



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING February 23, 2006 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 8:15 a.m. at which time she led the pledge of allegiance to the flag.

#### COMMISSION MEMBERS PRESENT

Vera Mulkey, Chairperson  
Terry Ulaszewski, Vice-Chairperson

#### STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator  
Lisa Gardner, Administrative Coordinator  
Dale Culton, Certification Services Manager  
Susan Leaming, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Karla Salas-Ramirez, Human Resources Technician  
Denise Petty-Trietsch, Human Resources Assistant  
Silaue Taeleifi, Human Resources Assistant  
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; Harold Calloway, appellant.

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

None.

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REPORT FROM THE PERSONNEL  
COMMISSION ADMINISTRATOR

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COMMISSION ADMINISTRATOR

Ramon Curiel informed the Commission that Human Resources Technician Karla Salas-Ramirez had accepted employment with an outside agency and would be leaving the Personnel Commission staff. He complimented Ms. Ramirez's Baldrige style and her hard work over the past years.

Mr. Curiel reported that he met with principals at the principals' meetings at all three school levels to discuss No Child Left Behind compliance. He stated that training sessions have been scheduled for the sites' NCLB Compliance designees and Staff Development Classes are currently being offered for Instructional Aides.

Mr. Curiel updated the Commission on the status of the Information Services Job Family study and asked Associate Personnel Analyst Susan Leaming to give a brief overview. Ms. Leaming reported that the District has hired a consultant to review the systems and organizational structure of the department and has directed Personnel Commission to proceed with the classification part of the job family study.

At Mr. Curiel's request, Certification Services Manager Dale Culton reported on the recent Baldrige training that he and Associate Personnel Analyst Marilyn Doss presented to new Personnel Commission staff. Mr. Curiel stated that the District has recently intensified its Baldrige efforts and Superintendent Steinhauser has requested Lisa Gardner serve as the classified manager on the District's Baldrige committee.

CSEA Chapter 2 President Mary Brown voiced CSEA's approval regarding Personnel Commission's efforts with the No Child Left Behind compliance and their inclusion of CSEA's recommendations in the revision of the Rules and Regulations.

PERSONNEL COMMISSION MINUTES

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The minutes of the February 9, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

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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:

REVISE AN EXISTING CLASSIFICATION

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Credential Services Specialist – 3343  
SRS 24 (C1)

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Healthy Start Site Coordinator  
Healthy Start Site Coordinator BL  
Healthy Start Assistant

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Accounting	Accounting Technician	100% 12 month
Special Education - The Willows	Instructional Aide-Special	75% 202 day
Accounting	Intermediate Accounting Assistant	100% 12 month
Bancroft	Intermediate Office Assistant-Schools BL Sp	100% 217 day
Research, Planning & Evaluation	Research Office Technician	100% 12 month

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Alvarado, Anthony	Instructional Aide-Instrumental Music	From: 20% 204 day
	Millikan	To: 37.5% 204 day
Lopez, Elvia	Intermediate Office Assistant-Schools	From: 80% 217 day
	McKinley	To: 100% 217 day
Hummel, Marilyn	Intermediate Office Assistant-Schools	From: 80% 12 month
	Lafayette	To: 100% 12 month

REVISION OF RULES AND REGULATIONS

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Ramon Curiel reported that staff had requested input from District organizations and departments regarding revisions for Chapter IX of the Rules and Regulations of the Classified Service and received recommendations from different groups. Mr. Curiel stated that staff will draft a chapter revision to present to the Commission at the next Personnel Commission meeting. He reminded the Commission that rule revisions are required to have a first reading at the meeting in which they are first presented to the Commission and then a second reading and action at a subsequent meeting.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current Campus Security Officer eligibility list per Personnel Commission Rule 4.2.A.24. The individual, Anthony Perry, was not present. The Commission moved this item to Closed Session for discussion.

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Staff submitted a recommendation to remove a name from the current Campus Security Officer eligibility list per Personnel Commission Rule 4.2.A.24. The individual, Marcos Alvarez, was not present. The Commission moved this item to Closed Session for discussion.

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Staff submitted a recommendation to remove a name from the current Campus Security Officer eligibility list per Personnel Commission Rule 4.2.A.24. The individual, William Sedlacek, was not present. The Commission moved this item to Closed Session for discussion.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from the current Campus Security Officer eligibility list per Personnel Commission Rule 4.2.A.24. The appellant, Harold Calloway, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

BULLETINS

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Mr. Curiel reported that the vacant position for Budget Director had been filled by a Related Class Transfer and requested that the bulletin for Budget Director be pulled. The Commission acted to pull this bulletin from the agenda.

Personnel Commission Rule 4.6.B.1, states that the Personnel 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:

Braille Transcriber	Open/Cont	
Contract Manager	Dual	06-0114-0216
Maintenance Manager	Dual	06-0113-0567
Research Office Technician	Dual	06-0121-0433
Senior Research Office Technician	Dual	06-0122-3369
School Data Technician	Prom	06-0123-3360

#### ELIGIBILITY LISTS

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Personnel Commission Rule 5.1.A, states that the Personnel 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:

Food Production Equipment Technician	Dual	06-0078-0476
Instructional Aide	Open	06-0117-0436
Instructional Aide-Special	Open/Cont	06-0108-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448

#### OTHER

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None.

#### NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, March 9, 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.

#### CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:50 a.m. to hear the appeal of Mr. Calloway and to consider staff's recommendations to remove Anthony Perry, Marcos Alvarez and William Sedlacek from eligibility lists.

### RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:17 a.m.  
The following reportable actions were taken during Closed Session:

The Commission tabled action regarding the appeal of Harold Calloway pending further clarification of his Department of Motor Vehicles Report. The Commission directed the Personnel Commission Administrator to review the new information and make a determination if the appellant's Department of Motor Vehicle Report disqualifies him from eligibility for Campus Security Officer per Personnel Commission Rule 4.2.A.24. The Commission instructed the Personnel Commission Administrator to take action based on this determination and to notify Mr. Calloway of the decision.

The Commission tabled action regarding the recommendations to remove Anthony Perry, Marcos Alvarez and William Sedlacek from the Campus Security officer eligibility list pending further clarification of their Department of Motor Vehicles Reports. The Commission directed the Personnel Commission Administrator to review the new information and make a determination if the individuals' Department of Motor Vehicle Reports disqualifies them from eligibility for Campus Security Officer per Personnel Commission Rule 4.2.A.24. The Commission instructed the Personnel Commission Administrator to take action based on this determination and to notify Mr. Perry, Mr. Alvarez and Mr. Sedlacek of the decision.

### ADJOURNMENT

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There being no further business, the Personnel Commission adjourned at 9:18 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

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