



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING November 15, 2007 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 8:16 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  
Terry Ulaszewski, Member

Marilyn Doss, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
Adriana Araujo-Honorio, Staff 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 thanked staff for taking care of business in his absence. Mr. Curiel announced the Executive Secretary to the Superintendent Dolly Labrador is retiring and the Recruitment and Testing unit will open a promotional examination for this position on

Friday. He also announced the retirement of the Chief of School Safety and Emergency Preparedness at the end of this year.

Mr. Curiel mentioned that CSEA negotiated a 4.53 percent salary increase retroactive to July 1, 2007 which union members will be voting on today. He also mentioned that the two new officers: Financial Services Officer, Betty Ng, and Business Services Administrator, Leslie Leahy are in place and currently working.

Mr. Curiel requested item 8.3 be pulled from the agenda and commended Associate Personnel Analyst Maria Braunstein for the well done newsletter. Moreover, Mr. Curiel informed the Commission of an issue brought forth by CSEA regarding employees working in an increased FTE for 20 or more consecutive days.

Lastly, Mr. Curiel asked the Personnel Commission Division heads to give a brief update of their departments' activities. Each manager/supervisor present gave a brief report on the current activities of their units.

## PERSONNEL COMMISSION MINUTES

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The minutes of the November 1, 2007 Personnel Commission Meeting were approved.

### CREATE A NEW POSITION

| <u>SITE</u> | <u>POSITION</u>   | <u>ASSIGNMENT</u> |
|-------------|-------------------|-------------------|
| Twain       | Inst Aide-Special | 47.5% 202 day     |

### RESTRUCTURE AN EXISTING POSITION

| <u>NAME</u>         | <u>POSITION</u>                           | <u>ASSIGNMENT</u>                       |
|---------------------|---|---|
| Hernandez, Angelica | Sch Community Wrk-BL Sp<br>Jordan Academy | From: 47.5% 204 Day<br>To: 100% 204 Day |

### 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 Lloyd Albaugh from current eligibility lists.

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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 Santron Johnson from current eligibility lists.

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.7 and 4.2.A.10. The individual was not present. The Commission acted to remove Zeffrey Zamora from current eligibility lists.

### BULLETINS

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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:

Community Liaison Worker

Dual 08-0083-0155

### ELIGIBILITY LISTS

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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 08-0070-5011

Campus Security Officer (Limited Term/Substitute)

Open/Cont 08-LTES-5011

Facilities Project Manager

Dual 08-0012-5105

|  |           |              |
|--|-----------|--------------|
| Instructional Aide - Special                             | Open/Cont | 08-0080-0448 |
| Instructional Aide – Special (Limited Term/Substitute)   | Open/Cont | 08-LTES-0448 |
| Instructional Assistant – Intensive Behavioral Treatment | Open/Cont | 08-0057-5035 |
| Nutrition Services Worker                                | Open/Cont | 08-0078-5068 |
| School Safety Officer                                    | Open/Cont | 08-0071-5014 |

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, November 29, 2007. 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, Chairperson Acosta adjourned at 8:50 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer  
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