denoted with an “n/a”. Ms. Gomez explained that this was in relation to the actual date that the process took place. Ms. Gomez explained that applications are screened as they are submitted, so there is not a specific date with which to populate that field.

Mr. Tahajian moved to approve item 15-48 as presented, Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann

Noes – 0

[15-49] Consideration and Approval to Classify New Positions in Established Job Classification Specifications.

Classifications Presented:

- a. Research Assistant, 6-Month Limited-term, DO
- b. Food Service Worker PPT, RC
- c. Food Service Worker PPT, RC
- d. Food Service Worker PPT, RC
- e. Seasonal Athletic Trainer, CCC

Mr. Liermann moved to adopt item 15-49 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann

Noes – 0

[15-50] Consideration and Approval to Classify New

Classifications Presented:

- a. Laboratory Simulation Technician

Positions in New Job
Classification Specifications.

Ms. Gomez provided an explanation of the new position to the Commission and stated that a job description would be presented in December.

Mr. Liermann moved to adopt item 15-50 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann

Noes – 0

[15-51] Consideration and
Approval of New
Classification Specifications.

Classifications Presented:

- a. Instructional Technician – Manufacturing

Ms. Gomez provided an explanation of the new position and that there are currently 2 vacancies.

Mr. Tahajian moved to adopt item 15-51 as presented, Ms. Freeman-Fobbs seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann

Noes – 0

[15-52] Consideration and
Approval of Revised
Classification Specification
for Admissions & Records
Manager

Classifications Presented:

- a. Admissions & Records Manager

Ms. Gomez stated that there are 2 vacancies. Ms. Campbell presented grammatical edits.

Mr. Liermann moved to adopt item 15-52 as amended, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann

Noes – 0

[15-53] Consideration and
Approval of Revised
Classification Specification
for Campus Financial Aid
Manager

Classifications Presented:

- a. Campus Financial Aid Manager

Ms. Gomez provided a brief explanation. Mr. Tahajian pointed out 4th page had a line repeated and asked for correction.

Mr. Liermann moved to adopt item 15-53 with correction, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:
Ayes – Mr. Tahajian, Ms. Freeman-Fobbs, and Mr. Liermann
Noes – 0

[15-54] Public Hearing and
Appointment of Personnel
Commissioner

Mr. Liermann opened the item for public comment at 6:35 p.m.,
comments were made, closed at 6:36 p.m.

Ms. Freeman-Fobbs moved to appoint Mr. Tahajian to serve another term
as joint Commissioner, Mr. Liermann seconded the motion, Mr. Tahajian
abstained, the motion carried.

The motion passed as follows:
Ayes – Ms. Freeman-Fobbs, and Mr. Liermann
Noes – 0
Abstain – Mr. Tahajian

Director's Report

Ms. Gomez gave a brief update on pending and anticipated recruitments.

Ms. Gomez stated she and Ms. Ferguson would be attending the
WRIPAC meeting this week.

Commissioner's Report

Ms. Freeman-Fobbs stated that she had the honor of sitting on a
committee to select the recipient of the Tom Crow Scholarship award.

Mr. Tahajian attended the Fresno City College City Fest.

Mr. Liermann stated that while the Personnel Commission regularly
provides updates to the status of working out-of-classification
assignments and analyses, it is not an item that is under the
Commission's purview. Mr. Liermann stated that Human Resources
handles working out-of-classification requests and analyses for the
classified employees while the Personnel Commission only determines
working out-of-classification for classified managers and confidential
staff.

Closed Session

1. Public Employee
Discipline/Dismissal/Release
[Pursuant to Government
Code 54957]

Mr. Liermann recessed to closed session at 6:43 p.m.

Case Presented
a. Case # 08-19-14.14-37.1090

Open Session

Mr. Liermann reconvened the meeting to public session at 7:04 p.m.

Mr. Liermann reported from closed session that the Personnel
Commission made the motion to dismiss Case # 08-19-14.14-37.1090
due to settlement by the parties involved. The motion was carried
unanimously.

Adjournment

Mr. Liermann adjourned the meeting at 7:05 p.m.



Elba Gomez, Director of Classified Personnel
EG:cf