

MINUTES
PERSONNEL COMMISSION
CITY MANAGER'S CONFERENCE ROOM

June 14, 2012

5:30 p.m.

1.0 **ROLL CALL**

COMMISSIONERS PRESENT: Danna, Fischer, Garcia and Jenkins

COMMISSIONERS ABSENT: Fury, Palacios and Preciado

OTHERS PRESENT: Deputy City Manager Mario Maldonado, Assistant
Director of Public Works and Utilities Steve Palmisano,
and Human Resources Manager Nathalie Manning

2.0 **APPROVAL OF MINUTES**

A motion was made by Commissioner Fischer, seconded by Commissioner Danna and carried to approve the minutes of December 1, 2011.

3.0 **OLD BUSINESS**

None

4.0 **NEW BUSINESS**

4.1 Approval of new Senior Programmer Analyst at Salary Range 24-20 and Information Services Program Manager at Salary Range 22-60.

Assistant Director of Public Works and Utilities Steve Palmisano stated that the Information Services Division is experiencing a high volume of projects and is need of additional, specialized employees to address the changing needs of the technology services of the City. These are brand new positions who will help update current technological systems and assist with the completion of city-wide technology projects.

A motion was made by Commissioner Garcia, seconded by Commissioner Jenkins and carried to approve the new job descriptions of Senior Programmer Analyst at Salary Range 24-20 and Information Services Program Manager at Salary Range 22-60.

4.2 Approval of revised Director of Public Works and Utilities and Assistant Director of Public Works and Utilities at current salary ranges.

Assistant Director of Public Works and Utilities Steve Palmisano stated that these job descriptions have not been updated in over fifteen years. The revised job descriptions reflect the actual current duties of these positions.

A motion was made by Commissioner Garcia, seconded by Vice-Chair Fischer and carried to approve the revised Director of Public Works and Utilities and Assistant Director of Public Works and Utilities at current salary ranges.

5.0 **CHAIRPERSON'S REPORT**

Chair Danna had concerns about Commissioners' absence and attendance at meetings and questions regarding the Personnel Commission hearing.

6.0 **PERSONNEL DIRECTOR'S REPORT**

Manning reviewed several personnel changes made in recent months including the loss of the Deputy Police Chief which will be filled with a Lieutenant position and the hiring of a new Administrative Services Director.

7.0 ORAL COMMUNICATIONS

None

8.0 ADJOURNMENT

The meeting was adjourned at 6:42 p.m.

Chairperson

ATTEST:

Personnel Director