



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

**MAY 15, 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 May 1, 2008** **Action**
- 8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

CREATE NEW CLASSIFICATIONS

Assistant Director – Fiscal Services
Executive Director – Fiscal Services

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Millikan	Intermediate Office Asst-Sch	100% 217 Day
Special Projects	Senior Accounting Asst	100% 12 Month

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Hernandez, Alejandro	Intermediate Office Asst/Sch BL Sp Lincoln	From: 50% 217 Day Flex To: 80% 217 Day Flex

- 8.2 **Recommendation to Remove from Eligibility List per Restricted Action P.C. Rule 4.2.A.7**

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B		Action
Assistant Director – Fiscal Services	Open/Prom	08-0180-5236
Child Nutrition Specialist	Dual	08-0168-3322
Executive Director – Fiscal Services	Open/Prom	08-0179-5135
Intermediate Nutrition Services Worker	Dual	08-0166-5071
Senior Nutrition Services Worker	Dual	08-0165-5058

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A <u>Restricted Action</u>		
Campus Security Officer	Open/Cont	08-0160-5011
Campus Security Officer – Substitute & LTES	Open/Cont	08-LTES-5011
Instructional Aide – Special	Open/Cont	08-0158-0448
Instructional Aide – Special Substitute & LTES	Open/Cont	08-LTES-0448
Transportation Aide	Dual	08-0135-0491

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, May 29, 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



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PERSONNEL COMMISSION MEETING May 1, 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 8:17 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
Marilyn Doss, Personnel Analyst
Rob Pfingsthorn, Sr. Personnel Analyst
Susan Leaming, Personnel Analyst
Alison Maitlen, Personnel Analyst
Maria Braunstein, Associate Personnel Analyst
Dale Culton, Certification Services Manager
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Judy Marshall, Human Resources Technician
Jan Medford, Human Resources Technician
Maria Villalobos, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator and Mary Brown, CSEA President.

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

Mr. Curiel informed the Commissioners that there will be additional reductions in classified assignments going for Board Action on May 6, 2008. Mr. Curiel asked Dale Culton, Certification Services Manager to provide a brief explanation of displacement procedures. Affected employees shall receive written notification from Personnel Commission after the next Board of Education meeting. Mr. Curiel informed the Commissioners that a meeting would be held next week with CSEA, Employee Relations and Personnel Commission to discuss the effects of the displacements.

Mr. Curiel asked Maria Braunstein, Associate Personnel Analyst to provide an update on the Displacement Services being provided by Personnel Commission. Personnel Commission will be providing Placement Services (including EDD, one on one counseling, health insurance information, etc.) for employees affected. Personnel Commission will be providing in house services provided by Personnel Commission and outside services provided by the City of Long Beach. Detailed information on services provided will be included with the written notification sent to affected employees.

Mr. Curiel announced that Maria Braunstein has distributed a Spring 2008 "Up Close and Personnel" news update out to the sites this week. Our current news update provides important information on upcoming classified training opportunities, employment opportunities, displacement services and website information.

Mr. Curiel provided the Commissioners with the Classified Barbecue details on May 23rd and informed them that the Classified Employee Recognition Committee will be meeting on Monday, May 5th to select the finalists out of 45 nominations submitted.

Mr. Curiel asked Personnel Commission Division heads 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.

Chairperson Acosta commended the Personnel Commission staff for working well to communicate as a district to keep employees informed of pertinent information. Mr. Curiel also thanked the Personnel Commission staff for their hard work preparing for the placement and counseling services that will be provided to employees this month.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the April 17, 2008 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Buffum	Instructional Aide-Special	47.5% 202 Day
Buffum	Instructional Aide-Special	47.5% 202 Day
Gant	Instructional Aide-Special	47.5% 202 Day Trad. Mod.
Monroe	Instructional Aide-Special	47.5% 202 Day
Rogers	Instructional Aide-Special	47.5% 202 Day
Tincher	Instructional Aide-Special	47.5% 202 Day
Twain	Instructional Aide-Special	47.5% 202 Day
Twain	Instructional Aide-Special	47.5% 202 Day
Wilson	Instructional Aide-Special	47.5% 202 Day
Wilson	Instructional Aide-Special	47.5% 202 Day
Special Education	Instructional Asst-IBT	75% 202 Day
Special Education	Instructional Asst-IBT	75% 202 Day
Special Education	Instructional Asst-IBT	75% 202 Day
Special Education	Instructional Asst-IBT	75% 202 Day
Special Education	Instructional Asst-IBT	75% 202 Day

