



PERSONNEL COMMISSION

MEETING AGENDA

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, CA 90813

MAY 18, 2006
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. ROLL

1. Terry Ulaszewski, Chairperson	Present _____
2. Chuck Acosta, Vice-chairperson	Present _____
3. Vera Mulkey, Member	Present _____

3. PRELIMINARY

- 3.1 Pledge of Allegiance to the Flag
- 3.2 Introduction of Guests

4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA

5. REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

6. HEARINGS
None.

7. MINUTES

7.1 Approval of Minutes of May 4, 2006 **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per Education Code 45246 **Action**

REVISE AND REALLOCATE AN EXISTING CLASSIFICATION

Head Start Family Services Supervisor (S1) SRS 18 to SRS 19

ABOLISH A CLASSIFICATION

Head Start Health Services Supervisor

RECLASSIFY AN EXISTING POSITION

<u>Name</u>	<u>Position</u>	<u>Site</u>
Ana Rangel	From: Head Start Health Services Supervisor	Head Start
	To: Head Start Family Services Supervisor	

CREATE A NEW CLASSIFICATION

School Support Assistant & School Support Assistant BL (C1) SRS 10

RECLASSIFY AN EXISTING POSITION

<u>Name</u>	<u>Position</u>	<u>Site</u>
Yvette Brotherton	From: Transportation Aide	Newcomb
	To: School Support Assistant	

REVISE AN EXISTING CLASSIFICATION

Instructional Aide Interpreter – Deaf/Hard of Hearing
Supervising Instructional Aide – Deaf/Hard of Hearing

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Hamilton	Intermediate Office Assistant-Schools	100% 12 months
Lowell	Instructional Aide-Special	75% 202 day
Bryant	Instructional Aide-Special	75% 202 day
Facilities	Administrative Coordinator-Facilities, Development & Planning	100% 12 months
Facilities	Facilities Planner	100% 12 months
Lakewood	School Support Secretary	100% 12 months

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|-----|---|--------------------------|
| 8.2 | Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7 | <u>Restricted</u> Action |
| 8.3 | Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7 | <u>Restricted</u> Action |
| 8.4 | Recommendation to Remove from Eligibility List per PC Rule 4.2.A.13 | <u>Restricted</u> Action |
| 8.5 | Recommendation to Remove from Eligibility List per PC Rules 4.2.A.5 and 4.2.A.7 | <u>Restricted</u> Action |
| 8.6 | Recommendation to Remove from Eligibility List per PC Rules 4.2.A.6 and 4.2.A.7 | <u>Restricted</u> Action |
| 8.7 | Recommendation to Remove from Eligibility List per PC Rules 4.2.A.6 and 4.2.A.7 | <u>Restricted</u> Action |
| 8.8 | Recommendation to Remove from Eligibility List per PC Rules 4.2.A.6, 4.2.A.7 and 4.2.A.10 | <u>Restricted</u> Action |

9. BULLETINS AND TESTING ACTIONS

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| 9.1 | Bulletins – Per Personnel Commission Rule 4.6.B
Assistant Transportation Director – 0633 (dual)
Building Maintenance Worker – 0625 (dual)
Building Maintenance Worker/Driver – 0880 (dual) | Action |
| 9.2 | Eligibility Lists – Per Personnel Commission Rule 5.1.A <u>Restricted</u> Action
Campus Security Officer – 5011 (open/cont)
Campus Security Officer (Limited Term & Substitute) – 5011 (open/cont)
Custodian – 0139 (open/cont)
Custodian (Limited Term & Substitute) – 0139 (open/cont)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Instructional Assistant-Computer Resources – 0603 (dual)
Instructional Assistant-Intensive Behavioral Treatment – 5035 (open/cont)
Kids Club Assistant – 0694 (dual)
Kids Club Lead Assistant – 0515 (dual)
Kids Club Supervisor I – 3266 (dual)
Kids Club Supervisor II – 3267 (dual)
Kids Club Supervisor III – 3268 (dual)
Maintenance Manager – 0567 (dual)
Network Support Specialist – 3337 (dual)
Nutrition Services Worker – 5068 (open/cont)
Painter – 0113 (dual)
Plumber – 0242 (dual)
School Safety Officer – 5014 (open/cont)
Student Evaluation Technician BL Spanish – 0483 (dual)

<u>Extend Eligibility List</u>
Assistant Purchasing and Contracts Director – 0777 (dual)
Bus Driver – 0101 (dual)
Campus Security Officer – 5011 (dual/cont)
Campus Security Officer – 5011 (dual/cont)
Chemical Application Technician – 5030 (dual)
Custodian – 0139 (open/cont)
Custodian - 0139 (open/cont)
Custodian – 0139 (open/cont)
Laborer – 0204 (prom)
Lead Custodian – 0205 (dual)
Plant Supervisor – Avalon – 5081 (dual)
Water/Boiler Treatment Specialist – 3299 (dual) | |

10. OTHER ITEMS

10.1 Adoption of Resolution Regarding Classified Employee Week Action

10.2 Presentation of Personnel Commission Employee of the Year Action

11. The next regular meeting of the Personnel Commission will be held on Thursday, June 15, 2006 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.

