



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

MARCH 22, 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 March 8, 2007 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
8.1 Classification/Restructure Recommendations per Education Code 45246 Action
REALLOCATE A CLASSIFICATION
Return to Work Specialist (C)
CREATE A NEW POSITION
Site Position Assignment
Lincoln Intermediate Office Assistant-Schools BL Spanish 60% 12 month
8.2 Recommendation to Remove from Eligibility List per PC Rules 4.2.A.7 Restricted Action
8.3 Appeal of Disqualified Applicant Restricted Action
9. BULLETINS AND TESTING ACTIONS
9.1 Bulletins - Per Personnel Commission Rule 4.6.B Action
Elementary School Office Supervisor - 3345 (prom)
High School Office Supervisor - 3349 (prom)
Instructional Aide - Alternative Schools - 0221 (dual)
Instructional Assistant-Computer Resources - 0603 (dual)
Instructional Assistant-Computer Resources BL Spanish - 0452 (dual)
Middle School Office Supervisor - 3357 (prom)

Nutrition Services Supervisor I – 5064 (dual)  
Nutrition Services Supervisor II – 5065 (dual)  
Nutrition Services Supervisor III – 5066 (dual)  
Water/Boiler Treatment Specialist – 3299 (dual)

**9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**

Assistant Purchasing & Contract Director – 0777 (dual)  
Campus Security Officer – 5011 (open/cont)  
Campus Security Officer (Limited Term & Substitute) – 5011 (open/cont)  
Contract Manager – 0216 (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 (Limited Term & Substitute) – 0448 (open/cont)  
Instructional Aide-Special – Avalon (Amended) – 0448 (dual)  
Instructional Aide-Special – Avalon (Limited Term & Substitute) (Amended) – 0448 (dual)  
Instructional Aide Speech & Language Communication – 3293 (open/cont)  
School Safety Officer – 5014 (open/cont)

Extend Eligibility Lists

Intermediate Office Assistant BL Spanish – 5050 (dual)  
Intermediate Office Assistant-Schools BL Spanish – 5052 (dual)  
Mail Delivery Driver – 0219 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, April 5, 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 March 8, 2007 MINUTES

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

Vice-Chairperson Chuck Acosta 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

Chuck Acosta, Vice-Chairperson  
Vera Mulkey, Member

Ramon Curiel, Executive Officer  
Susan Leaming, Acting Administrative Coordinator  
Marilyn Doss, Personnel Analyst  
Alison Maitlen, Personnel Analyst  
Dale Culton, Certification Services Manager  
Vanessa Martinez, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Jan Medford, Human Resources Technician  
Silaue Taeleifi, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
Adriana Araujo-Honorio, Staff Secretary (C)  
Gail Rainwater, Senior Administrative Secretary (C)

#### PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; d'Ann Madore, CSEA Labor Relations Representative; Raymond Cook, appellant; Paul Evans, appellant.

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

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

None.

#### REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel announced that Commission Vice-Chairperson Chuck Acosta would be celebrating his birthday next week and asked the Commission and staff to join in singing Happy Birthday to Mr. Acosta.

Mr. Curiel reported on items of interest from the last Board of Education meeting including the appointment of Connie Jensen to Assistant Superintendent, School Support Services effective June, 2007 and the continuing issue of District library funding and staffing.

Mr. Curiel reported on a meeting that he, Certification Services

Manager Dale Culton, CSEA Labor Relations Representative d'Ann Madore and CSEA Chapter 2 President Mary Brown had with Sutter School's classified staff regarding staffing changes due to the opening of the new Dooley site school. Ms. Madore agreed with Mr. Curiel that the meeting had been very successful in getting correct information to the classified staff at Sutter.

Mr. Curiel updated the Commission on staff's research for a new substitute system and informed them that a decision would be forthcoming soon.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the February 22, 2007 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE  
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:

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Health Assistant-Charter Schools  
Human Resource Services Operations Manager

REVISE CLASSIFICATIONS

REVISE CLASSIFICATIONS

Administrative Secretary  
Elementary School Office Supervisor  
Elementary School Office Supervisor-Multi-Track/Year Round  
Executive Secretary (C)  
Executive Secretary to the Superintendent/Board of Education (C)  
High School Office Supervisor  
Middle School Office Supervisor  
School Support Secretary  
Senior Administrative Secretary  
Senior Executive Secretary (C)  
Special Education Office Supervisor  
Staff Secretary, BL  
Lead Custodian

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Accounting	Accounting Technician	100% 12 month
Avalon	Instructional Aide-Restricted	37.5% 202 day
The Willows	Instructional Assistant-Int Behavioral Treat	75% 202 day
Jordan	Intermediate Office Assistant-Schools	50% 217 day
Roosevelt	Intermediate Office Assistant-Schools BL Sp	100% 12 month
Henry	Nutrition Services Worker	37.5% 204 day
Student Services-Willows	Staff Secretary	100% 217 day
The Willows	Supervisor-Autism Services	100% 12 month

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Frantz, Bertha	Intermediate Office Assistant-Schools Burbank	From: 80% 217 day flex To: 80% 12 month
Zook, Priscilla	Intermediate Office Assistant-Schools Hamilton	From: 60% 217 day flex To: 100% 217 day flex

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.7. The appellant, Raymond Cook, Jr., was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

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 Bobbie Turner from current eligibility lists.

