



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

September 6, 2007
THURSDAY
8:15 A.M.

- 1. CALL TO ORDER
 - 2. ROLL
 - 1. Chuck Acosta, Chairperson Present _____
 - 2. Vera Mulkey, Vice-chairperson Present _____
 - 3. Terry Ulaszewski, 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 August 23, 2007** Action
 - 8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
- CREATE A NEW POSITION
- | <u>SITE</u> | <u>POSITION</u> | <u>ASSIGNMENT</u> |
|-------------|-------------------------|-------------------|
| Muir | Library/Media Assistant | 20% 204 Day |
- RESCIND PREVIOUS ACTION
August 9, 2007 PCA Restructure
Stage Technician Position at Renaissance: From: 100%/204 Day
To: 100%/217 Day
- 8.2 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.6 and 4.2.A.7** 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
- 9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action
 - Instructional Aide – Mobile Classroom Dual 08-0042-0601
 - Supervisor – Autism Services Dual 08-0043-5046

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

Campus Security Officer	Open/Cont	08-0037-5011
Campus Security Officer (Limited Term/Substitute)	Open/Cont	07-LTES-5011
Custodian	Open/Cont	08-0028-0139
Custodian (Limited Term/Substitute)	Open/Cont	07-LTES-0139
Instructional Aide Interpreter – Deaf / Hard of Hearing	Open/Cont	08-0035-3272
Instructional Aide - Special	Open/Cont	08-0034-0448
Instructional Aide - Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Nutrition Services Worker	Dual	08-0029-5068
Program Supervisor – Special Projects	Dual	08-0003-5056
School Safety Officer	Open/Cont	08-0038-5014

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, September 20, 2007 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.

12. CLOSED SESSION

Performance Evaluation of the Executive Officer

13. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING August 23, 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 8:15 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer
Maria Lynn Braunstein, Acting Sr. Admin. Secretary
Robert Pflingsthorn, Senior Personnel Analyst
Marilyn Doss, Personnel Analyst
Alison Maitlen, Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Judy Marshall, Acting Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary (C)
Tammie Hirth, Human Resources Technician
Maria Villalobos, Human Resources Technician
Jan Medford, Human Resources Technician

PRELIMINARY

Guests: Joseph Grillo, appellant; Dontae Wilborn, appellant; Chazley Foster, appellant.

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

REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel reported on items of interest from the Board Workshop and Board of Education meeting he attended earlier in the week. Mr. Curiel informed the Commission, test scores for the district's schools were very good and surpassed expectations. Mr. Curiel also informed the Commission the Board adopted a policy to provide more information to students on college entrance requirements to University of California and California State Universities.

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

The minutes of the August 9, 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:

REVISE CLASSIFICATION SPECIFICATIONS REVISE CLASSIFICATION SPECIFICATIONS
CLASSIFICATIONS SUBJECT TO NO CHILD LEFT BEHIND

- Choral Accompanist (0122)
- Dance Accompanist (5039)
- Instructional Aide -A.D.D.-V/V Reading Clinic (0731)
- Instructional Aide (0436)
- Instructional Aide BL French (0495)
- Instructional Aide BL Japanese (0496)
- Instructional Aide BL Khmer (0440)
- Instructional Aide BL Khmer (R) (0441)
- Instructional Aide BL Lao (0494)
- Instructional Aide BL Samoan (0493)
- Instructional Aide BL Spanish (0442)
- Instructional Aide BL Spanish (R) (0443)
- Instructional Aide BL Tagalog (0444)
- Instructional Aide BL Tagalog (R) (0445)
- Instructional Aide BL Vietnamese (0492)
- Instructional Aide (R) (0437)
- Instructional Aide-Alternative Schools (0221)
- Instructional Aide-Alternative Schools BL Khmer (0438)
- Instructional Aide-Alternative Schools BL Spanish (0439)
- Instructional Aide-Deaf/Hard of Hearing (3271)
- Instructional Aide-Foreign Language Laboratory (0446)
- Instructional Aide Interpreter-Deaf/Hard of Hearing (3272)
- Instructional Aide-Instrumental Music (0447)
- Instructional Aide-Mobile Classroom (0601)
- Instructional Aide-Special (0448)
- Instructional Aide-Special BL Khmer (0449)
- Instructional Aide Special BL Spanish (0450)
- Instructional Aide-Speech & Language Communication (3293)
- Instructional Aide-Speech & Language Communication BL (3294)
- Instructional Assistant-Adult School Literacy Services (0773)
- Instructional Assistant-After School Program (0885)
- Instructional Assistant-Ballet Folklorico BL Spanish (0244)
- Instructional Assistant-CDC Guidance (0479)
- Instructional Assistant-Composition Magnet Program (0618)
- Instructional Assistant-Computer Resources (0603)
- Instructional Assistant-Computer Resources (R) (0451)
- Instructional Assistant-Computer Resources BL Spanish (0452)
- Instructional Assistant-Cross Cultural BL Hmong (0497)
- Instructional Assistant-Cross Cultural BL Khmer (0453)
- Instructional Assistant-Cross Cultural BL Khmer (R) (0454)
- Instructional Assistant-Cross Cultural BL Lao (0498)
- Instructional Assistant-Cross Cultural BL Spanish (0455)
- Instructional Assistant-Cross Cultural BL Spanish (R) (0456)
- Instructional Assistant-DATE (0457)
- Instructional Assistant-DATE BL Khmer (0211)

