



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

JUNE 29, 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 June 15, 2006 **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

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

REVISE AN EXISTING CLASSIFICATION

School Safety Officer
Electronics Technician
Senior Personnel Analyst
Associate Personnel Analyst – HRS
Associate Personnel Analyst
Instruction Aide-Special
Instructional Aide-Special (R)
Instructional Aide-Special Bilingual Khmer
Instructional Aide-Special Bilingual Spanish

CREATE A NEW POSITION

| <u>Site</u> | <u>Position</u> | <u>Assignment</u> |
|--------------|---|-------------------|
| LBCC LAC/PCC | Instructional Aide-Deaf/Hard of Hearing | 75% 202 day flex |
| LBCC LAC/PCC | Instructional Aide Interpreter-Deaf/HH | 75% 202 day flex |
| Longfellow | Instructional Aide-Special | 75% 202 day |
| Monroe | Instructional Aide-Special | 75% 202 day |

- | | | |
|-----|--|--------------------------|
| 8.2 | Recommendation to Remove from Eligibility List per PC Rule 4.2.A.6 | <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.7 | <u>Restricted</u> Action |
| 8.5 | Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7 | <u>Restricted</u> Action |
| 8.6 | Recommendation to Remove from Eligibility List per PC Rule 4.2.A.15 | <u>Restricted</u> Action |
| 8.7 | Recommendation to Remove from Eligibility List per PC Rules 4.2.A.5 and 4.2.A.7 | <u>Restricted</u> Action |
| 8.8 | Recommendation to Remove from Eligibility List per PC Rules 4.2.A.6 and 4.2.A.7 | <u>Restricted</u> Action |

9. BULLETINS AND TESTING ACTIONS

- | | | |
|-----|---|--------------------------|
| 9.1 | Bulletins – Per Personnel Commission Rule 4.6.B Associate Analyst – Human Resource Services – 3298 (prom) Contract Analyst – 0624 (dual) Instructional Aide-Speech & Language Communication – 3293 (dual/cont) Senior Personnel Analyst – 0855 (prom) Speech-Language Pathology Assistant – 5024 (dual) | Action |
| 9.2 | Eligibility Lists – Per Personnel Commission Rule 5.1.A Accounting Director – 0120 (dual) Administrative Coordinator – Facilities, Development and Planning – 5097 (dual) Braille Transcriber – 3340 (dual) Building Maintenance Worker – 0625 (dual) Building Maintenance Worker/Driver – 0880 (dual) Instructional Aide-Special – 0448 (open/cont) Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont) Instructional Aide-Speech & Language Communication – 3293 (dual) Nutrition Services Worker – 5068 (open/cont) <u>Extend Eligibility List(s)</u> Head Start Instructional Aide – 0657 (dual) | <u>Restricted</u> Action |

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, July 13, 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



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING

June 15, 2006

MINUTES

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

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:15 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

Terry Ulaszewski, Chairperson
Vera Mulkey, Member

STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator
Lisa Gardner, Administrative Coordinator
Dale Culton, Certification Services Manager
Marilyn Doss, Associate Personnel Analyst
Susan Leaming, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Maria Lynn Alvarez, Human Resources Technician
Susan Brister, Human Resources Technician
Jan Medford, Human Resources Technician
Denise Petty-Trietsch, Human Resources Technician
Silaue Taeleifi, Human Resources Technician
Maria Villalobos, Human Resources Technician
Judy Marshall, Human Resources Assistant
Adriana Araujo-Honorio, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; Adrienne Rambo, CSEA Chapter 2 Unit A Vice-President; d'Ann Madore, CSEA Labor Relations Representative; Dale Gray, Fleet Maintenance Supervisor.

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

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

Dale Gray, Fleet Maintenance Supervisor, addressed the Commission regarding concerns he had with job recruitment and hiring practices. He distributed a memo to the Commissioners and the Personnel Commission Administrator stating four issues of concern, the classification of positions, temporary upgrades, minimum requirements for classifications and nepotism. The Commission and Mr. Curiel discussed each concern with Mr. Gray. Mr. Curiel concluded that although Mr. Gray's concerns are not violations against the Education Code or the Rules and Regulations, they are legitimate issues and will be considered during the revision process of the Rules and Regulations.

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

Ramon Curiel reported that he has scheduled to meet again with Plant Supervisors to discuss their concerns regarding the Plant Supervisor classifications.