12. CLOSED SESSION
Performance Evaluation of the Personnel Commission Administrator

13. ADJOURNMENT

RESOLUTION

CLASSIFIED SCHOOL EMPLOYEE WEEK

WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and

WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and

WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and

WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and

WHEREAS, the Chapter II of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and

WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and

WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it

RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 21-27, 2006 as CLASSIFIED SCHOOL EMPLOYEES WEEK.



Terry Ulaszewski

Chairperson

Chuck Acosta

Vice-Chairperson

Vera Mulkey

Member

PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING

May 4, 2006

MINUTES

Testing Room
Personnel Commission Office
999 Atlantic Avenue
Long Beach, CA 90813

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:15 a.m. at which time she led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

Vera Mulkey, Chairperson
Terry Ulaszewski, Vice-Chairperson
Chuck Acosta, Member

STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator
Lynne Karlsen, Personnel Analyst
Marilyn Doss, Associate Personnel Analyst
Susan Leaming, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Judy Marshall, Human Resources Assistant
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; Adrienne Rambo, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; d'Ann Madore, CSEA Labor Relations Representative.

HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON THE AGENDA

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None.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

Ramon Curiel welcomed Human Resources Assistant Judy Marshall back to the Personnel Commission.

Mr. Curiel informed the Commission that the Long Beach Education Foundation Most Inspiring Student dinner had been rescheduled to May 25 and confirmed that Personnel Commission had submitted a congratulatory note for the Tribute Book.

Mr. Curiel reported on the progress of the Annual Classified Employee Barbecue preparations and the selection of the Classified Employee of the Year Award.

Mr. Curiel asked the Personnel Commission Division heads present to give a brief update of their departments' activities. The staff managers gave individual brief reports to the Commission on the current activities of their units.

PERSONNEL COMMISSION MINUTES

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The minutes of the April 20, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules, and with the proviso that if any of these actions were affected by the hiring freeze they may not be implemented until the freeze is lifted:

REVISE AN EXISTING CLASSIFICATION

REVISE AN EXISTING CLASSIFICATION

Assistant Transportation Director

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>	
Risk Management	Benefits Manager	100%	12 month
Assistant Superintendent- Elementary School	Executive Secretary (C)	100%	12 month
Human Resource Services	Human Resources Technician	100%	12 month
Avalon	Instructional Aide BL Spanish	16.7%	204 day
Twain	Instructional Aide-Special	47.5%	202 day
Twain	Instructional Aide-Special	47.5%	202 day
Risk Management	Return to Work Specialist (C)	100%	12 month
Risk Management	Workers' Compensation Manager	100%	12 month

BULLETINS

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Personnel Commission Rule 4.6.B.1, states that the Personnel Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Commission meeting. The Commission acted to ratify the following bulletins:

Administrative Coordinator – Facilities, Development and Planning	Dual	06-0174-5054
Boiler and Gas Appliance Technician	Dual	06-0165-0285
Facilities Planner	Dual	06-0173-0599

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Administrator shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. The Commission acted to certify the following eligibility lists:

Instructional Aide-Special	Open/Cont	06-0156-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Special	Open/Cont	06-0163-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Intermediate Office Assistant	Dual	06-0102-0673
Intermediate Office Assistant (Limited Term & Substitute)	Dual	06-LTES-0673
Intermediate Office Assistant-Schools	Dual	06-0101-3354
Intermediate Office Assistant-Schools (Limited Term & Substitute)	Dual	06-LTES-3354
Nutrition Services Worker	Open/Cont	06-0164-5068

School Data Technician
School Safety/Security Specialist

Prom
Prom

06-0123-3360
06-0129-5015

OTHER

OTHER

Ramon Curiel noted that three Personnel Commission meetings are scheduled in June and the Commission discussed eliminating one of the meetings. The Commission acted to cancel the Personnel Commission meeting scheduled for June 1, 2006.

ANNUAL ELECTION

ANNUAL ELECTION

Personnel Commission Rule 2.1.A states that “the Commission shall elect one of its members as Chairperson and another as Vice-chairperson at the first meeting of each May.” In accordance with this rule the Commission elected Terence Ulaszewski to serve as Chairperson and Chuck Acosta as Vice-Chairperson.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 18, 2006. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, 90813.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:48 a.m. to discuss the Personnel Commission Administrator’s Performance Evaluation.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:19 a.m. No reportable action was taken during Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:20 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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