



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

**MAY 31, 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 May 17, 2007 Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per Education Code 45246 Action

CREATE A NEW CLASSIFICATION

Assistant Facilities Project Manager
Facilities Project Manager

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Research	Assoc Educ Research Analyst	100% 12 Month
Research	Assoc Educ Researcg Analyst	100% 12 Month
Maintenance	HVAC Technician	100% 12 Month
Maintenance	HVAC Technician	100% 12 Month
Buffum	Inst Aide-Spc	47.5% 202 Day
Garfield	Inst Aide-Spc	47.5% 202 Day
Hamilton	Inst Aide-Spc	47.5% 202 Day
		Traditional modified
Holmes	Inst Aide-Spc	47.5% 202 Day
Jordan	Inst Aide-Spc	47.5% 202 Day
Madison	Inst Aide-Spc	47.5% 202 Day
Muir	Inst Aide-Spc	47.5% 202 Day
Stanford	Inst Aide-Spc	47.5% 202 Day
Tincher	Inst Aide-Spc	47.5% 202 Day
Wilson	Int Nutrition Srvs Worker	62.5% 204 Day

Facilities	Sr Administrative Secretary	100% 12 Month
Renaissance	Student Store Operator	47.5% 217 Day

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Hernandez, Sandra	Inst Aide-Spc Barton	From: 47.5% 202 Day To: 75% 202 Day
Ulanday, Remedios	Inst Aide-Spc Birney	From: 47.5% 202 Day To: 75% 202 Day
Flores, Ofelia	Inst Aide-Spc McKinley	From: 47.5% 202 Day To: 75% 202 Day
York, Jared	Inst Aide-Spc Wilson	From: 47.5% 202 Day To: 75% 202 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.15 Restricted Action

8.4 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.4 and 4.2.A.7 Restricted Action

8.5 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.5 Restricted Action

8.6 Meeting Dates for Personnel Commission 2007-2008 Action

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action

Business Services Administrator	Dual	07-0223-0427
Financial Services Officer	Dual	07-0222-0385

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

Contract Analyst	Dual	07-MC46-0624
Cook Remote Site	Dual	07-0200-0591
Custodian	Dual	07-MC07-0139
Locker Room Attendant	Dual	07-MC17-0208
School Support Secretary	Prom	07-MC37-3361

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, June 14, 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 May 17, 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
Vera Mulkey, Vice-Chairperson
Terry Ulaszewski, Member

Ramon Curiel, Executive Officer
Susan Learning, 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
Maria Villalobos, Human Resources Technician
Judy Marshall, Human Resources Assistant
Adriana Araujo-Honorio, Staff Secretary (C)
Maria Lynn Braunstein, Human Resources Technician
Anne Follett, Human Resources Technician
Esther Martinez, Human Resources Assistant
Denise Petty Trietsch, Human Resources Technician
Silaue Taeleifi, Human Resources Technician

PRELIMINARY

Guests: d'Ann Madore, CSEA Labor Relations Representative; Mary Brown, CSEA President ; Dan Ewaskey, CSEA Unit B Vice President; Dvora Mayer, CSEA Senior Labor Relations Representative; Gerald Howard, Appellant; Darrell Lockley 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

The Personnel Commission adjourned to Closed Session at 8:25 a.m. to hear appellant Gerald Howard regarding the Hearing Officer's recommendation on his pending case.

The Personnel Commission returned to Open Session at 8:38 a.m. During the Closed Session, no action was taken.

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Mr. Curiel reported on items of interest from the last Board of Education meeting. The Board passed a resolution that the week of May 20 - May 26, 2007 will be recognized as Classified Employee Week and on May 25th the Employee of the Year will be honored at the Classified Employee Barbecue.

Mr. Curiel reported the Board adopted a Code of Ethics for all employees including administrators, Board Members and Commissioners. CSEA President, Mary Brown and d’Ann Madore, CSEA Labor Representative expressed concern on the accountability of behavior portion that is attached to the Code of Ethics for represented employees and said this was discussed with Ruth Perez Ashley, Assistant Superintendent of Human Resource Services.

Mr. Curiel informed the Commission that CASBO had reported a positive outlook on the coming year’s governor’s budget including a 4.53% COLA. Although the next day CASBO released information on a 366 million dollar error found in the budget. Mr. Curiel said he would keep the Commission posted on any new developments regarding the state budget.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the May 03, 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:

REALLOCATE AN EXISTING
CLASSIFICATION

REALLOCATE AN EXISTING
CLASSIFICATION

- School Safety Officer (C1) SRS 28 to SRS 31
- Instructional Aide Interpreter – Deaf/Hard of Hearing (C1) SRS 23 to SRS 28
- Supervising Instructional Aide – Deaf/Hard of Hearing (S1) SRS 27 to SRS 32
- Financial Services Officer (M2) SRS 62 to SRS 64
- Business Services Administrator (M2) SRS 62 to SRS 64

d’Ann Madore, CSEA Labor Relations Representative requested the minutes reflect the reallocations were not negotiated as CSEA was pleased with the increase in salary range for the School Safety Officer and Instructional Aide Interpreter – Deaf/Hard of Hearing classifications.

