



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

February 21, 2008  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. ROLL
  1. Chuck Acosta, Chairperson Present \_\_\_\_\_
  2. Vera Mulkey, Vice-chairperson Present \_\_\_\_\_
  3. Terry Ulaszewski, 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 EXECUTIVE OFFICER
6. HEARINGS  
none
7. MINUTES
  - 7.1 **Approval of Minutes February 7, 2008** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action  
none
  - 8.2 **Recommendation to Remove from Eligibility List per Restricted Action P.C. Rule 4.2.A.6 and P.C. Rule 4.2.A.7**
  - 8.3 **Recommendation to Remove from Eligibility List per Restricted Action P.C. Rule 4.2.A.7 and P.C. Rule 4.2.A.12**
  - 8.4 **Recommendation to Remove from Eligibility List per Restricted Action P.C. Rule 4.2.A. 6 and P.C. Rule 4.2.A.7**
  - 8.5 **Recommendation to Remove from Eligibility List per Restricted Action P.C. Rule 4.2.A.7 and P.C. Rule 4.2.A.10**
9. BULLETINS AND TESTING ACTIONS
  - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action  
none
  - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**

Braille Transcriber	Dual	08-0104-3340
Community Liaison Worker B/L Spanish	Dual	08-0083-0155
Custodian	Open/Cont	08-0111-0139
Custodian (Limited Term & Substitute)	Open/Cont	08-LTES-0139
Instructional Aide - Special	Open/Cont	08-0106-0448
Instructional Aide – Special (Limited Term & Substitute)	Open/Cont	08-LTES-0448
Nutrition Services Worker	Open/Cont	08-0122-5068
School Community Worker	Open/Cont	08-MC12-0256
School Community Worker B/L Spanish	Dual	08-MC13-0474
School Safety Communications Operator	Dual	08-0100-5013
Senior Accounting Assistant	Dual	08-0096-0760
Senior Payroll Accounting Technician	Dual	08-0066-0762
Switchboard Operator	Dual	08-0094-5033
Water/Boiler Treatment Specialist	Dual	08-0101-3299

10. OTHER ITEMS

**10.1 Establish a Public Hearing date for Proposed Personnel Commission Budget for 2008-2009**

11. The next regular meeting of the Personnel Commission will be held on Thursday, March 6, 2008 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 Executive Officer

13. ADJOURNMENT



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING February 7, 2008 MINUTES

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

Chairperson Chuck Acosta called the meeting of the Personnel Commission to order at 8:19 a.m. at which time he led the pledge of allegiance to the flag.

#### COMMISSION MEMBERS PRESENT   STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer  
Stephanie Jimenez, Sr. Administrative Secretary  
Susan Leaming, Personnel Analyst  
Alison Maitlen, Personnel Analyst  
Dale Culton, Certification Services Manager  
Paula Wiesenhutter, Certification Services Supervisor  
Anne Follett, Human Resources Technician  
Susan Brister, Human Resources Technician  
Judy Marshall, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary

#### PRELIMINARY

Guests: Adrienne Rambo, CSEA Unit A, Vice President; Dan Ewaskey, CSEA Unit B, Vice President; Clara Packer, appellant.

#### 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

None

#### REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Mr. Curiel discussed the budget briefly. Mr. Curiel notified the Commissioners that the budget crisis continues.

Mr. Curiel provided the Commissioners with a current handout of the Recruitment and Testing Services Activity calendar. In spite of the budget crisis, Recruitment and Testing activity is going well. Recruitment and Testing is continuing to recruit and establish eligibility lists. Ann Follett, Human Resources Technician was present to answer any questions.

Mr. Curiel provided the Commission with an abridged version of the Winter/Spring Staff Development Catalog. Mr. Curiel explained to the Commissioners that Staff Development Consultant funds are frozen at this time, so all training has been provided in-house. Superintendent Steinhauser has approved the CSEA funding of \$15,000 to be used towards Classified Staff Development for the 2008-2009 school year. Ms. Maitlen discussed some new classes being offered for Winter/Spring. Ms. Maitlen also mentioned that Superintendent Steinhauser has approved The Secretarial Task Force Summer Institute to continue this summer. The Secretarial Task Force will offer training for three areas this summer: School Based Track, Central Office Track and

Aspiring Supervisor Track. The Classified Staff Development Catalog should be distributed to sites by late this week or early next week.

Per Mr. Curiel’s request, Susan Leaming, Personnel Analyst presented the Personnel Commission’s new and improved website. The new website offers a more customer friendly version with a directions/map option, text size options, list of staff members with email addresses attached for easy access, and many more options available. Selected Personnel Commission staff members have access to make updates and changes to the new website. Ms. Leaming worked in collaboration with LBUSD webmaster, Deron Mashburn. Mr. Curiel provided commendation to both Susan Leaming and Adriana Araujo for their efforts working on Personnel Commission’s new website. The Commissioners commented, “Job well done”.

Chairperson Acosta extended his appreciation to Mary Brown, CSEA President for providing a letter of support from CSEA for his re-appointment as Commissioner. Dan Ewaskey, Vice President, CSEA Unit B stated, “It was their pleasure”.

Mr. Curiel thanked CSEA representatives for the invitation to the CSEA Installation Breakfast on January 26, 2008.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the January 24, 2008 Personnel Commission Meeting were approved.

CREATE A NEW POSITION

CREATE A NEW POSITON

None

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

None

APPEAL OF DISQUALIFIED APPLICANT

APPEAL OF DISQUALIFIED APPLICANT

Staff submitted a recommendation to disqualify an applicant from the examination process per Personnel Commission Rule 4.2.A.7 and 4.2.A.15. The appellant, Clara Packer, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

APPEAL OF DISQUALIFIED APPLICANT

APPEAL OF DISQUALIFIED APPLICANT

Staff submitted a recommendation to disqualify an applicant from the examination process per Personnel Commission Rule 4.2.A.15 and 4.2.A.24. The appellant, Gustavo Naranjo, was not present. The Commission acted to sustain staff’s recommendation to disqualify Gustavo Naranjo from current eligibility lists and instructed the Executive Officer to notify him of this decision.

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Executive Officer 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 bulletin:

Systems Analyst	Dual	08-0109-5107
Senior Systems Analyst	Dual	08-0110-5120
Workers’ Compensation Program Coordinator	Dual	08-0116-5101

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer 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 Assistant – Intensive Behavioral Treatment	Open/Cont	08-0079-5035
Nutrition Services Worker	Open/Cont	08-0107-5068

OTHER ITEMS

OTHER ITEMS

None

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:38 a.m. to hear the appeal of Clara Packer.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:20 a.m.

The following reportable actions were taken during Closed Session:

The Commission acted to sustain staff's recommendation to disqualify Clara Packer from current eligibility lists and instructed the Executive Officer to notify her of this decision.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, February 21, 2008. 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.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Acosta adjourned at 9:25 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

sj