APPEAL OF DISQUALIFIED APPLICANT

APPEAL OF DISQUALIFIED APPLICANT

An applicant had been disqualified from continuing in the examination process for the classification of Instructional Aide-Deaf/Hard of Hearing per Personnel Commission Rule 4.2.A.25 and appealed to the Personnel Commission. The appellant, Paul Evans, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

REQUEST FOR HEARING IN DISCIPLINARY MATTER

REQUEST FOR HEARING IN DISCIPLINARY MATTER

Per Personnel Commission Rule 11.6, a permanent Custodian requested a hearing regarding his dismissal from the classified service of the District. The Commission moved this item to Closed Session for discussion.

BULLETINS

BULLETINS

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 bulletins:

Administrative Secretary	Prom	07-0158-3339
Kids Club Supervisor I	Dual	07-0162-32663
Kids Club Supervisor II	Dual	07-0163-3267
Kids Club Supervisor III	Dual	07-0164-3268
Student Evaluation Technician	Open/Cont	07-0161-0399
Warehouse Material Processor	Dual	07-0167-0712

## ELIGIBILITY LISTS

## ELIGIBILITY LISTS

Mr. Curiel stated that the Area Custodial Manager examination is being reviewed and requested that its eligibility list be pulled from the agenda. He also requested that the Plant Supervisor II, Plant Supervisor Head Quarters and Plant Supervisor High School eligibility lists be pulled because these lists were a result of multi-certification from the Area Custodial Manager examination. The Commission pulled these four eligibility lists as requested.

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:

Associate Educational Research Analyst	Dual	07-0122-3368
Automotive Mechanic	Dual	07-0115-0092
Business Services Administrator	Dual	07-0059-0427
Custodian	Open/Cont	07-0145-0139
Custodian (Limited Term & Substitute)	Open/Cont	07-LTES-0139
Educational Research Analyst I	Dual	07-0123-3301
Educational Research Analyst II	Dual	07-0124-3302
Instructional Aide-Special	Open/Cont	07-0151-0448
Instructional Aide-Special (Limited Term & Substitutes)	Open/Cont	07-LTES-0448
Instructional Aide-Special	Open/Cont	07-0157-0448
Instructional Aide-Special (Limited Term & Substitutes)	Open/Cont	07-LTES-0448
Instructional Aide-Special	Open/Cont	07-0165-0448
Instructional Aide-Special (Limited Term & Substitutes)	Open/Cont	07-LTES-0448
Intermediate Office Assistant	Dual	07-0126-0673
Intermediate Office Assistant (Limited Term & Substitutes)	Dual	07-LTES-0673
Intermediate Office Assistant-Schools	Dual	07-0127-3354
Intermediate Office Assistant-Schools (Limited Term & Substitutes)	Dual	07-LTES-3354
Locksmith	Dual	07-0116-0209
Nutrition Services Worker	Open/Cont	07-0154-5068
Office Assistant	Dual	07-MC16-0674
Receptionist	Dual	07-MC40-0674
School Support Assistant	Dual	07-MC39-5099

## OTHER ITEMS

## OTHER ITEMS

CSEA Chapter 2 President Mary Brown stated that CSEA has voiced its opinion regarding the need to increase classified staffing pertaining to library services if Librarian funding is increased in the District.

## NEXT MEETING

## NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, March 22, 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.

## ADJOURN TO CLOSED SESSION

## ADJOURN TO CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:52 a.m. to hear the appeals of Raymond Cook, Jr. and Paul Evans and to discuss the request for a hearing by Gerald Howard.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:08 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to deny the appeal of Raymond Cook, Jr. and instructed the Personnel Commission Executive Officer to notify him of this decision.

The Commission tabled action regarding the appeal of Paul Evans pending further clarification of his employment reinstatement status with his former employer. The Commission instructed the Personnel Commission Executive Officer to notify him of this decision.

The Commission acted to authorize a hearing for Gerald Howard as provided for in the Rules and Regulations. The Commission directed the Personnel Commission Executive Officer to notify all parties involved of this decision and to engage a Hearing Officer to conduct the hearing.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:09 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

gr