

Public Session: 10:00 AM

I. Organizational Functions

A. Call to Order:

B. Roll Call

Committee Members	Present	Absent
Lawrence Leone, Personnel Commission	X	
Barbara Greenstein, Personnel Commission	X	
Carol Long, Personnel Commission	X	
Karen Monzon on behalf of Dr. Tre'Shawn Hall-Baker	X	
Lee Peterson, Personnel Commission	X	
Cindy Ordaz, CSEA		X
Kennisha Green, CSEA		X
Delia Padilla, CSEA	X	
Brent Heximer, CSEA	X	

II. Approval of Minutes

A. Meeting Date: May 7, 2025

Disposition by the Committee	
Motion Made By	Lee Peterson
Seconded By	Barbara Greenstein
Ayes	7
Nays	0
Abstentions	0
Amendments/Comments	

III. Public Comments (Non-Actionable Items from those in Attendance)

No Comments

IV. Major Items of Business

Item #	Subject Matter
1	Merit Rule Chapter 6
2	Merit Rule Chapter 7
3	Merit Rule Chapter 11
4	Meeting Calendar for Fiscal Year 2025-2026

Item # 1 Motion was made to send Merit Rules 6.3.10-6.3.13 to the Personnel Commission for a First Reading.

6.3.10 FINAL SELECTION INTERVIEW

A. Certification of eligibles to be interviewed for a vacancy in a class with a newly established eligibility list may be made after completion of notification requirements as specified in Rules 5.2.17 and 5.2.21.

B. The final selection interview shall be conducted in a fair and impartial manner and all eligibles shall be given an equal opportunity to present their qualifications for the vacant position. All questions asked shall be job-related, and all eligibles shall be asked the same basic questions and shall be given sufficient time to respond. The candidate may be asked follow up or clarifying questions.

C. Following the completion of the interviews, a final selection report shall be completed by all interviewers in the final selection interview. The report shall provide a specific appraisal of the relative qualifications of each of the candidates.

D. Candidates on an eligibility list are entitled to one final selection interview with the immediate supervisor of the position.

E. The supervisor shall notify the Director of the Personnel Commission of their selection decision within five working days after the completion of the interviews.

~~A. The immediate supervisor, accompanied by their supervisor or such other persons as may be designated by the hiring manager or the Director of Classified Personnel, shall interview review all persons certified for the vacant position. This interview shall be designated as the final selection interview.~~

~~B. The final selection interview shall be conducted in a fair and impartial manner and all eligibles shall be given an equal opportunity to present their qualifications for the vacant position. All questions asked shall be job related, and all eligibles shall be asked the same basic questions and shall be given sufficient time to respond.~~

~~C. Following the completion of the interviews, a final selection report shall be completed by all interviewers in the final selection interview. The report shall provide a specific appraisal of the relative qualifications of each of the candidates.~~

6.3.11 TIMELINES FOR THE FINAL SELECTION INTERVIEW

~~A. Certification of eligibles to be interviewed for a vacancy in a class with an existing eligibility list shall normally be made within two weeks after job posting and other contractual requirements have been met.~~

~~BA. Certification of eligibles to be interviewed for a vacancy in a class with a newly established eligibility list may be made after completion of notification requirements as specified in Rules 5.2.16 and 5.2.20.~~

~~CB. The supervisor shall notify the Director of Classified Personnel of his/her selection decision within five days after the completion of the interviews.~~

6.3.1211 PROCEDURE FOR REQUEST AND CERTIFICATION OF ADDITIONAL ELIGIBLES

A. If an eligible who has been certified, ~~declines an interview, refuses appointment or fails to report for an interview, or does not accept an appointment to the position,~~ the appointing authority may fill the vacancy from the remaining certified eligibles ~~or may or may request~~ additional eligibles for certification.

B. When a request for additional eligibles is made, the Director of ~~Classified the~~ Personnel Commission may:

1. Certify the next rank of additional eligibles for the vacant position, as required as long as the total number of eligibles certified does not exceed three ranks.
- ~~2. Remove the names of eligibles who have refused appointment or have failed to report for a scheduled interview without notification.~~
- ~~3. Investigate the matter at his/her discretion to determine that any refusal is, in fact, voluntary.~~
- ~~2. Request authorization from the Personnel Commission to refuse. Refuse further certification should it be determined by the Director of the Personnel Commission the investigation determine that refusal of appointment by an eligible is, in fact, not voluntary. that an eligible who has been certified did not voluntarily decline an interview, fail to report for an interview, or decline an appointment to the position.~~

6.3.1212 USE OF ALTERNATE ELIGIBILITY LISTS

A. If there is no eligibility list for the class in which a vacancy occurs, certification may be made from a list for another class at the same or a higher salary level provided:

1. The duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled.
2. The Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledge were adequately tested in the examination.

6.3.~~14~~13 SELECTIVE CERTIFICATION FOR POSITIONS WITH LANGUAGE
REQUIREMENTS (EDUCATION CODE SECTION 88096)

- A. If a position requires the use of a language in addition to English, the appointing authority shall so indicate to the Director of ~~Classified the~~ Personnel Commission when requesting certification of eligibles to fill the vacancy.
- B. The Director of ~~Classified the~~ Personnel Commission shall determine which eligibles possess the required language skills and shall certify the names of the top three (3) ranks of eligibles who meet the special requirements.
- C. The recruitment bulletin announcing the examination shall indicate the special requirements which may be necessary for filling one or more of the positions in the class.

Disposition by the Committee	
Motion Made By	Lee Peterson
Seconded By	Barbara Greenstein
Ayes	7
Nays	0
Abstentions	0
Amendments/Comments	

Item #2, #3 and #5 were tabled for the next meeting.

5. Proposed Meeting Schedule for Fiscal Year 2025-2026:

Month	Day	Year	Time	Meeting Location
July	2	2025	10:00 AM	1900 Pico Blvd Business Rm 117
August	6	2025	10:00 AM	1900 Pico Blvd Business Rm 117
September	3	2025	10:00 AM	1900 Pico Blvd Business Rm 117
October	1	2025	10:00 AM	1900 Pico Blvd Business Rm 117
November	5	2025	10:00 AM	1900 Pico Blvd Business Rm 117
December	3	2025	10:00 AM	1900 Pico Blvd Business Rm 117
January	7	2026	10:00 AM	1900 Pico Blvd Business Rm 117
February	4	2026	10:00 AM	1900 Pico Blvd Business Rm 117
March	4	2026	10:00 AM	1900 Pico Blvd Business Rm 117
April	1	2026	10:00 AM	1900 Pico Blvd Business Rm 117
May	6	2026	10:00 AM	1900 Pico Blvd Business Rm 117
June	3	2026	10:00 AM	1900 Pico Blvd Business Rm 117

V. Meeting Adjourned at 10:53 pm

Disposition by the Committee	
Motion Made By	Lee Peterson
Seconded By	Karen Monzon
Ayes	7
Nays	0
Abstentions	0
Amendments/Comments	

In accordance with the law, this regular meeting agenda was posted 72 hours in advance of the meeting.