



**PERSONNEL COMMISSION**

**MEETING AGENDA**

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

JANUARY 11, 2007  
 THURSDAY  
 8:15 A.M.

1. CALL TO ORDER
2. ROLL
  1. Terry Ulaszewski, Chairperson Present \_\_\_\_\_
  2. Chuck Acosta, Vice-chairperson Present \_\_\_\_\_
  3. Vera Mulkey, 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 of December 14, 2006** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

RECLASSIFY A POSITION

| <u>Incumbent</u> | <u>Classification</u>  | <u>Site</u>             |
|------------------|--|-------------------------|
| Nancy Prebanda   | Fr: Intermediate Office Assistant (SR15 C1)<br>To: Staff Secretary (SR19 C1) | School Support Services |

CREATE A NEW POSITION

| <u>Site</u>      | <u>Position</u>                                     | <u>Assignment</u> |
|------------------|---|-------------------|
| Special Projects | Accountant  | 100% 12 month     |
| Operations       | Grounds Equipment Operator II                       | 100% 12 month     |
| Cabrillo         | Instructional Aide BL Spanish                       | 100% 202 day      |
| Jordan Academy   | Intermediate Office Assistant-Schools               | 50% 217 day       |
| Renaissance      | Intermediate Office Assistant-Schools<br>BL Spanish | 100% 217 day      |
| Stephens         | Intermediate Office Assistant-Schools               | 50% 217 day       |
| Stevenson        | Intermediate Office Assistant-Schools<br>BL Spanish | 100% 12 month     |
| Burcham          | Nutrition Services Worker                           | 37.5% 204 day     |

RESTRUCTURE AN EXISTING POSITION

| <u>Name</u>    | <u>Position/Site</u>                                  | <u>Assignment</u>                        |
|----------------|---|--|
| Aguilar, Karla | Infant/Toddler Caregiver<br>Head Start                | From: 50% 217 day<br>To: 62.5% 217 day   |
| Yampolsky, C.  | Instructional Aide ADD-V/V Reading Clinic<br>Cabrillo | From: 50% 202 day<br>To: 62.5% 202 day   |
| Vacant         | Intermediate Nutrition Services Worker<br>DeMille     | From: 37.5% 204 day<br>To: 43.8% 204 day |

AMEND PREVIOUS ACTION

11/16/06 PCA Create New Position:

From: Maintenance Manager (SR 42) 100% 12 month at Maintenance

To: Environmental Health & Safety Manager (SR 42) 100% 12 month at Maintenance

- 8.2 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.5 **Restricted Action**
- 8.3 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7 **Restricted Action**
- 8.4 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7 **Restricted Action**
- 8.5 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7 **Restricted Action**
- 8.6 Recommendation to Remove from Eligibility List per PC Rules 4.2.A.5 and 4.2.A.7 **Restricted Action**
- 8.7 Recommendation to Remove from Eligibility List per PC Rules 4.2.A.6 and 4.2.A.7 **Restricted Action**
- 8.8 Recommendation to Remove from Eligibility List per PC Rules 4.2.A.5, 4.2.A.6 and 4.2.A.7 **Restricted Action**

9. BULLETINS AND TESTING ACTIONS

- 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
  - Air Conditioning & Refrigeration Technician – 3289 (dual)
  - Associate Educational Research Analyst – 3368 (dual)
  - Educational Research Analyst I – 3301 (dual)
  - Educational Research Analyst II – 3302 (dual)
  - Locksmith – 0209 (dual)
- 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** **Restricted Action**
  - Accountant – 0358 (dual)
  - Accounting Manager – 0346 (dual)
  - Assistant Student Store Operator – 0091 (dual)
  - Campus Security Officer – 5011 (open/cont)
  - Campus Security Officer (Limited Term & Substitute) – 5011 (open/cont)
  - Career Center Supervisor – 0642 (dual)
  - Chemical Application Technician – 0605 (dual)
  - Custodian – Avalon – 0139 (dual)
  - Custodian (Limited Term & Substitute) – 0139 (dual)
  - Financial Services Officer – 0305 (dual)
  - Grounds Crew Supervisor (Amended) – 0605 (dual)

