



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

October 18, 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 October 4, 2007 Action
- 8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

ABOLISH A CLASSIFICATION

Supervising Site Coordinator -
Healthy Start Program

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Vacant	Sch Community Wrk-BL Sp Hughes	From: 45% 204 Day To: 47.5% 204 Day
Hernandez, Angelica	Sch Communtiy Wrk-BL Sp Jordan Academy	From: 47.5% 204 Day To: 100% 204 Day

- 8.2 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7 and 4.2.A.5 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 Rule 4.2.A.10 Restricted Action

- 9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action

Intermediate Payroll Accounting Technician	Dual	08-0052-0625
Senior Payroll Accounting Technician	Dual	08-0066-0762
Instructional Aide – Alternative Schools	Dual	08-0067-0221

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

Computer Support Technician	Dual	08-0018-5108
Groundskeeper	Dual	08-0063-0172
Instructional Aide – Mobile Classroom	Dual	08-0042-0601
Instructional Aide - Special	Open/Cont	08-0064-0448
Instructional Aide – Special	Open/Cont	08-0058-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide – Speech & Language Communication	Open/Cont	08-0059-3293
Network Specialist	Dual	08-0019-0245
Supervisor Autism Services	Dual	08-0044-5046

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, November 1, 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 October 4, 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 8:19 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
Therese Waltower, Senior Administrative Secretary
Robert Pflingsthorn, Senior Personnel Analyst
Susan Leaming, Personnel Analyst
Marilyn Doss, Personnel Analyst
Maria Lynn Braunstein, Associate 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
Denise Petty-Trietsch, Human Resources Technician
Jan Medford, Human Resources Technician
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Mary Brown, CSEA President; Adrienne Rambo, CSEA Unit A, Vice President; Dan Ewaskey, CSEA Unit B, Vice President; Dr. Linda James, Director, Head Start; Luanne Mauro-Atkinson, Assistant Director, Head Start; Carol Scott, Education Services Assistant, Head Start; Nicole Tootil, Intermediate Office Assistant, Head Start; Lisa Gardner, Director, Classified Personnel, Charter Oak Unified School District; Diana Adames, Personnel Assistant, Charter Oak Unified School District; Omah Kirby, appellant.

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

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel presented to the Commission a recent Superintendent Report on DVD which provided an update on new schools, District Goal Teams and other district business. Mr. Curiel is the co-Executive Champion of Goal Team #4, along with Ruth Ashley, Assistant Superintendent, HRS.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the September 20, 2007 Personnel Commission Meeting were approved.

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Facilities	Asst Facilities Project Manager	100% 12 Month
Community Day Sch	Campus Security Officer	75% 204 Day
Wilson	Community Liaison Wrk-BL Sp	100% 204 Day
Head Start	Head Start Family Srvs Liaison	100% 217 Day Flex
Head Start	Head Start Family Srvs Liaison	100% 217 Day Flex
Head Start	Head Start Family Srvs Liaison	100% 217 Day Flex
Cubberley	Instructional Aide-Special	47.5% 202 Day
Garfield	Instructional Aide-Special	47.5% 202 Day
Henry	Instructional Aide-Special	47.5% 202 Day
Tincher	Instructional Aide-Special	47.5% 202 Day
The Willows	Inst Asst-Int Behavioral Treatment	75% 202 Day
The Willows	Inst Asst-Int Behavioral Treatment	75% 202 Day
The Willows	Inst Asst-Int Behavioral Treatment	75% 202 Day
The Willows	Inst Asst-Int Behavioral Treatment	75% 202 Day
The Willows	Inst Asst-Int Behavioral Treatment	75% 202 Day
Harte	Intermediate Office Asst-Sch	40% 217 Day Flex
Hamilton	Nutrition Services Worker	37.5% 204 Day Flex
Wilson	Nutrition Services Worker	37.5% 204 Day
Jordan	Program Spv-Special Projects	100% 12 Month
Lincoln	Program Spv-Special Projects	100% 12 Month
Renaissance	Program Spv-Special Projects	100% 217 Day
Willows-Speech And Language	Speech-Lang Pathology Asst	100% 204 Day
Willows-Speech And Language	Speech-Lang Pathology Asst	100% 204 Day
Willows-Speech And Language	Student Evaluation Tech-BL Sp	100% 202 Day
The Willows	Supervisor-Autism Services	100% 12 Month

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 and 4.2.A.10. The individual was not present. The Commission acted to remove Rebecca Camez 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 Linda Griggs 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.5 and 4.2.A.6. The appellant, Omah Kirby, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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 and 4.2.A.6. The individual was not present. The Commission acted to remove Dekel Nichols 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.13. The individual was not present. The Commission acted to remove Bisi Njob from current eligibility lists.

BULLETINS

BULLETINS

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:

Building Maintenance Worker	Dual	08-0052-0625	2
Executive Director			
Information and Technology Systems	Dual	08-0051-5116	3
Human Resources Technician	Dual	08-0047-3352	5
Kids Club Assistant	Dual	08-0061-0694	6
Kids Club Lead Assistant	Dual	08-0062-0515	
Staff Secretary	Dual	08-0053-3364	7

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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	08-0045-5011
Campus Security Officer (Limited Term/Substitute)	Open/Cont	07-LTES-5011
Certified Occupational Therapist Assistant/Licensed	Open/Cont	07-0208-5045
Credential Services Specialist	Dual	08-0020-3343
Custodian	Open/Cont	08-0043-0139
Custodian (Limited Term/Substitute)	Open/Cont	07-LTES-0139
Intermediate Office Assistant – Schools – Avalon	Dual	07-0238-3354
Intermediate Office Assistant – Schools (Limited Term/Substitute)	Open/Cont	08-LTES-3354
Intermediate Office Assistant – Schools	Open/Cont	08-0011-3354
Intermediate Office Assistant – Schools (Limited Term/Substitute)	Open/Cont	07-LTES-3354
Intermediate Office Assistant	Open/Cont	08-0010-0673
Intermediate Office Assistant (Limited Term/Substitute)	Open/Cont	08-LTES-0673
Instructional Aide – Special	Open/Cont	08-0056-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Assistant Intensive Behavioral Treatment	Open/Cont	08-0023-5035
Nutrition Services Worker	Open/Cont	08-0039-5068
Office Assistant	Open/Cont	08-MC03-3359

Pool Attendant	Open/Cont	08-0048-0245
Program Supervisor – Special Projects	Dual	08-0003-5056
School Safety Officer	Open/Cont	08-0046-5014
Site Specialist – Special Projects	Dual	08-0021-5055
Site Specialist – Special Projects	Dual	08-MC02-5055
Speech Language Pathology Assistant	Dual	08-0049-5024

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:45 a.m. to hear the appeal of Omah Kirby.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:15 a.m.

The following reportable actions were taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove Omah Kirby from current eligibility lists and instructed the Executive Officer to notify him of this decision.

OTHER ITEMS

OTHER ITEMS

Dale Culton presented an overview and working demonstration of the new AESOP Substitute System. Mr. Culton addressed questions related to implementation, training, customized features and usage. He highlighted the timeliness and efficiency of the system in filling substitute assignments. Mr. Culton demonstrated the system's ability to generate required reports regarding Limited Term Employees for the District and CSEA. Mr. Culton also complimented Denise Petty-Triesch, for doing a great job in her important role of performing manual data input, updates and providing support to District sites related to system usage and filling assignments.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 18, 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, Vice Chair Vera Mulkey adjourned at 9:54 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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