

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		

8.2 Meeting Dates for Personnel Commission 2008-2009 Action

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action

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

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action

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

10. Annual Election of Officers per PC Rule 2.1.A Action

11. The next regular meeting of the Personnel Commission will be held on Thursday, May 15, 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 April 17, 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.

Chairperson Acosta welcomed guests and Personnel Commission Staff and asked for brief introductions from those present.

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 Pflingsthor, 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
Judy Marshall, Human Resources Technician
Maria Villalobos, Human Resources Technician

PRELIMINARY

Guests: Betty Ng, Financial Services Officer; Sandra Abraham, Payroll Director; and Les Leahy, Business Services Administrator.

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 provided the Commissioners with a copy of the Board of Education Classified Action from April 15th. Mr. Curiel explained that the board action included many abolishments and reductions. Personnel Commission will be providing Placement Services (including EDD, one on one counseling, health insurance information, etc.) for employees affected.

Mr. Curiel provided the Commissioners with the Classified Barbecue details on May 23rd and informed them that we would be announcing the Classified Employee of the Year at noon. Mr. Curiel and Co-Chair, Sandra Abraham asked the Commissioners if they were available to volunteer to assist at the Classified Barbecue and to let Stephanie know availability.

Mr. Curiel reminded Commissioners that they would be voting for a new Commission Chairperson and Vice Chairperson at the next Personnel Commission Meeting held on May 1, 2008.

Mr. Curiel asked the Commissioners if they would like to place an advertisement in the "Most Inspiring Student" program this year. The Commissioners agreed to place a ½ page ad from the Commissioners, Personnel Commission and Classified Staff.

Mr. Curiel commended Paula Wiesenhutter, Certification Services Supervisor for all the endless hours she puts into working with the Hiring Freeze Committee and for the excellent customer service she provides to all staff and sites.

Mr. Curiel asked the 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.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the April 3, 2008 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Mr. Curiel reported that Susan Leaming, Personnel Analyst has been working with Betty Ng, Financial Services Officer and Sandra Abraham, Payroll Director regarding the organizational structure and classification needs of the Payroll Department. Ms. Leaming provided a brief overview of the department's structure and recommended new classification of Payroll Manager. Ms. Ng discussed the specific needs of the department that will be addressed by the creation of this new classification. Ms. Ng also thanked Mr. Curiel and Ms. Leaming for their guidance and assistance through this process. Ms. Ng also thanked the entire Commission Staff for the work they have done for her since she joined the District.

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules.

CREATE A NEW CLASSIFICATION

CREATE A NEW CLASSIFICATION

Payroll Manager – Salary Range 42 (M2)

REVISE A CLASSIFICATION

REVISE A CLASSIFICATION

Custodian

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The individual was not present. The Commission acted to remove Jose Nolasco from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The individual was not present. The Commission acted to remove Juan Flores from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The individual was not present. The Commission acted to remove Randy Ringor from current eligibility lists.

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:

High School Office Supervisor	Prom	08-0152-3349
School Support Secretary	Prom	08-0153-3361
Supervisor – Autism Services	Dual	08-0150-5046

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:

Campus Security Officer	Open/Cont	08-0133-5011
Campus Security Officer	Open/Cont	08-LTES-5011
Instructional Aide – Special	Open/Cont	08-0143-0448
Instructional Aide – Special – LTES & SUBS	Open/Cont	08-LTES-0448
Instructional Aide – Speech & Language – LTES & SUBS	Open/Cont	08-LTES-0448
Instructional Aide –Speech & Language	Open/Cont	08-0156-3293
Intermediate Office Assistant	Open/Cont	08-0032-0673
Intermediate Office Assistant – LTES & SUBS	Open/Cont	08-LTES-0673
Intermediate Office Assistant /Schools	Open/Cont	08-0033-3354
Intermediate Office Assistant /Schools – LTES & SUBS	Open/Cont	08-LTES-3354
Nutrition Services Worker	Open/Cont	08-0137-5068
Office Assistant	Open/Cont	08-MC03-3359
School Safety Officer	Open/Cont	08-0134-5014
Workers’ Compensation Program Coordinator	Dual	08-0116-5101

Extend Eligibility Lists

School Safety Officer	Open/Cont	08-0071-5014
School Safety Officer	Open/Cont	08-0090-5014

OTHER ITEMS

OTHER ITEMS

Mr. Curiel informed the Commissioners that the 2008-2009 Personnel Commission Meeting dates will be reviewed for action on May 1, 2008

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 9:04 a.m.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:25 a.m.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 1, 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 9:27 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

sj

Personnel Commission



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- **Classified Staff Development**

- **Substitute System Information**

- **Related Information**

- **Summer School Information**

Employment

Job Hotline: (562) 491-JOBS (5627)
Fax: (562) 435-8932
 999 Atlantic Ave., Third Floor, Long Beach, CA 90813

[Directions / Map](#) 

The Personnel Commission is currently accepting applications for the following positions. Click on the desired position title for additional information and to download the application.

Applications will be accepted until the designated date or when the specified number of applications are received, whichever occurs first.

Positions	Closing Date
Supervisor - Autism Services 	05/02/08
Payroll Manager (Open/Promotional)  NEW	05/13/2008
Nutrition Services Supervisor I, II, III  NEW	5/16/08
Child Nutrition Specialist  NEW	5/22/08
Student Evaluation Technician (Temporary Fall Positions)  NEW	Open until filled

Open Continuous	Closing Date
Campus Security Officer 	Open Continuous

▶ Instructional Aide - Special  VIEW VIDEO 	Open Continuous
▶ Instructional Aide - Speech & Language Communication 	Open Continuous
▶ Instructional Aide - Speech & Language Communication - Bilingual Spanish/English 	Open Continuous
▶ Instructional Aide Interpreter - Deaf/Hard of Hearing 	Open Continuous
▶ Instructional Assistant - Intensive Behavioral Treatment 	Open Continuous
▶ Nutrition Services Worker (5068) 	Open Continuous
▶ Pool Attendant 	Open Continuous
▶ School Safety Officer 	Open Continuous
▶ Substitute Custodian (0139) 	Open Continuous
▶ Substitute Intermediate Office Assistant 	Open Continuous
▶ Substitute Intermediate Office Asst - Schools 	Open Continuous

Promotional Only *	Closing Date
▶ School Support Secretary 	05/02/2008
▶ High School Office Supervisor 	05/02/2008
▶ Payroll Manager (Open/Promotional)  NEW	05/13/2008
▶ Elementary School Office Supervisor  NEW	05/16/2008
▶ Middle School Office Supervisor  NEW	05/16/2008

***LBUSD EMPLOYEES ONLY - [Promotional Application](#)** 

(Note - check posting for bulletin information, supplemental application or additional documents)

Check out our [Test Taking and Sample Test Links](#)

