

**Personnel Commission Meeting  
July 17, 2008  
Adopted Minutes**

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 5:00 p.m. on July 17, 2008 in the Education Center, Conference Room 1, 1301 North A Street, Lompoc, California.
<b><u>Members Present</u></b>	Joyce Gehlhaar, Gayle Higgason and Hector Samaniego
<b><u>Members Absent</u></b>	None
<b><u>Staff Present</u></b>	Anne Bossert, Cynthia Carrillo, Charlotte Graham, Linda Morrow, Terri Moya, Barbara Sandoval, and Sue Schuyler.
<b><u>Approval of Minutes</u></b>	Motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the minutes of the June 9, 2008 Special Meeting.
<b><u>Input from the Public</u></b>	<p>Mrs. Sue Schuyler spoke regarding the Skilled Maintenance Worker position on the Agenda. Mrs. Schuyler stated that the Skilled Maintenance Worker is not good for the District and urged the Personnel Commission to not approve the job description.</p> <p>Mrs. Anne Bossert spoke regarding the Skilled Maintenance Worker position and stated that the job description was too broad. She stated that the request was not made by the Board to develop such a job description. She urged the Personnel Commission to not approve the Job Description.</p>
<b><u>Information Items</u></b>	<p>The Personnel Commission reviewed the following information items:</p> <ol style="list-style-type: none"> <li>1. Classified Personnel Transactions</li> <li>2. Status of Vacancies</li> <li>3. Examinations</li> </ol>
<b><u>New Business</u></b>	
Ratification of Eligibility Lists	Motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the Ratification Eligibility List.
Extend Custodian II Eligibility List Due to Recruitment being put on hold	Motion was made by Hector Samaniego seconded by Joyce Gehlhaar and carried to approve the extension of the Custodian II eligibility list.
Voluntary demotion of management employee	Motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the voluntary demotion of management employee to Bus Driver II or Bus Driver I. This action was requested due to layoffs.
Job Description – Skilled Maintenance Worker	<p>The Personnel Director stated that the request to develop such a job description was made at the June 24<sup>th</sup> Board Meeting. Cynthia Carrillo recommended that the Personnel Commission reconsider approving the job description of Skilled Maintenance Worker and look at our current job descriptions to meet our needs. The Personnel Director did not believe that the job description would benefit the District or its employees at this time. The Personnel Director requested that she continue to work with management to come up with sound recommendations regarding the M&amp;O department reorganization.</p> <p>Motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to not approve the Skilled Maintenance Worker job description.</p>

<b><u>Unfinished Business</u></b>	None
<b><u>Items from the Floor</u></b>	<p>Barbara Sandoval thanked Sue Schuyler and Anne Bossert for their comments regarding the Skilled Maintenance Worker job description.</p> <p>Joyce Gehlhaar expressed her concern over the layoffs and the amount of employees who have been affected. Cynthia Carrillo stated that a copy of the final placement for those impacted by layoffs would be sent to all necessary parties.</p> <p>There was also much discussion regarding the split positions for the welder, HVAC, and tree trimmer.</p>
<b><u>Personnel Commissioner's Items</u></b>	None
<b><u>Items from Personnel Commission Staff</u></b>	None
<b><u>Items from Personnel Director</u></b>	<p>Cynthia Carrillo thanked CSEA for their participation in meeting with employees impacted by Layoff. Barbara Sandoval commented on Cynthia's most capable performance during the process.</p> <p>Cynthia Carrillo provided an update on the Classified Study stating that the delays were due to working with employees to develop the most accurate job description that would hopefully save time in the long run.</p> <p>Cynthia Carrillo thanked the Personnel Commission for allowing the staff to attend the CODESP workshops.</p>
<b><u>Recess to Closed Session</u></b>	The Personnel Commission did not meet in closed session.
<b><u>Reconvene in Open Session</u></b>	The Personnel Commission did not have any items to report out.
<b><u>Next Meeting Date</u></b>	
<b><u>Adjournment</u></b>	Motion was made by Joyce Gehlhaar seconded by Hector Samaniego, and carried that the meeting be adjourned at 5:50 p.m.