



**PERSONNEL COMMISSION**

**PLEASE POST**

**MEETING AGENDA**

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

October 4, 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 September 20, 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>
Facilities	Asst Facilities Project Manager	100% 12 Month
Community Day Sch	Campus Security Officer	75% 204 Day
Wilson	Community Liaison Wrk-BL Sp	100% 204 Day
Head Start	Head Start Family Svcs Liaison	100% 217 Day Flex
Head Start	Head Start Family Svcs Liaison	100% 217 Day Flex
Head Start	Head Start Family Svcs Liaison	100% 217 Day Flex
Cubberley	Instructional Aide-Special	47.5% 202 Day
Garfield	Instructional Aide-Special	47.5% 202 Day
Henry	Instructional Aide-Special	47.5% 202 Day
Tincher	Instructional Aide-Special	47.5% 202 Day
The Willows	Inst Asst-Int Behavioral Treatment	75% 202 Day
The Willows	Inst Asst-Int Behavioral Treatment	75% 202 Day
The Willows	Inst Asst-Int Behavioral Treatment	75% 202 Day
The Willows	Inst Asst-Int Behavioral Treatment	75% 202 Day
The Willows	Inst Asst-Int Behavioral Treatment	75% 202 Day
Harte	Intermediate Office Asst-Sch	40% 217 Day Flex
Hamilton	Nutrition Services Worker	37.5% 204 Day Flex
Wilson	Nutrition Services Worker	37.5% 204 Day
Jordan	Program Spv-Special Projects	100% 12 Month
Lincoln	Program Spv-Special Projects	100% 12 Month

Renaissance Willows-Speech And Language	Program Spv-Special Projects	100% 217 Day
Willows-Speech And Language	Speech-Lang Pathology Asst	100% 204 Day
Willows-Speech And Language	Speech-Lang Pathology Asst	100% 204 Day
The Willows	Student Evaluation Tech-BL Sp Supervisor-Autism Services	100% 202 Day 100% 12 Month

**8.2 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7 and 4.2.A.10** **Restricted Action**

**8.3 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.6 and 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.5 and 4.2.A.6** **Restricted Action**

**8.6 Recommendation to Remove from Eligibility List PC Rule 4.2.A.13** **Restricted Action**

9. BULLETINS AND TESTING ACTIONS

**9.1 Bulletins – Per Personnel Commission Rule 4.6.B** **Action**

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Building Maintenance Worker	Dual	08-0052-0625
Executive Director		
Information and Technology Systems	Dual	08-0051-5116
Human Resources Technician	Dual	08-0047-3352
Kids Club Assistant	Dual	08-0061-0694
Kids Club Lead Assistant	Dual	08-0062-0515
Staff Secretary	Dual	08-0053-3364

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

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Campus Security Officer	Open/Cont	08-0045-5011
Campus Security Officer (Limited Term/Substitute)	Open/Cont	07-LTES-5011
Certified Occupational Therapist Assistant/Licensed	Open/Cont	07-0208-5045
Credential Services Specialist	Dual	08-0020-3343
Custodian	Open/Cont	08-0043-0139
Custodian (Limited Term/Substitute)	Open/Cont	07-LTES-0139
Intermediate Office Assistant – Schools – Avalon	Dual	07-0238-3354
Intermediate Office Assistant – Schools (Limited Term/Substitute)	Open/Cont	08-LTES-3354
Intermediate Office Assistant – Schools	Open/Cont	08-0011-3354
Intermediate Office Assistant – Schools (Limited Term/Substitute)	Open/Cont	07-LTES-3354
Intermediate Office Assistant	Open/Cont	08-0010-0673
Intermediate Office Assistant (Limited Term/Substitute)	Open/Cont	08-LTES-0673
Instructional Aide – Special	Open/Cont	08-0056-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Assistant Intensive		

Behavioral Treatment	Open/Cont	08-0023-5035
Nutrition Services Worker	Open/Cont	08-0039-5068
Office Assistant	Open/Cont	08-MC03-3359
Pool Attendant	Open/Cont	08-0048-0245
Program Supervisor – Special Projects	Dual	08-0003-5056
School Safety Officer	Open/Cont	08-0046-5014
Site Specialist – Special Projects	Dual	08-0021-5055
Site Specialist – Special Projects	Dual	08-MC02-5055
Speech Language Pathology Assistant	Dual	08-0049-5024

10. OTHER ITEMS

AESOP Substitute System Presentation

11. The next regular meeting of the Personnel Commission will be held on Thursday, October 18, 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 September 20, 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  
Susan Leaming, Personnel Analyst  
Marilyn Doss, 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  
Judy Marshall, Acting Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Therese Waltower, Incoming Sr. Admin. Secretary

#### PRELIMINARY

Guests: Kathy Catroppa, Administrative Coordinator, Special Education; Adrienne Rambo, CSEA Unit A, Vice President; Andre Stewart, appellant; Arliss Moore, 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

None.

#### REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel welcomed Therese Waltower back as a Commission staff member in new role as Senior Administrative Secretary. Mr. Curiel also thanked Maria Lynn Braunstein for her exceptional service as Acting Senior Administrative Secretary and announced her promotion to Associate Personnel Analyst.

Mr. Curiel presented to the Commission a recent Los Angeles Times article entitled "The Long Beach Way", acknowledging and commending the unique and effective way the Long Beach Unified School District is managed.

Mr. Curiel reported to the Commission, enrollment numbers are approximately 2,000 lower than last year. Mr. Curiel noted most of the loss of students is being seen at the elementary school level.

Mr. Curiel asked Dale Culton, Certification Services Manager to give an update on the AESOP substitute system. Mr. Culton reported to the Commission of the overall success of the system and reported initial challenges in the start up process are being overcome. Adrienne Rambo, CSEA Unit A, Vice President asked Mr. Culton if the Commission is working on the Instructional Aide Special substitute pool needs. Mr. Culton informed Ms. Rambo, staff is working on increasing the number of substitutes.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the September 6, 2007 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

Mr. Curiel reported that Personnel Analyst, Susan Learning has been working with Kathy Catroppa, Administrative Coordinator, Special Education to address changes in staffing necessary due to the sudden reorganization that took place in Special Education in July of 2007. Ms. Learning spoke about the proposed new classification and recommended reclassification of the current incumbent. Ms. Catroppa discussed the specific needs of the department and the creation of the new structure being developed to support the District's growing autism services needs.

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 AN EXISTING  
CLASSIFICATION SPECIFICATION

REVISE AN EXISTING  
CLASSIFICATION SPECIFICATION

Head Start Parent Aide (R)  
Human Resources Technician

CREATE A NEW CLASSIFICATION

CREATE A NEW CLASSIFICATION

Autism Services Manager SRS 46 M2

RECLASSIFY A POSITION

RECLASSIFY A POSITION

<u>Incumbent</u>	<u>Classification</u>	<u>Site</u>
Dennis Sweningson	Fr: Coordinator – Autism Services To: Autism Services Manager	Special Education

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Bancroft	Instructional Aide-Special	45% 202 Day
Barton	Instructional Aide-Special	47.5% 202 Day
Los Altos Plaza		
Transition	Instructional Aide-Special	47.5% 202 Day
Los Cerritos	Instructional Aide-Special	47.5% 202 Day
Burnett	Nutrition Services Worker	37.5% 204 Day Flex
Jordan Academy	Nutrition Services Worker	37.5% 204 Day
Information Srvs	Senior Systems Analyst	100% 12 Month
Information Srvs	Systems Analyst	100% 12 Month

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Grant, Bonnie	Inst Asst-Comp Resources BL Sp Grant	From: 87.5% 204 Day To: 100% 204 Day
French, Felicia	Job Developer The Willows	From: 100% 204 Day Flex To: 100% 12 Month

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, Andre Stewart, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

APPEAL OF DISQUALIFIED APPLICANT

APPEAL OF DISQUALIFIED APPLICANT

Staff submitted a recommendation to disqualify an applicant from continuing in the examination process per Personnel Commission Rule 4.2.A.24. The appellant, Arliss Moore, 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 Bus Driver requested a hearing regarding her dismissal from the classified service of the District. The Commission moved this item to Closed Session for discussion.

REQUEST FOR HEARING IN DISCIPLINARY MATTER

REQUEST FOR HEARING IN DISCIPLINARY MATTER

Per Personnel Commission Rule 11.6, a permanent Campus Security Officer 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:

Contract Analyst	Dual	08-0050-0624
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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:

Assistant Facilities Project Manager      Dual      08-0013-5104  
Assistant Student Store Operator      Dual      08-MC01-0091

OTHER ITEMS

OTHER ITEMS

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 4, 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 8:45 a.m. to hear the appeals of Andre Stewart, Arliss Moore and to review the hearing requests of Paula VanBuren and Brian Wilson.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:45 a.m.

The following reportable actions were taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove Andre Stewart from current eligibility lists and instructed the Executive Officer to notify him of this decision.

The Commission acted to sustain staff's recommendation to disqualify Arliss Moore from current eligibility lists and instructed the Executive Officer to notify him of this decision.

The Commission acted to authorize a hearing for Paula VanBuren as provided for in the Rules and Regulations. Mr. Curiel was first directed to request a pre-hearing conference between the appellant, Ms. VanBuren, and the District and then, if appropriate, schedule a hearing and notify the parties of the time and place.

The Commission acted to authorize a hearing for Brian Wilson 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 9:49 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

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