



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

November 1, 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 October 18, 2007** **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 **Classification/Restructure Recommendations per Education Code 45285** **Action**

RECLASSIFY A POSITION

<u>Incumbent</u>	<u>Classification</u>	<u>Site</u>
James Clark	Fr: Truck Driver SR23 C1 To: Heavy Truck Driver SR24 C1	Nutrition Services
Charles Hawbaker	Fr: Truck Driver SR23 C1 To: Heavy Truck Driver SR24 C1	Nutrition Services

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Facilities	Facilities Project Manager	100% 12 Month
Tucker	Inst Aide-Alternative Schools	47.5% 204 Day
Buffum	Inst Aide-Special	47.5% 202 Day
Cabrillo	Inst Aide-Special	47.5% 202 Day
Gant	Inst Aide-Special	47.5% 202 Day
Garfield	Inst Aide-Special	47.5% 202 Day
Hudson	Inst Aide-Special	47.5% 202 Day
Lakewood	Inst Aide-Special	47.5% 202 Day
Millikan	Inst Aide-Special	47.5% 202 Day
Millikan	Inst Aide-Special	47.5% 202 Day
Prisk	Inst Aide-Special	47.5% 202 Day
Rogers	Inst Aide-Special	47.5% 202 Day
Gant	School Support Asst	37.5% 202 Day

## RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Ayala, Marco	Inter Office Asst-Sch Butler	From: 100% 204 Day Flex To: 100% 217 Day Flex
Lopez, Francisco	Student Evaluation Tech Willows-Speech/Language	From: 87.5% 202 Day To: 100% 202 Day

## RESCIND PREVIOUS ACTION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>	
Gant	Office Asst	37.5% 202 Day	PCA 8/9/2007

### **8.2 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**

Plant Supervisor I	Promo	08-0075-5026
Plant Supervisor II	Promo	08-0076-5027
Stage Technician	Dual	08-0081-0379
Student Evaluation Technician	Dual	08-0082-0483

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

Custodian	Open/Cont	08-0069-0139
Custodian (Limited Term/Substitute)	Open/Cont	08-LTES-0139
Instructional Aide – Special	Open/Cont	08-0068-0448
Instructional Aide - Special	Open/Cont	08-0074-0448
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	08-0077-3293
Instructional Assistant – Intensive Behavioral Treatment	Open/Cont	08-0057-5035
Intermediate Office Assistant	Open/Cont	08-0025-0673
Intermediate Office Assistant - Schools	Open/Cont	08-0026-3354
Intermediate Office Assistant (Limited Term/Substitute)	Open/Cont	08-LTES-0673
Intermediate Office Assistant – Schools (Limited Term/Substitute)	Open/Cont	08-LTES-0673
Nutrition Services Worker	Open/Cont	08-0060-5068
Office Assistant	Open/Cont	08-MC03-3359
Plant Utilities Operator	Dual	08-0036-3308
Senior Administrative Secretary	Dual	07-0236-3362

## **10. OTHER ITEMS**

11. The next regular meeting of the Personnel Commission will be held on Thursday, November 15, 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

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### PERSONNEL COMMISSION MEETING October 18, 2007 MINUTES

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

Vice-chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:19 a.m. at which time she led the pledge of allegiance to the flag.

#### COMMISSION MEMBERS PRESENT    STAFF MEMBERS PRESENT

Vera Mulkey, Vice-chairperson  
Terry Ulaszewski, Member

Ramon Curiel, Executive Officer  
Therese Waltower, Senior Administrative Secretary  
Robert Pfingsthorn, Senior Personnel Analyst  
Susan Leaming, Personnel Analyst  
Maria Lynn Braunstein, Associate Personnel Analyst  
Alison Maitlen, Personnel Analyst  
Dale Culton, Certification Services Manager  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Denise Petty-Trietsch, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary

#### PRELIMINARY

Guests: Mary Brown, CSEA President; Adrienne Rambo, CSEA Unit A, Vice President; Dan Ewaskey, CSEA Unit B, Vice President.

