



PERSONNEL COMMISSION

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MEETING AGENDA

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

MARCH 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 February 22, 2007** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

ABOLISH A CLASSIFICATION

Health Assistant-Charter Schools
Human Resource Services Operations Manager

REVISE CLASSIFICATIONS

Administrative Secretary
Elementary School Office Supervisor
Elementary School Office Supervisor-Multi-Track/Year Round
Espesial Education Office Supervisor
Executive Secretary (C)
Executive Secretary to the Superintendent/Board of Education (C)
High School Office Supervisor
Middle School Office Supervisor
School Support Secretary
Senior Administrative Secretary
Senior Executive Secretary (C)
Special Education Office Supervisor
Staff Secretary, BL
Lead Custodian

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Accounting	Accounting Technician	100% 12 month
Avalon	Inst Aide-Restricted	37.5% 202 day
The Willows	Inst Asst-Int Behavioral Treat	75% 202 day
Jordan	Inter Office Asst-Sch	50% 217 day
Roosevelt	Inter Office Asst-Sch BL Sp	100% 12 month
Henry	Nutrition Srvs Worker	37.5% 204 day
Student Srvs-Willows	Staff Secretary	100% 217 day
The Willows	Supervisor-Autism Srvs	100% 12 month

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Frantz, Bertha	Inter Office Asst-Sch Burbank	From: 80% 217 day flex To: 80% 12 month
Zook, Priscilla	Inter Office Asst-Sch Hamilton	From: 60% 217 day flex To: 100% 217 day flex

- 8.2 Recommendation to Remove from Eligibility List per PC Rules 4.2.A.7** **Restricted Action**
- 8.3 Recommendation to Remove from Eligibility List per PC Rules 4.2.A.7** **Restricted Action**
- 8.4 Appeal of Disqualified Applicant** **Restricted Action**
- 8.5 Request for Hearing in Disciplinary Matter** **Restricted Action**
(Commission may choose to discuss in Closed Session)

9. BULLETINS AND TESTING ACTIONS

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

Administrative Secretary	Prom	07-0158-3339
Kids Club Supervisor I	Dual	07-0162-3266
Kids Club Supervisor II	Dual	07-0163-3267
Kids Club Supervisor III	Dual	07-0164-3268
Student Evaluation Technician	Open/Cont	07-0161-0399
Warehouse Material Processor	Dual	07-0167-0712

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

Area Custodial Manager	Prom	07-0130-0600
Associate Educational Research Analyst	Dual	07-0122-3368
Automotive Mechanic	Dual	07-0115-0092
Business Services Administrator	Dual	07-0059-0427
Custodian	Open/Cont	07-0145-0139
Custodian (Limited Term & Substitute)	Open/Cont	07-LTES-0139
Educational Research Analyst I	Dual	07-0123-3301
Educational Research Analyst II	Dual	07-0124-3302
Instructional Aide-Special	Open/Cont	07-0151-0448
Instructional Aide-Special (Limited Term & Substitutes)	Open/Cont	07-LTES-0448
Instructional Aide-Special	Open/Cont	07-0157-0448
Instructional Aide-Special (Limited Term & Substitutes)	Open/Cont	07-LTES-0448
Instructional Aide-Special	Open/Cont	07-0165-0448

Instructional Aide-Special (Limited Term & Substitutes)	Open/Cont	07-LTES-0448
Intermediate Office Assistant	Dual	07-0126-0673
Intermediate Office Assistant (Limited Term & Substitutes)	Dual	07-LTES-0673
Intermediate Office Assistant-Schools	Dual	07-0127-3354
Intermediate Office Assistant-Schools (Limited Term & Substitutes)	Dual	07-LTES-3354
Locksmith	Dual	07-0116-0209
Nutrition Services Worker	Open/Cont	07-0154-5068
Office Assistant	Dual	07-MC16-0674
Plant Supervisor II	Prom	07-MC42-5027
Plant Supervisor Head Quarters	Prom	07-MC43-5028
Plant Supervisor High School	Prom	07-MC41-5029
Receptionist	Dual	07-MC40-0674
School Support Assistant	Dual	07-MC39-5099

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, March 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

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PERSONNEL COMMISSION MEETING February 22, 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.