Special Education	Instructional Asst-IBT	75%	202 Day
Special Education	Instructional Asst-IBT	75%	202 Day
Special Education	Instructional Asst-IBT	75%	202 Day
Special Education	Instructional Asst-IBT	75%	202 Day
Special Education	Instructional Asst-IBT	75%	202 Day
Special Education	Instructional Asst-IBT	75%	202 Day
Special Education	Instructional Asst-IBT	75%	202 Day
Special Education	Instructional Asst-IBT	75%	202 Day
Special Education	Instructional Asst-IBT	75%	202 Day
Hudson	Int Nutrition Srvs Wrk	37.5%	204 Day
Maintenance	Int Payroll Accounting Tech	100%	12 Month
Avalon	Nutrition Srvs Wrk	37.5%	204 Day
Stephens	Nutrition Srvs Wrk	37.5%	204 Day
Payroll	Payroll Manager	100%	12 Month
Operations	Plant Spv II	100%	12 Month
Special Education	Supervisor-Autism Services	100%	12 Month

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
NONE		

RESCIND PREVIOUS ACTION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
NONE		

PERSONNEL COMMISSION

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MEETING DATES

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The Commission acted to approve the following dates for the 2008-2009 regular Personnel Commission meetings. All meetings are scheduled for 8:15 a.m. at the Personnel Commission Office.

July 10, 2008	January 8, 2009
July 24, 2008	January 22, 2009
August 7, 2008	February 5, 2009
August 21, 2008	February 19, 2009
September 4, 2008	March 5, 2009
September 18, 2008	March 19, 2009
October 2, 2008	April 2, 2009
October 16, 2008	April 16, 2009
October 20, 2008	April 30, 2009
November 13, 2008	May 14, 2009
November 27, 2008	May 28, 2009
December 11, 2008	June 11, 2009
	June 25, 2009

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 bulletins:

Elementary School Office Supervisor Prom 08-0155-3345

Middle School Office Supervisor	Prom	08-0154-3357
Nutrition Services Supervisor I, II, or III	Dual	08-0169-5064 08-0170-5065 08-0171-5066
Payroll Manager	Open/Prom	08-0162-5134
Student Evaluation Technician	Open/Cont	08-0164-0399

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:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Custodian	Open/Cont	08-0148-0139
Custodian – LTES & Substitute	Open/Cont	08-LTES-0139
Instructional Aide	Open	08-0167-0436
Instructional Aide – Special	Open/Cont	08-0151-0448
Instructional Aide – Special Substitute & LTES	Open/Cont	08-LTES-0448
Instructional Aide – Deaf/Hard of Hearing	Open/Cont	08-0024-0448
Instructional Aide – Deaf/Hard of Hearing Sub & LTES	Open/Cont	08-LTES-0448
Instructional Assistant – Intensive Behavioral Treatment	Open/Cont	08-0144-5035
Intermediate Office Assistant	Open/Cont	08-0072-0673
Intermediate Office Assistant – LTES & SUBS	Open/Cont	08-LTES-0673
Intermediate Office Assistant /Schools	Open/Cont	08-0073-3354
Intermediate Office Assistant /Schools – LTES & SUBS	Open/Cont	08-LTES-3354
Office Assistant	Open/Cont	08-MC03-3359

OTHER ITEMS

OTHER ITEMS

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 Vera Mulkey to serve as Chairperson and Terry Ulaszewski as Vice-Chairperson.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, May 15, 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 8:58 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

sj