



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

MAY 3, 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 April 19, 2007** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
None
 - 8.2 **Revision of PC Rules 10.10, 10.12 and 12.1G (Second Reading)** Action
 - 8.3 **Request for Hearing in Disciplinary Matter (Commission may choose to discuss in Closed Session)**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.7** Restricted Action
 - 8.6 **Recommendation to Remove from Eligibility List per PC Rules 4.2.A.6 and 4.2.A.7** Restricted Action
9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action
[Administrative Coordinator-Facilities, Development & Planning](#) [Dual 07-0199-5097](#)
 - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** Restricted Action
Instructional Aide-Special Open/Cont 07-0204-0448
Instructional Aide – Special Open/Cont 07-LTES-0448
(Limited Term & Substitute)
10. OTHER ITEMS
 - 10.1 **Annual Election of Officers per PC Rule 2.1.A** Action

11. The next regular meeting of the Personnel Commission will be held on Thursday, May 17, 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 April 19, 2007 MINUTES

Testing Room
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999 Atlantic Avenue
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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
Dale Culton, Certification Services Manager
Vanessa Martinez, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Maria Lynn Braunstein, Human Resources Technician
Susan Brister, Human Resources Technician
Jan Medford, Human Resources Technician
Denise Petty-Trietsch, Human Resources Technician
Silae Taeleifi, Human Resources Technician
Maria Villalobos, Human Resources Technician
Judy Marshall, Human Resources Assistant
Adriana Araujo-Honorio, Staff Secretary (C)
Gail Rainwater, Senior Administrative Secretary (C)

PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; Mario Coffman, Acting CSEA Chapter 2 Unit B Vice-President; d'Ann Madore, CSEA Labor Relations Representative; Sandie Abraham, Payroll Director.

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

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None.

REPORT FROM THE EXECUTIVE OFFICER

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Mr. Curiel reported on items of interest from the last Board of Education meeting. He informed the Commission that five of the LBUSD schools will be receiving the SPARK award recognizing them as best in State.

Mr. Curiel reported that the District had approved eleven reductions in calendar from year round to traditional and five position abolishments. Of the five abolishments, a Stage Technician position at Renaissance will be looked into further at the request of CSEA.

Mr. Curiel announced to the Commission that Ms Gail Rainwater, Senior Administrative Secretary has accepted a promotion to Executive Secretary at Human Resource Services. Ms. Rainwater will begin her new assignment on May 1, 2007. Ms. Maria Lynn Braunstein will cover the Senior Administrative Secretary duties until the position is filled.

Commission Chairperson Terry Ulaszewski congratulated Ms. Rainwater and complimented her on the fine work she has done for the Commission. Ms. Vera Mulkey stated she was saddened by Ms. Rainwater's departure but pleased for her new promotional opportunity. Mr. Chuck Acosta wished Ms. Rainwater well on her new position at Human Resource Services.

PUBLIC HEARING FOR THE
PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2007-2008

PUBLIC HEARING FOR THE
PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2007-2008

Commission Chairperson Terry Ulaszewski opened the public hearing for the 2007/2008 Personnel Commission budget at 8:29 a.m.

Ramon Curiel explained the process of the Personnel Commission's budget as required by the Education Code. He noted that the recommended budget for the 2007/2008 fiscal year reflected the increase in benefit costs and the expansion of the Classified Staff Development program per CSEA agreement. He also noted that the proposed budget included the maintenance agreement for the new AESOP sub system and reflected that the funding for DOJ fingerprinting will no longer be charged to individual sites.

Mr. Curiel reported that the additional costs generated by the increase in benefit costs, the expansion of the Staff Development Program, the addition of the AESOP maintenance agreement and the DOJ fingerprinting costs, resulted in slightly higher operating and supply accounts for the 2007/2008 budget. Mr. Curiel stated that although the proposed budget will be tight for fiscal year 2007/2008, Personnel Commission will work to remain within it.

Mr. Ulaszewski asked if there were any additional questions or comments from the floor regarding the proposed budget. Hearing none, Mr. Ulaszewski closed the public hearing at 8:35 a.m. The Commission acted to approve the 2007/2008 Personnel Commission budget as submitted. The Commission directed the Personnel Commission Administrator to submit the budget to the Board of Education for concurrence and the Los Angeles County Office of Education for final approval.

PERSONNEL COMMISSION MINUTES

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The minutes of the April 5, 2007 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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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:

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>	
The Willows	Instructional Assistant-Int Behavioral Treatment	75%	202 day
Nutrition Services	Intermediate Accounting Assistant	100%	12 month
Franklin	Intermediate Office Assistant-Schools	100%	217 day
Dooley	Nutrition Services Worker	37.5%	204 day
Roosevelt	Nutrition Services Worker	37.5%	204 day flex
Hamilton	Nutrition Services Worker	37.5%	204 day flex
Payroll	Receptionist	100%	12 month
Riley	School Support Assistant, Bilingual	60%	217 day
Purchasing	Warehouse Materials Processor	100%	12 month

REVISION OF RULES AND REGULATIONS

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Ramon Curiel presented the first reading of revisions to the Rules 10.10, 10.12 and 12.1G. Sandie Abraham, Payroll Director, explained the need for the revisions as mandated by changes in contract and rules. d’Ann Madore, CSEA Labor Relations Representative would like clarification on how represented employees who are not enrolled in PERS are affected by the change in the Sick Leave Savings Plan. Ms. Abraham informed the Commission she would look into it and report to the Commission her findings. A second reading and action will take place at the next meeting.

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:

Certified Occupational Therapy Assistant/Licensed	Dual	07-0208-5045
Senior Nutrition Services Worker	Dual	07-0207-5071
Intermediate Nutrition Services Worker	Dual	07-0206-5058

ELIGIBILITY LISTS

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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:

Administrative Secretary	Prom	07-0158-3339
Custodian	Open/Cont	07-0182-0139
Custodian (Limited Term & Substitute)	Open/Cont	07-LTES-0139
Instructional Aide-Deaf/Hard of Hearing	Open/Cont	07-0156-3271
Instructional Aide-Deaf/Hard of Hearing (Limited Term & Substitute)	Open/Cont	07-LTES-3271
Instructional Aide-Instrumental Music	Dual	07-0137-0447
Instructional Aide-Special	Open/Cont	07-0201-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	07-0155-5035
Nutrition Services Worker	Open/Cont	07-0196-5068
Plant Supervisor-High School	Prom	07-0148-5029
Warehouse Materials Processor	Dual	07-0167-0712

OTHER ITEMS

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Commission Chairperson Terry Ulaszewski thanked Mary Brown, CSEA Chapter 2 President for inviting him to the CSEA award luncheon. Mr. Ulaszewski said it was a pleasure to meet Ms. Brown's family. Mr. Ulaszewski acknowledged it was evident the pride and happiness the members felt in receiving their jackets and awards and congratulated Karen Foote for receiving her jacket. Ms. Brown thanked Commissioner Ulaszewski and Commissioner Mulkey for attending the award luncheon. Ms. Mulkey thanked Ms. Brown for inviting her to the CSEA award luncheon aboard the Queen Mary.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, May 3, 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

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A moment of silence was observed in memory of the lives lost at Virginia Tech. There being no further business, the Personnel Commission adjourned at 8:55 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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