



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

February 7, 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 January 24, 2008** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Appeal of Disqualified Applicant** Restricted Action
(Commission may choose to discuss in Closed Session)
 - 8.2 **Appeal of Disqualified Applicant** Restricted Action
(Commission may choose to discuss in Closed Session)
9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Systems Analyst	Dual	08-0109-5107
Senior Systems Analyst	Dual	08-0110-5120
Workers' Compensation Program Coordinator	Dual	08-0116-5101
 - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** Restricted Action

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Instructional Assistant – Intensive Behavioral Treatment	Open/Cont	08-0079-5035
Nutrition Services Worker	Open/Cont	08-0107-5068
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on Thursday, February 21, 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

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PERSONNEL COMMISSION MEETING
January 24, 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 8:18 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

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

PRELIMINARY

Guests: Mary Brown, CSEA President; Adrienne Rambo, CSEA Unit A, Vice President; Dan Ewaskey, CSEA Unit B, Vice President; Danny Hughes, 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 explained to the Commissioners that we are presently in a deep Hiring Freeze. Mr. Curiel explained that Personnel Commission is placing a strong emphasis on our substitute pool at this time. Chairperson Chuck Acosta commented that the word is out with our future incoming teachers regarding the District's budget cut. Chairperson Acosta expressed his sadness hearing of the upcoming budget cut.

Mr. Curiel provided the Commissioners with a current handout of the Recruitment and Testing Services Activity calendar.

Mr. Curiel provided the Commissioners with a Rules and Regulations timeline for revisions and changes to be made. Maria Braunstein was available to answer any questions. Mr. Curiel commented that CSEA has agreed to the Rules and Regulations process and timeline. Chairperson Chuck Acosta asked Ms. Braunstein if the changes and revisions can be made identifiable for reviewing purposes. Lastly, Mr. Curiel updated the Commission on the status of the upcoming disciplinary hearings. There is a hearing scheduled for Brian Wilson on February 12th and a hearing scheduled for Kris Donald on February 22nd.

PERSONNEL COMMISSION MINUTES

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The minutes of the January 10, 2008 Personnel Commission Meeting were approved.

CREATE A NEW POSITION

CREATE A NEW POSITON

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Naples	Instructional Aide-Special	47.5% 202 Day
Dooley	Instructional Aide-Special	47.5% 202 Day
Dooley	Instructional Aide-Special	47.5% 202 Day
Carver	Instructional Aide-Special	47.5% 202 Day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Alvarez, Jennifer	Instructional Aide - Special	From: 47.5 % 202 Day
	Carver	To: 75% 202 Day
	Dooley	

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 4.3. The appellant, Danny Hughes, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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 Operator	Dual	08-01008-5111
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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	08-0089-5011
Campus Security Officer (Limited Term/Substitute)	Open/Cont	07-LTES-5011
Nutrition Services Worker	Open/Cont	08-0107-5068

OTHER ITEMS

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Mr. Curiel reminded the Commissioners to attend the CSEA, Area "G" Chapter Officers Installation Breakfast on January 26, 2008.

Mary Brown, CSEA President, reported to the Commissioners, that the letter of support for the re-appointment for Chairperson Chuck Acosta will be presented at the CSEA Chapter meeting held this evening on Thursday, January 24, 2008.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:30 a.m. to hear the appeal of Danny Hughes.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:07 a.m.

The following reportable actions were taken during Closed Session:

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

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, February 7, 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 9:10 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

sj

APPEAL OF DISQUALIFIED APPLICANT

Personnel Commission Rules 4.2.A.7 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for “making a false statement, misstating, or omitting a statement of any material fact on the application or other official documents.”

Personnel Commission Rules 4.2.A.15 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for “a record of discourteous treatment of, or illegal, unwelcome, or inappropriate conduct or behavior toward the public, children, or of fellow workers, or any other willful failure of good conduct, which, if it had occurred while serving as an employee of the District, could be considered as tending to injure the public service.”

Staff submits an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by mail. If the appellant is present and requests the matter be discussed in open session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

APPEAL OF DISQUALIFIED APPLICANT

Personnel Commission Rules 4.2.A.15 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for “a record of discourteous treatment of, or illegal, unwelcome, or inappropriate conduct or behavior toward the public, children, or of fellow workers, or any other willful failure of good conduct, which, if it had occurred while serving as an employee of the District, could be considered as tending to injure the public service.”

Personnel Commission Rules 4.2.A.24 provides that an individual who is an eligible for appointment to a position in the Classified Service may be removed from an eligibility list for “failure to meet the district safe driving record standard or a pattern of willful disregard for the law as demonstrated by a history of traffic offenses, including, but not limited to, license suspensions, driving without a valid license or without insurance and other traffic offenses.”

The District's Safe Driving Record/Standard reads as follows:

An acceptable safe driving record is defined as meeting all of the following criteria: (a) no more than three (3) moving violations within the past three years; (b) no more than one at fault accident within the past three years; (c) no conviction for failure to report an accident within the past three years; (d) no conviction for failure to appear within the past three years; (e) no conviction for driving under the influence, or driving while intoxicated, or reckless driving within the past five years.

Staff submits an appeal of an applicant as detailed in the enclosed agenda material. The individual concerned was given notice of this matter by mail. If the appellant is present and requests the matter be discussed in open session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

BULLETINS

Personnel Commission Rule 4.6.b.1, states that the Personnel Commission Administrator 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 Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Systems Analyst	Dual	08-0109-5107
Senior Systems Analyst	Dual	08-0110-5120
Workers' Compensation Program Coordinator	Dual	08-0116-5101

ELIGIBILITY LIST(S)

Personnel Commission Rule 5.1.A, states that the Personnel Commission Administrator 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. Accordingly staff submits the following eligibility lists for consideration of the Commission:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Instructional Assistant – Intensive Behavioral Treatment	Open/Cont	08-0079-5035
Nutrition Services Worker	Open/Cont	08-0107-5068