



PERSONNEL COMMISSION

MEETING AGENDA

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

JANUARY 25, 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 January 11, 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>
Poly	School Support Secretary	100% 12 month

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Castaneda, Rosa	Instructional Aide-Special	From: 47.5% 202 day
	Buffum	To: 75% 202 day

8.2 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.15 **Restricted Action**

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B **Action**
Area Custodial Manager – 0600 (dual)
Assistant Purchasing and Contracts Director – 0777 (dual)
Contract Manager – 0216 (dual)
HVAC Technician – 5103 (dual)

- 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A** **Restricted Action**
Environmental Health & Safety Manager – 0610 (dual)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Nutrition Services Worker – 5068 (open/cont)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, February 8, 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 January 11, 2007 MINUTES

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

Chairperson Terry Ulaszewski 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

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

Ramon Curiel, Executive Officer
Susan Leaming, Acting Administrative Coordinator
Marilyn Doss, Personnel Analyst
Alison Maitlen, Personnel Analyst
Vanessa Martinez, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Tammie Hirth, Human Resources Technician
Maria Villalobos, Human Resources Technician
Judy Marshall, Human Resources Assistant
Adriana Araujo-Honorio, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Adrienne Rambo, CSEA Chapter 2 Unit A Vice-President.

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

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Ramon Curiel updated the Commission on changes in the Personnel Commission staff. He introduced Tammie Hirth, the new Human Resources Technician responsible for Nutrition Services classifications and informed the Commission that Personnel Analyst Susan Leaming had just begun her temporary upgrade in the Administrative Coordinator vacant position.

Mr. Curiel reported on various items from the previous Board of Education meeting including the issue of custodial assistance at the high schools and the recommendation by Board Member Ellis to hold Board Workshops during non-work hours.

Mr. Curiel reported on his attendance at the State of the City Address and remarked on the Mayor's compliments to the School District.

Mr. Curiel distributed the new Classified Staff Development Services catalog and, at his request, Personnel Analyst Alison Maitlen briefly outlined the new classes being offered in the catalog.

PERSONNEL COMMISSION MINUTES

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The minutes of the December 14, 2006 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:

RECLASSIFY A POSITION

RECLASSIFY A POSITION

<u>Incumbent</u>	<u>Classification</u>	<u>Site</u>
Nancy Prebanda	Fr: Intermediate Office Assistant (SR15 C1) To: Staff Secretary (SR19 C1)	School Support Services

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Special Projects Operations	Accountant	100% 12 month
Cabrillo	Grounds Equipment Operator II	100% 12 month
Jordan Academy Renaissance	Instructional Aide BL Spanish	100% 202 day
	Intermediate Office Assistant-Schools	50% 217 day
	BL Spanish	100% 217 day
Stephens Stevenson	Intermediate Office Assistant-Schools	50% 217 day
	Intermediate Office Assistant-Schools	
	BL Spanish	100% 12 month
Burcham	Nutrition Services Worker	37.5% 204 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Aguilar, Karla	Infant/Toddler Caregiver	From: 50% 217 day
	Head Start	To: 62.5% 217 day
Yampolsky, C.	Instructional Aide ADD-V/V Reading Clinic	From: 50% 202 day
	Cabrillo	To: 62.5% 202 day
Vacant	Intermediate Nutrition Services Worker	From: 37.5% 204 day
	DeMille	To: 43.8% 204 day

AMEND PREVIOUS ACTION

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11/16/06 PCA Create New Position:
From: Maintenance Manager (SR 42) 100% 12 month at Maintenance
To: Environmental Health & Safety Manager (SR 42) 100% 12 month at Maintenance

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. The individual was not present. The Commission acted to remove DeAndre Mitchell 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 LaSanya Burns 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 Tuaililiu Tatupu 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 Felicia Hanzy 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 Rules 4.2.A.5 and 4.2.A.7. The individual was not present. The Commission acted to remove Michael Knighton 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 Rules 4.2.A.6 and 4.2.A.7. The individual was not present. The Commission acted to remove Loura Watson 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 Rules 4.2.A.5, 4.2.A.6 and 4.2.A.7. The individual was not present. The Commission acted to remove DeAndre Greene from current eligibility lists.

BULLETINS

BULLETINS

Mr. Curiel requested that the bulletin for Air Conditioning & Refrigeration Technician be pulled from the agenda. He explained that the newly created classification of HVAC Technician would take its place and that bulletin would be on the next Commission agenda. The Commission pulled the bulletin for Air Conditioning & Refrigeration Technician.

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Administrator 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:

Associate Educational Research Analyst	Dual	07-0122-3368
Educational Research Analyst I	Dual	07-0123-3301
Educational Research Analyst II	Dual	07-0124-3302
Locksmith	Dual	07-0116-0209

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission Administrator 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:

Accountant	Dual	07-MC19-0358
Accounting Manager	Dual	07-0094-0346
Assistant Student Store Operator	Dual	07-0077-0091
Campus Security Officer	Open/Cont	07-0118-5011
Campus Security Officer (Limited Term & Substitute)	Open/Cont	07-LTES-5011
Career Center Supervisor	Dual	07-0070-0642
Chemical Application Technician	Dual	07-MC11-0605
Custodian – Avalon	Dual	07-0109-0139
Custodian (Limited Term & Substitute)	Dual	07-LTES-0139
Financial Services Officer	Dual	07-0021-0305
Grounds Crew Supervisor (Amended)	Dual	07-0029-0605
Grounds Equipment Operator II	Dual	07-0066-0176
Grounds Keeper	Dual	07-MC13-0172
Instructional Aide-Special	Open/Cont	07-0117-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide-Special	Open/Cont	07-0125-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide-Special	Open/Cont	07-0120-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide-Special - Avalon	Dual	07-0108-0448
Instructional Aide-Special (Limited Term & Substitute)	Dual	07-LTES-0448
Kids Club Assistant	Dual	07-0075-0694
Kids Club Lead Assistant	Dual	07-0076-0515
Library Media Assistant	Dual	07-0107-0465
Pool Attendant	Cont	07-0026-0245
School Safety Officer	Open/Cont	07-0119-5014
School Support Assistant – Avalon	Dual	07-0106-5099
Senior Executive Secretary Confidential	Prom	07-0035-0679
Staff Secretary	Dual	07-0091-3364
Staff Secretary BI Spanish	Dual	07-0073-5085

OTHER ITEMS

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Mr. Curiel stated that he had neglected to include the temporary upgrade of Human Resources Assistant Judy Marshall to Human Resources Technician when he reported on the staffing changes at Personnel Commission.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, January 25, 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

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 8:38 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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