



PERSONNEL COMMISSION

MEETING AGENDA

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

JULY 27, 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 July 13, 2006** **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

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

CREATE A NEW CLASSIFICATION

Risk Management Benefits Coordinator
Workers' Compensation Program Coordinator
Environmental Health and Safety Manager
HVAC Technician

REVISE AN EXISTING CLASSIFICATION

Financial Services Officer
School Safety Officer

RECLASSIFY A POSITION

<u>Incumbent</u>	<u>Classification</u>	<u>Site</u>
Veronica Loza	Fr: School Community Worker BL Spanish (SR13 C1) To: Community Liaison Worker BL Spanish (SR17 C1)	Emerson
Ana Baltazar	Fr: Transportation Aide (SR07 C1) To: Intermediate Office Assistant-Schools BL Spanish (SR15 C1)	Cubberley

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Bixby	Custodian	50% 12 month
Burcham	Custodian	50% 12 month
Jefferson	Custodian	50% 12 month

Prisk	Custodian	50%	12 month
Cabrillo	Instructional Aide	75%	202 day
Burcham	School Community Worker BL Spanish	45%	217 day
Wilson	Student Evaluation Technician BL Khmer	100%	217 day

RESTRUCTURE AN EXISTING POSITION

<u>Incumbent</u>	<u>Position/Site</u>	<u>Assignment</u>	
Harrison, Joanne	Instructional Aide-Instrumental Music Burnett	From: 30%	12 month
		To: 60%	202 day flex
Gomez, Domelisa	Intermediate Office Assistant-Schools Risk Management	From: 100%	217 day
		To: 100%	12 month

8.2 **Recommendation to Remove from Eligibility List per
PC Rules 4.2.A.5 and 4.2.A.7** **Restricted Action**

8.3 **Recommendation to Remove from Eligibility List per
PC Rules 4.2.A.5 and 4.2.A.7** **Restricted Action**

8.4 **Appeal of Disqualified Applicant** **Restricted Action**

9. BULLETINS AND TESTING ACTIONS

9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
[Financial Services Officer – 0385 \(dual\)](#)
[Locksmith Supervisor – 0501 \(prom\)](#)

9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** **Restricted 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)
 Executive Secretary – 0678 (prom)
 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 Aide-Deaf/Hard of Hearing – 3271 (open/cont)
 Instructional Aide-Deaf/Hard of Hearing (Limited Term
 & Substitute) – 3271 (open/cont)
 Nutrition Services Worker – 5068 (open/cont)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, August 10, 2006 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.

12. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING July 13, 2006 MINUTES

Testing Room
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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, Executive Officer
Lisa Gardner, Administrative Coordinator
Lynne Karlsen, Personnel Analyst
Dale Culton, Certification Services Manager
Marilyn Doss, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Vanessa Martinez, Human Resources Technician
Denise Petty-Trietsch, Human Resources Technician
Silaue Taeleifi, Human Resources Technician
Maria Villalobos, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Adrianne Rambo, CSEA Chapter 2 Unit A Vice-President; Debra Ecung, Director, Employee Relations; Charles Clark, Chief, School Safety & Emergency Preparedness; Thomas Hickman, Assistant Director, School Safety & Emergency Preparedness.

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

None.

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

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

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Ramon Curiel updated the Commission on a matter that had been brought to him and the Commissioners by a District employee in disagreement with the provisions in the Rules and Regulations for certifying eligibility of candidates.

Mr. Curiel reported that the July 11th Board of Education Meeting was the last regular meeting for Board Member Jim Choura, Deputy Superintendent Karen DeVries and Assistant Superintendent Lynn Winters and that the new Board members will be seated at the next Board of Education meeting.

At Mr. Curiel's request, Debra Ecung, Employee Relations Director,

and Adrienne Rambo, CSEA Unit A Vice-President, reported on the status of the contract negotiations. They gave specifics regarding negotiated salary enhancements, revised career increments, increased District funding for Classified Staff Development and new guidelines for return to work modified duty. Mr. Curiel thanked CSEA for the negotiation of additional funding for Classified Staff Development and Alison Maitlen, Associate Personnel Analyst for Classified Staff Development, presented a tentative draft of classes and workshops that will be offered in the Fall.

PERSONNEL COMMISSION MINUTES

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The minutes of the June 29, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Ramon Curiel stated that CSEA again requested the recommended classification revisions for Instructional Aide-Special, Instructional Aide-Special (R), Instructional Aide-Special Bilingual Khmer and Instructional Aide-Special Bilingual Spanish be pulled for further review. The Commission pulled this item.

Mr. Curiel reminded the Commission that Commissioner Acosta had voiced concern at the last meeting regarding the recommended revision to the School Safety Officer classification specification and had requested the item be pulled pending additional information. Charles Clark, Chief of School Safety and Emergency Preparedness, addressed the concern of eliminating the minimum experience requirement for the classification. Chief Clark, Administrative Coordinator Lisa Gardner and Personnel Analyst Lynne Karlsen presented documentation to the Commission supporting the need to revise the classification specification as recommended.

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 A CLASSIFICATION

REVISE A CLASSIFICATION

School Safety Officer

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Superintendent Office	Educational Research Analyst I	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:

Associate Personnel Analyst	Dual	07-0011-3270
Personnel Analyst	Dual	07-0012-0236
Budget Advisor/Analyst	Dual	07-0009-0753

Electronics Technician	Dual	07-0003-0110
School Support Assistant	Dual	07-0007-5099
School Support Assistant Bilingual Spanish/Khmer	Dual	07-0008-5100
Speech-Language Pathology Assistant	Dual	07-0001-5024

ELIGIBILITY LISTS

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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:

Assistant Transportation Director	Dual	06-0170-0633
Custodian	Open/Cont	06-0185-0139
Custodian (Limited Term & Substitute)	Open/Cont	06-LTES-0139
Instructional Aide-Special	Open/Cont	06-0201-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Intermediate Office Assistant	Dual	06-0180-0673
Intermediate Office Assistant (Limited Term & Substitute)	Dual	06-LTES-0673
Intermediate Office Assistant-Schools	Dual	06-0181-3354
Intermediate Office Assistant-Schools (Limited Term & Substitute)	Dual	06-LTES-3354
Nutrition Services Worker	Open/Cont	06-0202-5068
School Safety Supervisor	Dual	06-0189-5016

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, July 27, 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 8:55 a.m. to discuss the Performance Evaluation of the Executive Officer, Personnel Commission & Classified Employment.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:23 a.m. No reportable actions were taken during Closed Session:

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:24 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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