Mr. Curiel also reported on a couple of issues that he has recently discussed with CSEA. He stated that one issue is the assignment of Civic Center set permit work and who has priority to work it. Some of the work is currently assigned to certificated employees but believed by CSEA to be classified duties. Mr. Curiel said that the District sought a legal opinion and was advised that classified employees do not hold ownership to this work. CSEA Labor Relations Representative d’Ann Madore stated that CSEA objects to this decision and is seeking their own legal opinion regarding the matter. Mr. Curiel reported that he and CSEA have also discussed the length of time Limited Term Employees are required to be off work after the completion of their six month assignment before reapplying. He stated that CSEA is researching the matter and that once a reasonable standard is agreed by all parties, a rule will be created to address it.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the May 18, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Mr. Curiel asked the Commission to pull the recommended classification revisions for Instructional Aide-Special, Instructional Aide-Special (R), Instructional Aide-Special Bilingual Khmer and Instructional Aide-Special Bilingual Spanish per the request of CSEA.

Mr. Curiel asked the Commission to pull the recommended restructure of the Intermediate Office Assistant-Schools position at Burbank per the request of Karen DeVries.

The Commission agreed to pull the above items as requested.

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:

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Skilled Worker

CREATE A NEW POSITION

CREATE A NEW POSITION

| <u>Site</u> | <u>Position</u> | <u>Assignment</u> | |
|------------------------------|----------------------------|-------------------|----------|
| Washington | ASB Financial Technician | 50% | 217 day |
| Butler | Custodian | 50% | 12 month |
| Lafayette | Custodian | 50% | 12 month |
| Head Start | Head Start Parent Aide (R) | 100% | 217 day |
| Long Beach School for Adults | School Data Technician | 100% | 202 day |

RESTRUCTURE AN EXISTING POSITION

| <u>Incumbent</u> | <u>Position/Site</u> | <u>Assignment</u> | |
|-------------------------|---|-------------------|--------------------|
| Araujo-Honorio, Adriana | Staff Secretary Personnel Commission | From: | 100% 12 month |
| | | To: | 80% 12 month |
| | | | 20% 12 month |
| Leaming, Susan | Associate Personnel Analyst Personnel Commission | From: | 100% 12 month |
| | | To: | 100% 217 day flex/ |
| | | | 15% 12 month |
| Mojica, Octavio | Instructional Aide-Parent Res Center Jordan | From: | 75% 204 day |
| | | To: | 100% 204 day |
| | | | |
| Yolton, Laura | Intermediate Office Assistant-Schools DeMille | From: | 60% 217 day |
| | | To: | 100% 217 day |
| | | | |
| Brown, Alicia | Plant Supervisor II Head Start | From: | 100% 217 day flex |
| | | To: | 100% 12 month |
| | | | |
| Stanford, Marilyn | School Support Secretary Wilson | From: | 100% 217 day |
| | | To: | 100% 12 month |
| | | | |

APPEAL OF DISQUALIFIED APPLICANT

An applicant had been disqualified from continuing in the examination process for the classification of School Safety Officer per Personnel Commission Rule 4.2.A.6 and appealed to the Personnel Commission. The individual, Carlos Valenzuela, was not present. The Commission moved this item to Closed Session for discussion.

APPEAL OF DISQUALIFIED APPLICANT

An applicant had been disqualified from continuing in the examination process for the classification of School Safety Officer per Personnel Commission Rule 4.2.A.24 and appealed to the Personnel Commission. The individual, Israel Sanchez, was not present. The Commission moved this item to Closed Session for discussion.

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

Per Personnel Commission Rule 11.6, a permanent Purchasing Office Assistant requested a hearing regarding her suspension without pay for two working days from the classified service of the District. The Commission moved this item to Closed Session for discussion.

PERSONNEL COMMISSION
MEETING DATES

The Commission acted to approve the following dates for the 2006-2007 regular Personnel Commission meetings. All meetings are scheduled for 8:15 a.m. at the Personnel Commission Office.

