



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

September 20, 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 6, 2007** **Action**
- 8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

REVISE AN EXISTING CLASSIFICATION SPECIFICATION

Head Start Parent Aide (R)
Human Resources Technician

CREATE A NEW CLASSIFICATION

Autism Services Manager SRS 46 M2

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

| <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 |

- 8.2 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7** **Restricted Action**
- 8.3 **Appeal of Disqualified Applicant** **Restricted Action**
- 8.4 **Request for Hearing in Disciplinary Matter (Commission may choose to discuss in Closed Session)** **Restricted Action**
- 8.5 **Request for Hearing in Disciplinary Matter (Commission may choose to discuss in Closed Session)** **Restricted Action**
- 9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**

| | | |
|----------------------------------|----------------------|------------------------------|
| Contract Analyst | Dual | 08-0050-0624 |
|----------------------------------|----------------------|------------------------------|
 - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** **Restricted Action**

| | | |
|--------------------------------------|------|--------------|
| Assistant Facilities Project Manager | Dual | 08-0013-5104 |
| Assistant Student Store Operator | Dual | 08-MC01-0091 |
- 10. OTHER ITEMS
- 11. The next regular meeting of the Personnel Commission will be held on Thursday, October 4, 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

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PERSONNEL COMMISSION MEETING September 6, 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 Pfingsthorn, 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
Adriana Araujo-Honorio, Staff Secretary (C)
Maria Villalobos, Human Resources Technician

PRELIMINARY

Guests: Chandra Sheldon, appellant.

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

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REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel updated the Commission on the status of staffing and announced Therese Waltower will be returning to the Personnel Commission in a few weeks as the new Senior Administrative Secretary. He also announced the recent promotion of Maria Lynn Braunstein to Associate Personnel Analyst.

Mr. Curiel reported to the Commission, enrollment numbers were lower than anticipated and in the next few weeks we should have a more accurate picture of what our final numbers will be. Mr. Curiel noted most of the loss of students is being seen at the elementary school level.

Mr. Curiel asked the Personnel Commission Division heads present to give a brief update of their departments' activities. The staff managers and supervisors gave individual brief reports to the Commission on the current activities of their units.

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:

| | | |
|---|-----------|--------------|
| Campus Security Officer | Open/Cont | 08-0037-5011 |
| Campus Security Officer (Limited Term/Substitute) | Open/Cont | 07-LTES-5011 |
| Custodian | Open/Cont | 08-0028-0139 |
| Custodian (Limited Term/Substitute) | Open/Cont | 07-LTES-0139 |
| Instructional Aide Interpreter – Deaf / Hard of Hearing | Open/Cont | 08-0035-3272 |
| Instructional Aide - Special | Open/Cont | 08-0034-0448 |
| Instructional Aide - Special (Limited Term/Substitute) | Open/Cont | 08-LTES-0448 |
| Nutrition Services Worker | Dual | 08-0029-5068 |
| Program Supervisor – Special Projects | Dual | 08-0003-5056 |
| School Safety Officer | Open/Cont | 08-0038-5014 |

OTHER ITEMS

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None.

NEXT MEETING

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CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:50 a.m. to hear the appeal of Chandra Sheldon.

RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:50 a.m.

The following reportable actions were taken during Closed Session:

The Commission acted to postpone a final determination on the appeal of Chandra Sheldon pending further information and instructed the Executive Officer to notify her of this decision.

ADJOURNMENT

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There being no further business, the Personnel Commission adjourned at 9:52 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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