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Butler B	Inst Aide-BL Khmer	80% 202 Day flex, Track
Dooley	Custodian	100% 12 Month
Dooley	Custodian	100% 12 Month
Dooley	Elementary School Office Supervisor	100% 217 Day
Dooley	Plant Supervisor I	100% 12 Month

Facilities	Administrative Coordinator – Facilities, Development & Planning	100% 12 Month
ISR	Inter Office Assistant-BL Spanish	100% 12 Month
Security	School Safety Officer	100% 12 Month
The Willows	Inst Asst-Intensive Behavioral Treatment	75% 202 Day
The Willows	Inst Asst-Intensive Behavioral Treatment	75% 202 Day
The Willows	Inst Asst-Intensive Behavioral Treatment	75% 202 Day
The Willows	Inst Asst-Intensive Behavioral Treatment	75% 202 Day
The Willows	Inst Asst-Intensive Behavioral Treatment	75% 202 Day
The Willows	Supervisor-Autism Services	100% 12 Month
The Willows	Supervisor-Autism Services	100% 12 Month
Willard	Library Media Asst	20% 204 Day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Aguilar, Karla	Infant/Toddler Caregiver Head Start	From: 62.5% 217 Day To: 100% 217 Day
Bush, Mary	Intermediate Office Asst-Schools Kettering	From: 20% 217 Day To: 40% 217 Day

RESCIND PREVIOUS ACTION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Riley	School Support Assistant-BL	60% 217 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.11. The appellant, Darrell Lockley, 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.15. The individual was not present. The Commission acted to remove Ken Simmons from current eligibility lists.

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 Coordinator-Personnel Commission	Dual	07-0214-0079
Senior Personnel Analyst	Dual	07-0215-0855
Locksmith	Dual	07-0213-0209
Research Office Technician	Dual	07-0216-0433
Senior Research Office Technician	Dual	07-0217-3369
Student Store Operator	Dual	07-0219-0287

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:

Campus Security Officer	Open/Cont	07-0189-5011
Campus Security Officer (Limited Term & Substitute)	Open/Cont	07-LTES-5011
Elementary School Office Supervisor	Prom	07-0177-3345
High School Office Supervisor	Prom	07-0179-3349
HVAC Technician	Dual	07-0114-5103
Instructional Aide – Alternative Schools	Dual	07-0175-0221
Instructional Aide – Special	Open/Cont	07-0212-0448
Instructional Aide – Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
IA Computer Resources BI-Spanish	Dual	07-0168-0452
Kids Club Supervisor I	Dual	07-0162-3266
Kids Club Supervisor II	Dual	07-0163-3267
Kids Club Supervisor III	Dual	07-0164-3268
Lead Custodian	Dual	07-0188-0205
Middle School Office Supervisor	Prom	07-0178-3357
Nutrition Services Worker	Open/Cont	07-0203-5068
Nutrition Services Supervisor I	Dual	07-0183-5064
Nutrition Services Supervisor II	Dual	07-0184-5065
Nutrition Services Supervisor III	Dual	07-0185-5066
School Safety Officer	Open/Cont	07-0190-5014

RESOLUTION HONORING CLASSIFIED EMPLOYEES

RESOLUTION HONORING CLASSIFIED EMPLOYEES

Commissioner Ulaszewski commented on the extraordinary efforts of Classified employees including a Custodian at one of the Long Beach Unified schools as mentioned in a local newspaper and the hard work employees put forth at Cabrillo High School to assist those displaced during the Catalina fire.

The Personnel Commission acted to adopt the following Resolution honoring Classified Employees during Classified Employee Week:

RESOLUTION

CLASSIFIED SCHOOL EMPLOYEE WEEK

WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and

WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and

WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and

WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and

WHEREAS, the Chapter II of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and

WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and

WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it

RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 20-26, 2007 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Chuck Acosta
Chairperson

Vera Mulkey
Vice-Chairperson

Terry Ulaszewski
Member

PRESENTATION OF PERSONNEL
COMMISSION EMPLOYEE OF THE YEAR

PRESENTATION OF PERSONNEL
COMMISSION EMPLOYEE OF THE YEAR

The Personnel Commission staff was shown a slide show presentation highlighting staff members at various Personnel Commission events and activities over the past years.

Mr. Curiel explained that the Personnel Commission has a Staff Recognition Award Program that provides staff members the opportunity to receive recognition for their commitment to excellence, exemplary service and development of innovative and creative processes, program or projects. Each year the recipient of the award receives recognition by means of an individual award trophy and his/her name added to the permanent Personnel Commission Special Award Trophy displayed in the Commission Office.

Mr. Curiel stated that this year he again solicited staff's input in the selection of the award winner by nominations. He announced that Maria Lynn Braunstein, Human Resources Technician, received the majority of staff's votes and is the recipient of the 2007 Staff Recognition Award. Commissioners Vera Mulkey, Chuck Acosta and Terence Ulaszewski, along with Executive Officer Ramon Curiel, presented the Personnel Commission Employee of the Year plaque to Ms. Braunstein.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 31, 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 9:40 a.m. to hear the appeal of Darrell Lockley and to review the appeal and the Hearing Officer's report regarding the dismissal of Gerald Howard. The Commission relocated the meeting to the Staff Development Training Room.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:50 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to deny the appeal of Darrell Lockley and instructed the Executive Officer to notify him of this decision.

The Commission acted to accept the Hearing Officer's recommendation regarding the dismissal of Gerald Howard and instructed the Executive Officer to notify him of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:53 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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