

MINUTES OF THE REGULAR MEETING – PERSONNEL COMMISSION
STATE CENTER COMMUNITY COLLEGE DISTRICT
January 26, 2016 **AMENDED**

- Call to Order Ms. Freeman-Fobbs called the meeting to order at 5:30 p.m.
- Members Present Members of the Personnel Commission present were:
Pamela Freeman-Fobbs, Chairperson
Bradley Tahajian, Vice – Chairperson
Tim Liermann
- Members of Commission staff present were:
Elba Gomez, Director of Classified Personnel
Christine Phillips, HR Analyst
Reshonda Collins, HR Specialist
Melissa Flores, Limited Term HR Technician
- Introduction of Guests The following guests attended:
Samerah Campbell, DO HR
Gregory Taylor, DO
Christine Miktarian, DO
Eleanor Bruce, FCC
Jason Meyers, CSEA
Angie Botelho, CSEA
- Public Comment Ms. Gomez introduced Ms. Flores as the new Limited Term HR Technician.
- Approval of the Minutes The minutes of the December 15, 2015 Regular Meeting were presented for approval.
- Ms. Gomez requested that “Nursing” be replaced with “Laboratory” on page 3, item 15-58, and third paragraph.
- Ms. Gomez also requested that “presented” be replaced with “amended” on page 3, item 15-58, and fourth paragraph.
- Mr. Tahajian moved to adopt the minutes as amended, Mr. Liermann seconded the motion, and it carried unanimously.
- The motion passed as follows:
Ayes – Ms. Freeman-Fobbs Mr. Tahajian, 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 noting that the report only listed one employee currently working out-of-classification.
- Mr. Tahajian suggested that the report be presented on a quarterly basis. Mr. Tahajian, Mr. Liermann, and Ms. Freeman-Fobbs agreed in consensus that the report be presented quarterly.

2. Discussion of Classification Study Status for Clerical/Secretarial Job Families
- Ms. Gomez provided an update on the classification study. Ms. Gomez stated that Ms. Flores scheduled five upcoming management meetings to discuss classification study recommendations.

Action Items

[16-01] Consideration and Approval of Eligibility Lists

Eligibility Lists Presented:

- a. Assessment Technician, Effective 12/15/15
- b. Farm Production Supervisor, Effective 1/13/16
- c. Library/Learning Resource Assistant III, Effective 12/18/15
- d. Network Coordinator, Effective 1/13/16
- e. Registration Assistant, Effective 12/18/15
- f. Research Assistant, Effective 12/17/15
- g. Seasonal Student Advisor, Effective 12/18/15
- h. Textbook Purchasing Clerk, Effective 1/15/16

Ms. Gomez presented a correction to the eligibility list for Registration Assistant stating that the first ranked score was incorrect. Ms. Gomez provided the correct score and noted that there is no change in rankings.

Mr. Liermann moved to approve item 16-01 as corrected, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

[16-02] Consideration and Approval to Classify New Positions in Established Job Classification Specifications

Classifications Presented:

- a. Assessment Technician, RC
- b. Evaluator, 6-Month Limited-term, RC
- c. Research Assistant, RC
- d. Webmaster, RC

Ms. Gomez presented this item for consideration and approval.

Mr. Tahajian moved to approve item 16-02 as presented, Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:

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

[16-03] Consideration and Approval of Revised Classification Specification for Chief of Police

Ms. Gomez presented revisions to the classification specification for Chief of Police with a salary recommendation of Management Range 54.

Mr. Liermann inquired how the new proposed Chief of Police salary would affect the relationship to the Police Lieutenant. A brief discussion followed regarding the spread of salary ranges.

Ms. Gomez responded that the classification study will assist in determining a final salary range for all positions, including the relationships among job families.

Mr. Liermann moved to approve item 16-03 as presented, with consideration to the proposed salary range. Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-04] Consideration
and Approval of Revised
Classification
Specification for Lead
Maintenance Worker

Ms. Gomez presented this item noting that additional changes to the classification were required to ensure valid and reliable recruitment.

Ms. Gomez noted that there will be no proposed change in salary.

Mr. Meyers inquired to the number of vacancies for the position of Lead Maintenance Worker. Ms. Gomez stated that two vacancies had occurred for this classification in the District Operations Department.

Mr. Liermann moved to approve item 16-04 as presented, Mr. Tahajian seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Noes – 0

[16-05] Consideration
and Approval of
Appointment of a
Hearing Officer for
Appeal of a Medical
Examination Results for
Case # 01-26-16.16-
05.3126

Ms. Gomez stated that the appellant contacted the Personnel Commission and withdrew their appeal.

No action needed.

[16-06] Consideration
and Approval of
Appointment of a
Hearing Officer for
Appeal of a Medical
Examination Results for
Case # 01-26-16.16-
06.1185

Ms. Gomez presented this item and stated that the Limited Term applicant selected for the position had not passed the required pre-employment psychological exam.

Ms. Gomez indicated that due to the employee's appeal, the Personnel Commission must either appoint a Hearing Officer to conduct a hearing or the Personnel Commission conduct a hearing with an appointed Medical Examiner.

Mr. Taylor recommended that the Personnel Commission appoint a Medical Examiner that would function as the Hearing Officer. Ms. Gomez noted that the Medical Examiner must be POST-certified. A brief discussion followed regarding the selection process of a Medical Examiner.

Mr. Tahajian moved to approve item 16-06 as presented and recommended that Ms. Gomez be delegated to appoint a Medical Examiner who will also function as a Hearing Officer, Mr. Liermann seconded the motion, and it carried unanimously.

The motion passed as follows:

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

Director's Report

Ms. Gomez gave a brief update on pending and anticipated recruitments, stating that current Computer Operator/IT Support recruitment will be put on hold due to classification specification revisions that must be made.

Ms. Gomez noted that the Personnel Commission staff will be participating in upcoming job fairs and that she will be attending the upcoming California School Personnel Commissioners Association Annual Conference.

Commissioner's Report

Mr. Liermann had nothing to report.

Mr. Tahajian requested an informational item be placed on the February Regular Meeting agenda which discusses the prioritization of activities and goals of Commission staff. Mr. Tahajian also requested clarification regarding recruitment practices in response to concerns which were raised to him regarding equity in the process. Ms. Gomez stated that she would schedule one-on-one meetings to explain the recruitment cycle with Commissioners, but that much of that discussion could not take place in a public forum due to the sensitivity of revealing scoring and testing practices.

Mr. Taylor stated that in accordance with the Brown Act, items that are not on the agenda must not be addressed during the Personnel Commission meeting.

Mr. Tahajian also advised staff of his concerns with the recruitment process and internal employees being affected. Ms. Gomez stated that due to the confidential nature of recruitment testing materials, she would schedule separate meetings with the Personnel Commissioners to review the application screening process. Ms. Gomez indicated she would place an information item on the February agenda regarding Testing Fairness.

Mr. Liermann stated that the annual Mega Conference is coming up and commended staff on presenting a great program.

Ms. Freeman-Fobbs reported that she is serving on the Clovis Community College Steering Committee that will work to promote a new Bond Measure which will directly benefit the district.

Adjournment

Ms. Freeman-Fobbs adjourned the meeting at 5:57 p.m.



Elba Gomez, Director of Classified Personnel
EG:mf