Grounds Equipment Operator II – 0176 (dual)  
Grounds Keeper – 0172 (dual)  
Instructional Aide-Special – 0448 (open/cont)  
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)  
Instructional Aide-Special – 0448 (open/cont)  
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)  
Instructional Aide-Special – 0448 (open/cont)  
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)  
Instructional Aide-Special – Avalon – 0448 (dual)  
Instructional Aide-Special (Limited Term & Substitute) – 0448 (dual)  
Kids Club Assistant – 0694 (dual)  
Kids Club Lead Assistant – 0515 (dual)  
Library Media Assistant – 0465 (dual)  
Pool Attendant – 0245 (cont)  
School Safety Officer – 5014 (open/cont)  
School Support Assistant – Avalon – 5099 (dual)  
Senior Executive Secretary Confidential – 0679 (prom)  
Staff Secretary – 3364 (dual)  
Staff Secretary BI Spanish – 5085 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, January 25, 2007 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.

12. ADJOURNMENT



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING December 14, 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 9:30 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  
Anne Follett, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
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

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QUESTIONS FROM THE FLOOR ON  
ITEMS NOT LISTED ON THE AGENDA

None.

#### REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel informed the Commission that Shelley Scott's mother recently passed away and the funeral services were attended by a number of staff.

Mr. Curiel and the Commissioners discussed the presentation of the Personnel Commission Annual Report to the Board of Education at the past Board Workshop. All agreed that the Board of Education and the Executive Staff provided positive feedback after the presentation.

Mr. Curiel reported on proposed changes within the Personnel Commission staff and set goals to be accomplished during the remainder of this fiscal year.

Mr. Curiel asked the Personnel Commission Division heads to give a brief update of their departments' activities. The staff managers gave individual brief reports to the Commission on the current activities of their units.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the November 30, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

Mr. Curiel noted that there was an addendum regarding a reclassification request and staff's report of its findings and recommendation. He confirmed that all appropriate individuals present had received the addendum materials.

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:

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Building & Parking Security Attendant

RECLASSIFY A POSITION

RECLASSIFY A POSITION

| <u>Incumbent</u> | <u>Classification</u>  | <u>Site</u>          |
|------------------|--|----------------------|
| Aimee Daez       | Fr: Intermediate Office Assistant (SR15 C1)<br>To: Senior Office Assistant (SR19 C1)         | Medi-Cal Office      |
| Lynn Verana      | Fr: Intermediate Office Assistant (SR15 C1)<br>To: Senior Office Assistant (SR19 C1)         | Medi-Cal Office      |
| Susan Leaming    | Fr: Associate Personnel Analyst (SR35 M2)<br>To: Personnel Analyst (SR40 M2)                 | Personnel Commission |
| Alison Maitlen   | Fr: Associate Personnel Analyst (SR35 M2)<br>To: Personnel Analyst (SR40 M2)                 | Personnel Commission |
| Jennifer Howe    | Fr: Instructional Aide (SR10 C1)<br>To: Instructional Assistant-Computer Resources (SR20 C1) | Holmes               |

