



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING August 10, 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

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

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer
Lisa Gardner, Administrative Coordinator
Lynne Karlsen, Personnel Analyst
Dale Culton, Certification Services Manager
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Vanessa Martinez, Human Resources Technician
Maria Villalobos, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: None

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 reported on Board of Education Member Michael Ellis' visit to the Personnel Commission office. He stated that Mr. Ellis was given a tour of the office, an overview of Personnel Commission's responsibilities and its role with the Board of Education and the District, and a brief orientation from each division's manager.

Administrative Coordinator Lisa Gardner reported on the Classified Staff Development Program and the status of the new fall catalog. She informed the Commission that Chief Clark requested Personnel Commission partner with School Safety and Emergency Preparedness to facilitate FEMA classes and training.

Personnel Analyst Lynne Karlsen reported on the weekly testing for the classification of Custodian and Human Resource Services Supervisor Mary Cates updated the Commission on the success of meeting Operation's need for Custodian substitutes during the summer break.

PERSONNEL COMMISSION MINUTES

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The minutes of the July 27, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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None.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The individual was not present. The Commission acted to remove Christopher Scott from current eligibility lists.

BULLETINS

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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:

ASB Financial Technician	Dual	07-0036-0751
Computer Support Specialist Assistant	Dual	07-0028-0388
Risk Management Benefits Coordinator	Dual	07-0034-5102
Workers' Compensation Program Coordinator	Dual	07-0033-5101

ELIGIBILITY LISTS

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Certification Services Manager Dale Culton asked that the Eligibility List extension for Human Resource Services Operations Manager be pulled per the request of Human Resource Services. The Commission pulled this item from the agenda.

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:

Associate Analyst – HRS	Prom	07-0004-3298
Contract Analyst	Dual	06-0199-0624
Custodian	Open/Cont	07-0022-0139
Custodian (Limited Term & Substitute)	Open/Cont	07-LTES-0139
Facilities Planner	Dual	06-0173-5098
Nutrition Services Worker	Open/Cont	07-0023-5068
Senior Personnel Analyst	Prom	07-0005-0855

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, August 24, 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 9:18 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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