



MEETING AGENDA

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

JULY 10, 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
None.
7. MINUTES
 - 7.1 **Approval of Minutes June 12, 2008** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**
REVISE CLASSIFICATION
 Grounds Crew Supervisor and Grounds Supervisor – High School

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Financial Services	Asst. Director-Fiscal Services	100% 12 Month
Financial Services	Asst. Director-Fiscal Services	100% 12 Month
Financial Services	Exec Director-Fiscal Services	100% 12 Month
Burcham	Instructional Aide-Special	47.5% 202 Day
Holmes	Instructional Aide-Special	47.5% 202 Day
Naples	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Lakewood High School	Intermediate Office Asst/Sch-BL Sp	100% 217 Day
Robinson	Library/Media Assistant	40% 204 Day
Maintenance	Maintenance Manager	100% 12 Month
Information Services	Network Specialist	100% 12 Month
Purchasing	Purchasing Agent	100% 12 Month

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Garvey, Shelagh	Library/Media Assistant	From: 40% 204 Day
	Cubberley	To: 50% 204 Day
Colby, Dorothy	Library/Media Assistant	From: 40% 204 Day
	Gompers	To: 50% 204 Day
	Library/Media Assistant	From: 40% 204 Day
	Hudson	To: 50% 204 Day
Sweeney, Gale	Library/Media Assistant	From: 40% 204 Day

	Monroe	To: 50%	204 Day
	Library/Media Assistant	From: 40%	204 Day
	Tincher	To: 50%	204 Day
Derby, Amber	Library/Media Assistant	From: 20%	204 Day
	Muir	To: 40%	204 Day
Wybenga, Donna	Library/Media Assistant	From: 40%	204 Day
	Newcomb	To: 50%	204 Day

RESCIND PREVIOUS ACTION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
NONE		
8.2	Request for Hearing in Disciplinary Matter (Commission may choose to discuss in Closed Session)	<u>Restricted Action</u>
8.3	Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7	<u>Restricted Action</u>
8.4	Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.5	<u>Restricted Action</u>
8.5	Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7	<u>Restricted Action</u>
8.6	Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7	<u>Restricted Action</u>
8.7	Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7	<u>Restricted Action</u>
8.8	Recommendation to Remove from Eligibility List per P.C. Rules 4.2.A.5 and 4.2.A.6	<u>Restricted Action</u>
8.9	Recommendation to Remove from Eligibility List per P.C. Rule 4.2.A.7	<u>Restricted Action</u>
8.10	Appeal of Disqualified Applicant	<u>Restricted Action</u>
8.11	Appeal of Disqualified Applicant	<u>Restricted Action</u>

9. **BULLETINS AND TESTING ACTIONS**

9.1	Bulletins – Per Personnel Commission Rule 4.6.B	Action
	ASB Financial Technician	Promo 09-0003-0751
	Production Center Supervisor	Promo 08-0192-5070
	Speech/Language Pathology Assistant	Dual 09-0001-5024
9.2	Eligibility Lists – Per Personnel Commission Rule 5.1.A	<u>Restricted Action</u>
	Assistant Director – Fiscal Services	Open/Prom 08-0180-5136
	Campus Security Officer	Open/Cont 08-0181-5011
	Campus Security Officer – Limited Term and Substitute	Open/Cont 08-LTES-5011
	Custodian	Open/Cont 08-0173-0139
	Custodian – Limited Term and Substitute	Open/Cont 08-LTES-0139
	Executive Director – Fiscal Services	Open/Prom 08-0179-5135
	Groundskeeper	Open/Cont 08-0193-0172
	Instructional Assistant – Intensive Behavioral Treatment	Open/Cont 08-0157-5035
	Instructional Aide – Special	Open/Cont 08-0182-0448
	Instructional Aide – Special Substitute & LTES	Open/Cont 08-LTES-0448
	Intermediate Nutrition Services Worker	Dual 08-0165-5058
	Intermediate Office Assistant	Open/Cont 08-0175-0673
	Intermediate Office Assistant – Schools	Open/Cont 08-0176-3354
	Intermediate Office Assistant – Substitute & LTES	Open/Cont 08-LTES-0673
	Nutrition Services Supervisor I	Dual 08-1069-5064
	Nutrition Services Supervisor II	Dual 08-0170-5065
	Nutrition Services Supervisor III	Dual 08-0171-5066
	School Safety Officer	Open/Cont 08-0161-5014
	School Support Secretary	Prom 08-1053-3361
	Senior Nutrition Services Worker	Dual 08-0166-5071

10. **OTHER ITEMS**

11. The next regular meeting of the Personnel Commission will be held on Thursday, July 24, 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

PERSONNEL COMMISSION MEETING
June 12, 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
Marilyn Doss, Personnel Analyst
Susan Leaming, Personnel Analyst
Alison Maitlen, Personnel Analyst
Dale Culton, Certification Services Manager
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Judy Marshall, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator.

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

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None

REPORT FROM THE EXECUTIVE OFFICER

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Mr. Curiel thanked the Commissioners for their presence at the Employee of the Year plaque presentation at the Board Meeting held on June 3rd. The Board Members were appreciative of the recognition given to the Classified employees.

Mr. Curiel shared the Administrative promotions with the Commissioners.

Mr. Curiel informed the Commissioners that CSEA voted on a Memorandum of Understanding on the effects of the layoffs imposed by LBUSD Governing Board on Wednesday, June 11th.

Susan Leaming, Personnel Analyst reported that Personnel Commission staff has been trained by our district Webmaster on how to update our website. Personnel Commission is the #1 visited website at this current time.

Mary Cates, HR Supervisor, has currently placed 698 summer school classified placements.

PERSONNEL COMMISSION MINUTES

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The minutes of the May 29, 2008 Personnel Commission Meeting were approved.

CREATE A NEW POSITION

SITE
NONE

POSITION

ASSIGNMENT

RESTRUCTURE AN EXISTING POSITION
NAME

POSITION

ASSIGNMENT

