



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING November 16, 2006 MINUTES

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

Chairperson Terry Ulaszewski called the meeting of the Personnel Commission to order at 8:15 a.m. at which time he led the pledge of allegiance to the flag.

#### COMMISSION MEMBERS PRESENT    STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer  
Alison Maitlen, Acting Administrative Coordinator  
Marilyn Doss, Personnel Analyst  
Dale Culton, Certification Services Manager  
Susan Leaming, Associate Personnel Analyst  
Vanessa Martinez, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Maria Lynn Braunstein, Human Resources Technician  
Susan Brister, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; Adrienne Rambo, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; d'Ann Madore, CSEA Labor Relations Representative.

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

None.

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## REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel informed the Commission that the Personnel Commission Annual Report would be presented to the Board of Education at their workshop on December 6<sup>th</sup> or 7<sup>th</sup>. He commended Associate Personnel Analyst Susan Leaming for preparing the PowerPoint presentation.

Mr. Curiel asked the Personnel Commission Division heads present to give a brief update of their departments' activities. Ms. Leaming updated the Commission on the status of the Purchasing job family study. Dale Culton reported on staff's assistance to sites in the transitioning of multi-track schools to single track. Mary Lynn Braunstein, temporarily on an upgrade working in the Classified Staff Development Program, reported on the upcoming Staff Development Program catalog. Alison Maitlen gave a brief summary of Baldrige activities and the recent Baldrige conference she attended. Marilyn Doss gave an update on staff's attempt to acquire a ROP intern from Long Beach School for Adults. Vanessa Martinez reported on the recent training she conducted at Head Start regarding employment interviewing tips. Mary Cates reported about staff's involvement at the School Office Supervisors' meetings and the new hire orientations and noted that summer school employment preparations have already begun.

Mr. Curiel asked the Commission to consider rescheduling the December 14<sup>th</sup> Personnel Commission meeting to begin at 9:30 a.m. and to consider canceling the December 28<sup>th</sup> Personnel Commission due to the holidays.

## PERSONNEL COMMISSION MINUTES

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The minutes of the November 2, 2006 Personnel Commission Meeting were approved.

## CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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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:

## REVISE A CLASSIFICATION

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Lead Custodian

### CREATE A NEW POSITION

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<u>Site</u>	<u>Position</u>	<u>Assignment</u>	
Poly	Campus Security Officer	100%	204 day
Operations	Custodian	100%	12 month
Poly	Instructional Aide-Special	47.5%	202 day
Poly	Instructional Aide-Special	47.5%	202 day
Jefferson	Intermediate Nutrition Services Worker	37.5%	204 day
Hill	Intermediate Office Asst-School	47.5%	217 day
Washington	Intermediate Office Asst-School	100%	217 day
Maintenance	Maintenance Manager	100%	12 month
Avalon	School Support Asst	75%	202 day
Maintenance	Water Boiler Treatment Spec	100%	12 month

### RESTRUCTURE AN EXISTING POSITION

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<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>	
Avila, Patricia	High School Office Supervisor	From: 100%	217 day
	Renaissance	To: 100%	12 month
Ashbrooke, Gail	Library/Media Assistant	From: 20%	204 day
	McKinley	To: 40%	204 day
Narvaez, Yanira	Nutrition Services Worker	From: 25%	12 month
	Addams	To: 37.5%	12 month

### BULLETINS

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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 Commission meeting. The Commission acted to ratify the following bulletins:

Accounting Manager	Dual	07-0094-0346
Business Services Administrator	Dual	07-0059-0427
Environmental Health and Safety Manager	Dual	07-0074-0610
Intermediate Accounting Assistant	Dual	07-0099-0755
School Safety/Security Specialist	Dual	07-0102-5015
Senior Accounting Assistant	Dual	07-0100-0760

### ELIGIBILITY LISTS

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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. The Commission acted to certify the

following eligibility lists:

Instructional Aide-Instrumental Music	Dual	07-0045-0447
Instructional Aide-Special	Open/Cont	07-0090-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide-Special	Open/Cont	07-0093-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide-Speech & Language Communication	Open/Cont	07-0095-3293
Instructional Aide-Speech & Language Communication BL Spanish	Open/Cont	07-0085-3294
Instructional Aide-Speech & Language Communication BL Spanish	Open/Cont	07-0098-3294
Nutrition Services Worker	Open/Cont	07-0086-5068
Salary Services Supervisor	Dual	07-0060-5009
Supervisor – Autism Services	Dual	06-0183-5046
Transportation Aide BL Spanish	Dual	07-0062-0491

#### OTHER ITEMS

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CSEA Chapter 2 President Mary Brown shared the November issue of the School News which was dedicated to classified employees.

Joe Schessler, CSEA Unit B Vice-President, reminded everyone of the deadline for the health care open enrollment period and provided dates for the remaining health benefits informational meetings. He also commented on his continued effort of pursuing grievances for non-bargaining unit individuals performing classified work.

#### NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, November 30, 2006. 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

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There being no further business, the Personnel Commission adjourned at 8:54 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

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