



PERSONNEL COMMISSION

MEETING AGENDA

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

FEBRUARY 8, 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 25, 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>
Roosevelt	Transportation Aide BL Spanish	100% 204 day

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Williams, Jennie	Intermediate Office Assistant-Schools Millikan	From: 100% 217 day To: 100% 12 month

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

8.3 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7 Restricted Action

8.4 Recommendation to Remove from Eligibility List per PC Rules 4.2.A.5, 4.2.A.6 and 4.2.A.7 Restricted Action

8.5 Appeal of Disqualified Applicant Restricted Action

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B

Action

Buyer	Dual	07-0144-0104
Groundskeeper	Dual	07-0139-0172
Instructional Aide-Instrumental Music	Dual	07-0137-0447
Instructional Assistant Ballet Folklorico BL Spanish	Dual	07-0141-0244
Site Specialist-Special Projects	Dual	07-0135-5055
Student Evaluation Technician BL Khmer	Dual	07-0136-0480

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

Accounting Technician	Dual	07-0105-0750
ASB Financial Technician	Dual	07-MC35-0751
Campus Security Officer	Open/Cont	07-0131-5011
Campus Security Officer (Limited Term & Substitute)	Open/Cont	07-LTES-5011
Custodian	Open/Cont	07-0121-0139
Custodian (Limited Term & Substitute)	Open/Cont	07-LTES-0139
Instructional Aide-Special	Open/Cont	07-0138-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Intermediate Accounting Assistant	Dual	07-0099-0755
Intermediate Accounting Assistant	Dual	07-MC03-0755
Intermediate Office Assistant	Dual	07-MC24-0673
Intermediate Office Assistant-Schools	Dual	07-MC25-3354
Intermediate Office Assistant	Dual	07-MC24-0673
Intermediate Office Assistant-Schools	Dual	07-MC25-3354
Intermediate Payroll Accounting Technician	Dual	07-MC02-0756
Library Services Assistant	Dual	07-MC22-3355
Multimedia Services Assistant	Dual	07-MC23-3358
Multimedia Services Assistant	Dual	07-MC23-3358
Office Assistant	Dual	07-MC16-3359
Position Control Technician	Dual	07-MC29-0758
Records Office Assistant	Dual	07-MC27-0675
School Safety Officer	Open/Cont	07-0132-5014
School Support Assistant	Dual	07-MC28-5099
School Support Assistant – Avalon (Amended)	Dual	07-0106-5099
Senior Accounting Assistant	Dual	07-MC33-0706
Senior ASB Financial Technician	Dual	07-MC30-0761
Senior Office Assistant	Dual	07-MC20-0677
Senior Office Assistant – Schools	Dual	07-MC21-3363
Senior Office Assistant	Dual	07-0103-0677
Senior Office Assistant – Schools	Dual	07-0104-3363
Senior Payroll Accounting Technician	Dual	07-MC31-0762
Staff Secretary BL Spanish (Amended)	Dual	07-0073-5085
Student Financial Technician – Avalon	Dual	07-MC32-0763

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, February 22, 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 25, 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
Dale Culton, Certification Services Manager
Vanessa Martinez, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Jan Medford, Human Resources Technician
Silauae Taeleifi, Human Resources Technician
Maria Villalobos, Human Resources Technician
Judy Marshall, Human Resources Assistant
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; Adrienne Rambo, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; d'Ann Madore, CSEA Labor Relations Representative.

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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Ramon Curiel reported items of interest from the previous Board of Education Meeting which included funding sources for Librarians and the presentation of the STAR schools.

At Mr. Curiel's directive, Human Resources Supervisor Mary Cates reported on summer school staffing. Ms. Cates spoke about the revised summer school application and its availability on the Personnel Commission web page. She stated that the application was being sent to all sites as an email attachment and also through the District mail. Ms. Cates stated that the concern of all classified employees receiving notification of summer school employment opportunities was being addressed through advertisement in the blue school bulletin and asked CSEA Leadership if they would also advertise in the Bear Facts publication. Ms. Cates gave the

Commission general information including summer school dates and numbers of summer school positions. CSEA Chapter 2 President Mary Brown stated that CSEA is concerned that specific classified employees are selected for the same summer school positions each year. Mr. Curiel explained that this subject is specifically addressed in the CSEA contract and in compliance with the contract language. Ms. Brown stated that CSEA would deal with this through the negotiations process.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the January 11, 2007 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:

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Poly	School Support Secretary	100% 12 month

RESTRUCTURE AN EXISTING POSITION

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

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.15. The individual was not present. The Commission acted to remove Robert Edwards from current eligibility lists.

BULLETINS

BULLETINS

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:

Area Custodial Manager	Dual	07-0130-0600
Assistant Purchasing and Contracts Director	Dual	07-0133-0777
Contract Manager	Dual	07-0134-0216
HVAC Technician	Dual	07-0114-5103

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:

Environmental Health & Safety Manager	Dual	07-0074-0610
Instructional Aide-Special	Open/Cont	07-0128-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Nutrition Services Worker	Open/Cont	07-0129-5068

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, February 8, 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 8:55 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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