CREATE A NEW POSITION

CREATE A NEW POSITION

| <u>Site</u> | <u>Position</u>            | <u>Assignment</u> |
|-------------|----------------------------|-------------------|
| Buffum      | Instructional Aide-Special | 75% 202 day       |
| Cabrillo    | Instructional Aide-Special | 47.5% 202 day     |
| DeMille     | Instructional Aide-Special | 75% 202 day       |
| Gant        | Instructional Aide-Special | 47.5% 202 day     |
| Jordan      | Instructional Aide-Special | 47.5% 202 day     |
| Lakewood    | Instructional Aide-Special | 47.5% 202 day     |
| Millikan    | Instructional Aide-Special | 47.5% 202 day     |
| Monroe      | Instructional Aide-Special | 75% 202 day       |
| Poly        | Instructional Aide-Special | 47.5% 202 day     |
| Rogers      | Instructional Aide-Special | 75% 202 day       |
| Stanford    | Instructional Aide-Special | 75% 202 day       |
| The Willows | Instructional Aide-Special | 47.5% 202 day     |
| The Willows | Instructional Aide-Special | 47.5% 202 day     |
| Wilson      | Instructional Aide-Special | 47.5% 202 day     |
| Emerson     | School Support Assistant   | 75% 202 day       |
| Monroe      | School Support Assistant   | 75% 202 day       |
| Cabrillo    | Campus Security Officer    | 100% 217 day      |
| Jordan      | Campus Security Officer    | 100% 204 day      |

|             |                         |      |         |
|-------------|-------------------------|------|---------|
| Lakewood    | Campus Security Officer | 100% | 204 day |
| Millikan    | Campus Security Officer | 100% | 204 day |
| Renaissance | Campus Security Officer | 100% | 217 day |
| Wilson      | Campus Security Officer | 100% | 204 day |

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

| <u>Name</u>        | <u>Position/Site</u>                      | <u>Assignment</u> |         |
|--------------------|---|-------------------|---------|
| Leon, Samrath      | Instructional Aide-Special<br>Jordan      | From: 75%         | 202 day |
|                    |   | To: 100%          | 202 day |
| Bellino, Elena     | Instructional Aide-Special<br>The Willows | From: 12.5%       | 202 day |
|                    |   | To: 30%           | 202 day |
| Orozco, Jacqueline | Instructional Aide-Special<br>The Willows | From: 21.3%       | 202 day |
|                    |   | To: 30%           | 202 day |
| Struett, Diana     | Instructional Aide-Special<br>The Willows | From: 17.5%       | 202 day |
|                    |   | To: 30%           | 202 day |
| Rosenquist, Alan   | Instructional Aide-Special<br>Wilson      | From: 75%         | 202 day |
|                    |   | To: 100%          | 202 day |

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 was not present. The Commission acted to remove Keith Davis, Sr. from the current Campus Security Officer eligibility list.

BULLETINS

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

|                                |      |              |
|--------------------------------|------|--------------|
| Automotive Mechanic            | Dual | 07-0115-0092 |
| Library/Media Assistant        | Dual | 07-0113-0465 |
| Library/Media Center Assistant | Dual | 07-0112-5021 |
| Sign Maker                     | Prom | 07-0111-0123 |

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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:

|   |           |              |
|---|-----------|--------------|
| Accountant  | Dual      | 07-0057-0358 |
| Custodian   | Open/Cont | 07-0083-0139 |
| Custodian (Limited Term & Substitute)                             | Open/Cont | 07-LTES-0139 |
| Custodian   | Dual      | 07-MC07-0139 |
| Food Production Utility Worker                                    | Dual      | 07-0071-0477 |
| Intermediate Office Assistant                                     | Dual      | 07-0053-0673 |
| Intermediate Office Assistant (Limited Term & Substitute)         | Dual      | 07-LTES-0673 |
| Intermediate Office Assistant-Schools                             | Dual      | 07-0054-3354 |
| Intermediate Office Assistant-Schools (Limited Term & Substitute) | Dual      | 07-LTES-3354 |
| Lead Custodian  | Dual      | 07-MC18-0205 |
| Locker Room Attendant   | Dual      | 07-MC17-0208 |

|  |           |              |
|--|-----------|--------------|
| Nutrition Services Worker                | Open/Cont | 07-0092-5068 |
| Office Assistant                         | Dual      | 07-MC16-3359 |
| Receptionist                             | Dual      | 07-MC15-0674 |
| Risk Management Benefits Coordinator     | Dual      | 07-0034-5102 |
| Sr. Food Production Utility Worker       | Dual      | 07-0072-0478 |
| Workers Compensation Program Coordinator | Dual      | 07-0033-5101 |

OTHER ITEMS

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None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, January 11, 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

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:39 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

gr