

**Minutes of the Regular Meeting of the Personnel Commission
January 10, 2006**

- CALL TO ORDER** The meeting was called to order by Dr. Klonecky at 3:30 p.m.
- PRESENT** Personnel Commissioners:
Dr. Harold M. Klonecky
Dr. Owen H. Griffith
Mr. Steven M. Busch

Dr. Kris Koga, Director-Personnel Commission
Mr. Walt Heath, Associate Personnel Analyst
Mrs. Hiroko Sumi, Staff Assistant-Personnel Commission
- PLACE AND DATE OF MEETING** Torrance Unified School District Office Board Room, 2336 Plaza del Amo, Torrance, January 10, 2006.
- PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was led by Mr. Busch.
- APPROVAL OF MINUTES –Regular Meeting of December 6, 2005** Mr. Busch moved, seconded by Dr. Griffith, that the Minutes of the Regular Meeting of December 6, 2005 be approved. Motion carried 3/0.
- APPROVAL OF ELIGIBILITY LISTS – Account-Payroll Clerk, Director-Employee Resources, Grounds Maintenance Worker, Human Resources Technician, Instructional Assistant-Computer Lab, Manager-Payroll, Office Assistant II, Office Assistant III** Dr. Griffith moved, seconded by Mr. Busch, that the Eligibility Lists – Account-Payroll Clerk, Director-Employee Resources, Grounds Maintenance Worker, Human Resources Technician, Instructional Assistant-Computer Lab, Manager-Payroll, Office Assistant II, Office Assistant III be approved. Motion carried 3/0.

Mr. Busch noted that he was pleased to see the many eligibility lists created and commended staff efforts to promote classified employees.
- APPROVAL OF NEW JOB DESCRIPTION – Behavior Analyst** Mr. Busch moved, seconded by Dr. Griffith, that the new job description of Behavior Analyst be approved as submitted. Motion carried 3/0.
- APPROVAL OF REVISED JOB DESCRIPTION – Senior Accounting Specialist** Mr. Busch moved, seconded by Dr. Griffith, that the revised job description of Senior Accounting Specialist be approved as submitted. Motion carried 3/0.

**APPROVAL OF
ADVANCED SALARY
PLACEMENT-Director-
Employee Resources**

Mr. Busch moved that this item be tabled to the next meeting so that a new salary survey could be conducted pertaining to this particular position. Motion died due to lack of a second.

Dr. Griffith moved, seconded by Dr. Klonecky, that the advanced salary placement for the Director-Employee Resources, Donna Matoi, be approved at Step 5, Range M6 on the Classified Management Salary Schedule, effective on the date of hire.

Roll Call Vote:

Mr. Busch, No; Dr. Griffith, Yes; Dr. Klonecky, Yes.

Motion carried 2/1.

Ms. Anna San Roman, CSEA President, expressed dismay with this item due to budgetary concerns.

Ms. Kathy Kelley also had the same budgetary concerns and wanted to know how to get from Tier I, Step 5 because she was only awarded Tier I, Step 2.

Mr. Busch reiterated these same budgetary concerns.

Dr. Koga noted that Dr. Stabler had previously indicated that the Human Resources reorganization plan would not incur additional funding. She added that under Personnel Commission Rule 17.2.1, advanced salary placement could only occur at the initial salary placement but since Ms. Matoi was appointed subsequent to the December 6, 2005 Personnel Commission meeting, the request was held for this meeting.

**APPROVAL TO FILL
FROZEN ANALYST
POSITION – PERSONNEL
COMMISSION**

Mr. Busch moved, seconded by Dr. Griffith, that the recruitment for the frozen analyst position in the Personnel Commission begin at a later date. Motion carried 3/0.

Ms. Anna San Roman, CSEA President, concurred with Personnel Commissioners.

INFORMATION ITEMS

Job Announcements:

Benefits Specialist, Health Clerk, Paraeducator-Tier I/Tier II,
Plumber, Stock Deliver Clerk

Next Regular Commission Meeting:

February 7, 2006, 3:30 p.m., District Office Board Room

January 25, 2006 – PCASC Meeting – Downey, CA

February 9-12, 2006 – CSPCA Annual Conference – Sacramento, CA

COMMENTS FROM STAFF

Dr. Koga noted that pursuant to Personnel Commission Rule 3.3.1.1, the reclassification period between January 15 and February 15 is the designated window period for review of the requests for reclassification. She added that Reclassification Consultant, Mr. Richard Ide, was currently under contract with the Personnel Commission at the rate of \$100 per reclassification request and would be contacted with Commissioner approval.

**COMMENTS FROM
THOSE IN ATTENDANCE**

Torrance City Council Member Hope Witkowsky expressed her support of the Personnel Commission as she visited this public meeting.

ADJOURNMENT

The meeting was adjourned 4:38 p.m.