Mr. Ulaszewski conveyed the Commission's sympathy to Ms. Mulkey for the death of her daughter, Stephanie Mulkey. He expressed his thoughts about the funeral service that was attended by so many who praised all of Stephanie's life accomplishments. He concluded that this Commission meeting would be adjourned on behalf of the Mulkey family in Stephanie's honor. Ms. Mulkey thanked everyone for their acts of thoughtfulness during this time.

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
Maria Lynn Braunstein, Human Resources Technician
Susan Brister, Human Resources Technician
Judy Marshall, Human Resources Assistant
Adriana Araujo-Honorio, Staff Secretary (C)
Gail Rainwater, Senior Administrative Secretary (C)

PRELIMINARY

Guests: Debra Ecung, Director, Employee Relations Services, Mary Brown, CSEA Chapter 2 President; 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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None.

REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel expressed the sympathy and support of the Commission staff to Ms. Mulkey.

Mr. Curiel reported on items of interest from the last Board of Education meeting including the continuing issue of library funding and staffing, District Baldrige training and the Strategic Planning efforts.

Mr. Curiel reported that Personnel Commission had been asked and agreed to take on an intern as a requirement of her course credit and gave a brief account of Ameerah Rabb.

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

Mr. Curiel reported on the success of the CSPCA Conference. Commissioners Terry Ulaszewski and Chuck Acosta also gave input on the various workshops they attended and agreed that the Conference had been a tremendous success.

PERSONNEL COMMISSION MINUTES

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The minutes of the February 8, 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:

REVISE CLASSIFICATIONS

REVISE CLASSIFICATIONS

Groundskeeper

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Rios-Gallegos, Ana	School Community Worker BL Spanish Garfield	From: 80% 204 day To: 100% 204 day
Brotherton, Yvette	School Support Assistant Newcomb	From: 80% 204 day To: 100% 204 day

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 Divallo Porter from current eligibility lists.

APPEAL OF DISQUALIFIED APPLICANT

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An applicant had been disqualified from continuing in the examination process for the classification of Nutrition Services Worker per Personnel Commission Rule 4.2.A.11 and appealed to the Personnel Commission. The appellant was not present. The Commission acted to deny the appeal of Carnela Hogan and instructed the Executive Officer to notify her of this decision.

BULLETINS

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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:

Intermediate Office Assistant	Dual	07-0159-0673
Intermediate Office Assistant-Schools	Dual	07-0160-3354
Plant Supervisor I	Prom	07-0146-5026
Plant Supervisor II	Prom	07-0147-5027
Plant Supervisor High School	Prom	07-0148-5029

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:

ASB Financial Technician	Dual	07-MC35-0751
Campus Security Officer	Dual	07-MC38-5011
Executive Secretary	Dual	07-MC26-0678
Facilities Planner	Dual	07-0110-5098
Instructional Aide-Special	Open/Cont	07-0142-0448
Instructional Aide-Special (Limited Term & Substitutes)	Open/Cont	07-LTES-0448
Instructional Aide-Special	Open/Cont	07-MC14-0448
Instructional Aide-Special	Open/Cont	07-0149-0448
Instructional Aide-Special (Limited Term & Substitutes)	Open/Cont	07-LTES-0448
Instructional Aide-Speech & Language Communication	Open/Cont	07-0150-3293
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	07-0080-5035
Intermediate Accounting Assistant	Dual	07-MC03-0755
Intermediate Payroll Accounting Technician	Dual	07-MC02-0756
Library/Media Assistant	Dual	07-0113-0465
Library/Media Center Assistant	Dual	07-0112-5021
Nutrition Services Worker	Open/Cont	07-0140-5068
School Safety/Security Specialist	Dual	07-0102-5015
Senior Accounting Assistant	Dual	07-0100-0760

OTHER ITEMS

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None.

NEXT MEETING

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ADJOURN TO CLOSED SESSION

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Chairperson Terry Ulaszewski requested a moment of silence in honor of the Mulkey family and in memory of Stephanie Mulkey.

The Personnel Commission recessed for a short break and then adjourned to Closed Session at 8:53 a.m. to discuss the Performance Evaluation of the Personnel Commission Administrator.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:49 a.m. No reportable actions were taken during Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:50 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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