July 13, 2006
July 27, 2006

August 10, 2006
August 24, 2006

September 7, 2006
September 21, 2006

January 11, 2007
January 25, 2007

February 8, 2007
February 22, 2007

March 8, 2007
March 22, 2007

RESTRUCTURE AN EXISTING POSITION

APPEAL OF DISQUALIFIED APPLICANT

APPEAL OF DISQUALIFIED APPLICANT

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

PERSONNEL COMMISSION
MEETING DATES

October 5, 2006
October 19, 2006

April 5, 2007
April 19, 2007

November 2, 2006
November 16, 2006
November 30, 2006

May 3, 2007
May 17, 2007
May 31, 2007

December 14, 2006
December 28, 2006

June 14, 2007
June 28, 2007

BULLETINS

BULLETINS

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:

| | | |
|--|------|--------------|
| Elementary School Office Supervisor | Prom | 06-0192-3345 |
| Middle School Office Supervisor | Prom | 06-0193-3357 |
| Executive Secretary (C) | Prom | 06-0167-0678 |
| Instructional Aide-Speech & Language Communication | Dual | 06-0191-3293 |
| Purchasing Office Assistant | Dual | 06-0195-0708 |
| Senior Purchasing Office Assistant | Dual | 06-0196-0711 |
| School Safety Supervisor | Dual | 06-0189-5016 |

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:

| | | |
|---|-----------|--------------|
| Benefits Manager | Dual | 06-0162-5087 |
| Campus Security Officer | Open/Cont | 06-0186-5011 |
| Campus Security Officer (Limited Term & Substitute) | Open/Cont | 06-LTES-5011 |
| Head Start Family Services Supervisor | Dual | 06-0139-0781 |
| Instructional Aide-Deaf/Hard of Hearing | Open/Cont | 06-0169-3271 |
| Instructional Aide-Deaf/Hard of Hearing (Limited Term & Substitute) | Open/Cont | 06-LTES-3271 |
| Instructional Aide-Special | Open/Cont | 06-0184-0448 |
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 06-LTES-0448 |
| Instructional Aide-Special | Open/Cont | 06-0188-0448 |
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 06-LTES-0448 |
| Instructional Aide-Special | Open/Cont | 06-0197-0448 |
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 06-LTES-0448 |
| Intermediate Nutrition Services Worker | Dual | 06-0154-5058 |
| Intermediate Payroll Accounting Technician | Dual | 06-0045-0756 |
| Nutrition Services Worker | Open/Cont | 06-0182-5068 |
| Nutrition Services Worker | Open/Cont | 06-0190-5068 |
| Nutrition Services Worker | Open/Cont | 06-0194-5068 |
| Pool Attendant | Open/Cont | 06-0136-0245 |
| Return To Work Specialist | Dual | 06-0160-5096 |
| Senior Nutrition Services Worker | Dual | 06-0155-5071 |

Extend Eligibility Lists

| | | |
|-------------------------|-----------|--------------|
| Campus Security Officer | Dual/Cont | 05-0173-5011 |
| Campus Security Officer | Dual/Cont | 06-0013-5011 |
| Campus Security Officer | Dual/Cont | 06-0036-5011 |

| | | |
|--------------------------------------|-----------|--------------|
| Community Liaison Worker BL Spanish | Dual | 04-0180-0155 |
| Computer Support User Representative | Dual | 05-0148-5000 |
| Custodian | Open/Cont | 06-0011-0139 |
| Custodian | Open/Cont | 06-0019-0139 |
| Groundskeeper | Dual/Cont | 05-0170-0172 |
| Grounds Supervisor High School | Dual | 06-0005-5032 |
| Heavy Truck Driver | Dual | 05-0172-0187 |
| Mail Delivery Driver | Dual | 06-0002-0219 |
| Plant Supervisor I | Prom | 05-0156-5026 |
| Plant Supervisor II | Prom | 04-0165-5027 |
| School Community Worker BL Spanish | Dual | 05-0073-0474 |

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 29, 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 9:20 a.m. to discuss the disqualification appeals of Carlos Valenzuela and Israel Sanchez and the request for a hearing by Jacqueline Isenhower. The Commission will also discuss the performance evaluation of the Personnel Commission Administrator during Closed Session.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:39 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to deny the appeal of Carlos Valenzuela and instructed the Personnel Commission Administrator to notify him of this decision.

The Commission acted to deny the appeal of Israel Sanchez and instructed the Personnel Commission Administrator to notify him of this decision.

The Commission acted to authorize a hearing for Jacqueline Isenhower as provided for in the Rules and Regulations. Mr. Curiel was first directed to request a pre-hearing conference between the appellant, Ms. Isenhower, and the District and then, if appropriate, schedule a hearing and notify the parties of the time and place.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:40 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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