Instructional Assistant-Gang Prevention (0458)
 Instructional Assistant-Gang Prevention (R) (0459)
 Instructional Assistant-Gardening (0460)
 Instructional Assistant-Intensive Behavioral Treatment (5035)
 Instructional Assistant-On Campus Program (0214)
 Instructional Assistant-School for Adults (0766)
 Library/Media Assistant (0465)
 Library/Media Center Assistant (5021)
 Stage Technician ((0379)
 Supervising Instructional Aide-Deaf/Hard of Hearing (3284)

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
LBSA	Campus Security Officer	100% 217 Day
Tucker	Campus Security Officer	100% 204 Day
Information Svcs	Computer Operator	88% 12 Month
Tucker	Instructional Aide-Alternative Schools	47.5% 204 Day
Holmes	Instructional Aide-Special	47.5% 202 Day
Stanford	Instructional Asst-Computer Resources	80% 202 Day
Burnett	Inter Office Asst-Sch BL Spanish	100% 217 Day Flex
Dooley	Inter Office Asst-Sch BL Spanish	100% 217 Day
Lincoln	Inter Office Asst-Sch BL Spanish	50% 217 Day Flex
Willard	Inter Office Asst-Sch BL Spanish	50% 217 Day Flex
Alvarado	Library/Media Asst	20% 204 Day Flex
Millikan	Nutrition Services Worker	43.8% 204 Day
Jordan	Site Specialist-Special Projects	100% 217 Day
The Willows	Speech-Language Pathology Asst	100% 204 Day
Curriculum	Staff Secretary	100% 217 Day Flex

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Durden, Charlotte	Instructional Asst-Computer Resources	From: 47.5% 204 Day
	Longfellow	To: 100% 204 Day

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 Aubrey Boyd from current eligibility lists.

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, Chazley Foster, 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.6 and 4.2.A.7. The appellant, Joseph Grillo, 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.5, 4.2.A.6 and 4.2.A.7. The appellant, Dontae Wilborn, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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:

Plant Utilities Operator	Dual	08-0036-3308
Credential Services Specialist	Dual	08-0020-3343

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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:

Head Start Instructional Aide	Dual	07-0170-0657
Instructional Aide – Bilingual Khmer	Dual	08-0002-0440
Instructional Aide Interpreter	Open/Cont	08-0031-3272
Instructional Aide – Deaf/Hard of Hearing	Open/Cont	07-0209-3271
Instructional Aide – Deaf/Hard of Hearing (Limited Term/Substitute)	Open/Cont	07-LTES-3271
Instructional Aide Special	Open/Cont	08-0027-0448
Instructional Aide Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide Special	Open/Cont	08-0030-0448
Instructional Aide Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide- Speech & Language Communication	Open/Cont	08-0008-3293
Instructional Aide- Speech & Language Communication	Open/Cont	08-0009-3293
Intermediate Office Assistant Open/Cont		07-0210-0673
Intermediate Office Assistant (Limited Term/Substitute)	Open/Cont	07-LTES-0673
Intermediate Office Assistant Open/Cont		07-0229-0673
Intermediate Office Assistant (Limited Term/Substitute)	Open/Cont	07-LTES-0673
Intermediate Office Assistant – Schools	Open/Cont	07-0211-3354
Intermediate Office Assistant – Schools (Limited Term/Substitute)	Open/Cont	07-LTES-3354
Intermediate Office Assistant – Schools	Open/Cont	07-0230-3354
Intermediate Office Assistant – Schools (Limited Term/Substitute)	Open/Cont	07-LTES-3354
Nutrition Services Worker @ Avalon	Dual	08-0004-5068
Office Assistant	Open/Cont	07-MC16-3359
Office Assistant	Open/Cont	07-MC16-3359
Research Office Technician	Dual	07-0216-0433

OTHER ITEMS

OTHER ITEMS

None

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, September 6, 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.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:40 a.m. to hear the appeals of Chazley Foster, Joseph Grillo and Dontae Wilborn.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:50 a.m. The following reportable actions were taken during Closed Session: The Commission acted to deny the appeal of Chazley Foster with a provision for future employment reconsideration based on conditions set forth by the Personnel Commission. The Personnel Commission Executive Officer was instructed to notify Mr. Foster of the decision.

The Commission acted to deny the appeal of Joseph Grillo and instructed the Personnel Commission Executive Officer to notify him of this decision.

The Commission acted to deny the appeal of Dontae Wilborn and instructed the Personnel Commission Executive Officer to notify him of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:56 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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