



## MEETING AGENDA

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

SEPTEMBER 4, 2008  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. ROLL
  1. Vera Mulkey, Chairperson Present \_\_\_\_\_
  2. Terry Ulaszewski, Vice-chairperson Present \_\_\_\_\_
  3. Chuck Acosta, 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 (Closed Session)
  - 6.1 **Review and Take Action on the Hearing Officer's Report Regarding the Dismissal of a Classified Employee** Restricted Action
7. MINUTES
  - 7.1 **Approval of Minutes August 21, 2008** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** None
  - 8.2 **Appeal of Disqualified Applicant** Restricted Action
9. BULLETINS AND TESTING ACTIONS
  - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action

Avalon -Custodian	Dual	09-0031-0139
Avalon -Groundskeeper	Dual	09-0032-0172
Avalon -Intermediate Office Assistant – Schools	Dual	09-0030-3354
Avalon -Instructional Aide – Special	Dual	09-0029-0448
Avalon -Nutrition Services Worker	Dual	09-0028-5068
Head Start Instructional Aide	Dual	09-0037-0657
Lead Custodian	Dual	09-0036-0205
  - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** Restricted Action

Campus Security Officer	Open/Cont	09-0014-5011
Campus Security Officer/Limited Term Substitute	Open/Cont	08-LTES-5011
Custodian	Open/Cont	09-0008-0139
Custodian – Limited Term and Substitute	Open/Cont	08-LTES-0139
Instructional Aide – Special	Open/Cont	09-0022-0448
Instructional Aide – Special/ Limited Term & Subs	Open/Cont	09-LTES-0448
Intermediate Office Assistant <b>Amended</b>	Open/Cont	08-0188-0673
Intermediate Office Assistant Schools <b>Amended</b>	Open/Cont	08-0189-3354
Intermediate Office Asst.– LTES & Subs <b>Amended</b>	Open/Cont	08-LTES-0673
Intermediate Office Assistant Schools – LTES & Subs <b>Amended</b>	Open/Cont	08-LTES-3354
Nutrition Services Worker	Open/Cont	09-0012-5068
Office Assistant <b>Amended</b>	Open/Cont	08-MC03-3350
School Safety Officer	Open/Cont	09-0015-5014
Stage Technician <b>Amended</b>	Dual	08-0081-0379

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, September 18, 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

13. ADJOURNMENT



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING August 21, 2008 MINUTES

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

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:17 a.m. at which time she led the pledge of allegiance to the flag.

#### COMMISSION MEMBERS PRESENT    STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer  
Stephanie Jimenez, Sr. Administrative Secretary  
Robert Pfingsthorn, Sr. Personnel Analyst  
Marilyn Doss, Personnel Analyst  
Alison Maitlen, Personnel Analyst  
Maria Lynn Braunstein, Assoc. Personnel Analyst  
Dale Culton, Certification Services Manager  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary  
Susan Brister, Human Resources Technician  
Judy Marshall, Human Resources Technician

#### PRELIMINARY

Guests: Mary Brown, CSEA President

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

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QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA

None

#### REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel thanked everyone for taking such good care of business at Personnel Commission during his vacation.

Mr. Curiel informed the Commissioners that the Melgar Hearing was concluded on August 14, 2008. We hope to receive the Hearing Officer's report early next week and hope to review and take action on the Hearing Officer's report at the next Personnel Commission meeting to be held on September 4, 2008.

Mr. Curiel reported on items of interest from the Board Workshop and Board of Education meeting he attended earlier in the week. Mr. Curiel provided Commissioners with copies of the 2008 STAR and AP Test Results for LBUSD, Comparison of Long Beach STAR Results with Similar Large Urban Districts and State Averages and Special Board Workshop Graduation Rates documents. Mr. Curiel also provided copies of the latest Administrative Assignments made at the last Board of Education meeting.

Mr. Curiel asked the Personnel Commission Division heads present to give a brief update of their departments' activities. The staff managers and supervisors gave individual brief reports to the Commission on the current activities of their units.

Mr. Pfingsthorn, Senior Personnel Analyst provided an updated Recruitment and Testing calendar for the Commissioners.

PERSONNEL COMMISSION MINUTES

## PERSONNEL COMMISSION MINUTES

The minutes of the August 7, 2008 Personnel Commission Meeting were approved. Revised minutes for January 24, 2008 were also approved.

## CLASSIFICATION RESTRUCTURE

## RECOMMENDATIONS

## CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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:

## CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Tincher	ASB Financial Technician	50% 217 Day
Bixby	Instructional Assistant-Computer Resources	32.5% 202 Day
Longfellow	Instructional Assistant-Computer Resources	47.5% 204 Day
Head Start	Intermediate Office Assistant	100% 217 Day Flex
Grant	Intermediate Office Assistant-Sch	20% 217 Day TB
Stanford	Intermediate Office Assistant/Sch-Bilingual Spanish	100% 217 Day
Willard	Intermediate Office AssistantSch-Bilingual Spanish	100% 217 Day Flex
The Willows	Supervisor-Autism Services	100% 12 Month
The Willows	Supervisor-Autism Services	100% 12 Month

## RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Duong, Oanh	ASB Financial Technician	From: 50% 217 Day
	Renaissance	To: 60% 217 Day
Anderson, Michael	Student Intervention Specialist	From: 100% 204 Day
	Tucker	To: 100% 217 Day

RESCIND PREVIOUS ACTION

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

## BULLETINS

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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:

Risk Management Director	Dual	09-0021-0578
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## ELIGIBILITY LISTS

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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:

Child Nutrition Specialist	Dual	08-0168-3322
Elementary School Office Supervisor - <b>Amended</b>	Prom	08-0155-3345
Instructional Aide Special	Open/Cont	09-0017-0448
Instructional Aide Special – Substitutes & LTES	Open/Cont	09-LTES-0448
Plant Supervisor I	Prom	08-0186-5026
Plant Supervisor II	Prom	08-0187-5027
Production Center Supervisor	Prom	09-0192-5070
School Support Secretary – <b>Amended</b>	Prom	08-0153-3361

OTHER ITEMS

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None

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, September 4, 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.

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:50 a.m. to review additional documentation received related to the appeal for Cecil Morris.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:08 a.m.

The following reportable actions were taken during Closed Session:

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

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned at 9:12 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

sj