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

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ITEMS NOT LISTED ON THE AGENDA

None.

#### REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel announced to the Commission that a new Financial Services Officer, Betty Ng, has been appointed. For the information of the Commission, Mr. Curiel listed the district departments under Ms. Ng's jurisdiction and stated that Ms. Ng will receive an orientation on Personnel Commission office processes. In addition, Mr. Curiel shared that he recently attended the annual Nuestra Imagen Awards Dinner. At this event, Superintendent Steinhauser was the recipient of the Excellence in Education award.

Mr. Curiel reported that several consultant agreements for classified staff development and hearing officers were approved at the October 16, 2007 Board of Education meeting. Moreover, Mr. Curiel informed the Commission that he would be out of the office for three weeks and that Rob Pfingstrom would be acting in his place during that time.

Lastly, Mr. Curiel provided an update on the four Commission Goals as they relate to the District Goals Team. He explained the status of implementation for each goal and addressed related questions. Mr. Curiel also requested a brief activity update from each unit manager to the Commission.

Rob Pfingstrom of Recruitment and Testing presented the most current exam assignment summary and shared information about recruitment efforts at local job fairs. Susan Learning of Classification Services provided the Commission with a copy of the Purchasing Study Newsletter, designed to keep employees informed while classification specifications are being written. She also explained actions being taken to convert the format of the Personnel Commission website to match the new format of the District website. Dale Culton of Certification Services updated the Commission on the progress of the revised process for hiring Instructional Aide – Special employees into vacant positions. He also shared information related to a District summer school planning meeting that he attended along with Mary Cates. Alison Maitlen of Staff Development presented the Commission with the Fall 2007 Training Opportunities brochure and highlighted new offerings. She also updated the Commission on the activities of the task force created to streamline the Instructional Aide – Special hiring process. Maria Braunstein of Special Projects reported on the progress of the newsletter, annual report and revision of the Rules and Regulations of the Classified Service.

PERSONNEL COMMISSION MINUTES

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Commission Vice-chairperson Vera Mulkey requested revision to the October 4, 2007 minutes under Return To Open Session to include staff’s recommendation to remove Omah Kirby from current eligibility lists but to also state that Mr. Kirby may reapply for employment with the district in one year, with the proviso that there are no further violations on his record and that he is forthcoming on future application materials.

The minutes of the October 4, 2007 Personnel Commission Meeting were approved with the amendment.

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Supervising Site Coordinator -  
Healthy Start Program

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING  
POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Vacant	Sch Community Wrk-BL Sp Hughes	From: 45% 204 Day To: 47.5% 204 Day
Hernandez, Angelica	Sch Communtiy Wrk-BL Sp Jordan Academy	From: 47.5% 204 Day To: 100% 204

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 and 4.2.A.5. The individual was not present. The Commission acted to remove Juan Islas 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 individual was not present. The Commission acted to remove LaToya Mack 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.10. The individual was not present. The Commission acted to remove Eufrazio Manaog, Jr. 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 bulletins:

Intermediate Payroll Accounting Technician	Dual	08-0052-0625
Senior Payroll Accounting Technician	Dual	08-0066-0762
Instructional Aide – Alternative Schools	Dual	08-0067-0221

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:

Computer Support Technician	Dual	08-0018-5108
Groundskeeper	Dual	08-0063-0172
Instructional Aide – Mobile Classroom	Dual	08-0042-0601
Instructional Aide - Special	Open/Cont	08-0064-0448
Instructional Aide – Special	Open/Cont	08-0058-0448
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	08-0059-3293
Network Specialist	Dual	08-0019-0245
Supervisor Autism Services	Dual	08-0044-5046

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 1, 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

There being no further business, Vice-chairperson Vera Mulkey adjourned at 9:08 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

tw

ADJOURNMENT