



PERSONNEL COMMISSION

MEETING AGENDA

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

APRIL 19, 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

6.1 Public Hearing – Personnel Commission Budget Action

It is recommended the Commission conduct a Public Hearing at this time, accept any matters presented, and then close the Public Hearing. Following that, it would be appropriate for the Commission to act to approve the budget for 2007-2008 and direct it be forwarded to the Board of Education for concurrence and subsequent referral to the County Superintendent of Schools for final approval.

7. MINUTES

7.1 Approval of Minutes of April 5, 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>	
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

8.2 Revision of PC Rules 10.10, 10.12 and 12.1G (First Reading) Discussion

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action

Certified Occupational Therapy Assistant/Licensed – 5045 (dual)
Senior Nutrition Services Worker – 5071 (dual)
Intermediate Nutrition Services Worker – 5058 (dual)

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

Administrative Secretary – 3339 (prom)
Custodian – 0139 (open/cont)
Custodian (Limited Term & Substitute) – 0139 (open/cont)
Instructional Aide-Deaf/Hard of Hearing – 3271 (open/cont)
Instructional Aide-Deaf/Hard of Hearing (Limited Term
& Substitute) - 3271 (open/cont)
Instructional Aide-Instrumental Music – 0447 (dual)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Instructional Assistant-Intensive Behavioral Treatment – 5035 (open/cont)
Nutrition Services Worker – 5068 (open/cont)
Plant Supervisor-High School – 5029 (prom)
Warehouse Materials Processor – 0712 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, May 3, 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 April 5, 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
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
Ericka Emery-Smith, Human Resources Technician
Anne Follett, Human Resources Technician
Tammie Hirth, Human Resources Technician
Jan Medford, Human Resources Technician
Denise Petty-Trietsch, Human Resources Technician
Shelley Scott, Human Resources Technician
Katheryn Shorts, 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: 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 announced that Commissioner Vera Mulkey had celebrated her birthday this week and asked the Commission and staff to join in singing Happy Birthday to Ms. Mulkey.

Mr. Curiel noted that there was an addendum to the agenda for an Expense Authorization and confirmed that all appropriate individuals present had received the addendum materials.

Mr. Curiel reported on items of interest from the last Board of Education meeting. He informed the Commission that the District's newest school built on the old Dooley store site will be named Robert Dooley Elementary. He also reported that Sutter Middle School will be renamed to Perry Lindsey Academy after Perry Lindsey who was the first African-American principal at LBUSD and possibly the first African-American teacher in the District.

Mr. Curiel reported that the District had just been informed that it has again been named a finalist for the National Broad Prize for Urban Education Award. He reiterated Superintendent Steinhauser's acknowledgement that LBUSD has some of the best teachers and classified staff in the nation.

Mr. Curiel updated the Commission on the progress of the annual Classified Employees' Barbecue and the Classified Employee of the Year nomination process.

At Mr. Curiel request, Personnel Analyst Susan Leaming gave an update on the purchase of the new AESOP substitute system and Personnel Analyst Marilyn Doss and Certification Services Manager Dale Culton reported on steps being taken by Personnel Commission staff to insure the availability of Instruction Aide-Special substitutes for sites.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The revised minutes of the March 8, 2007 Personnel Commission Meeting were approved with a modification in the Report from the Executive Officer.

The minutes of the March 22, 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>
The Willows	Instructional Aide-Special	22.5% 202 day
The Willows	Instructional Assistant-Int. Behavioral Treatment	75% 202 day
The Willows	Instructional Assistant-Int. Behavioral Treatment	75% 202 day
The Willows	Instructional Assistant-Int. Behavioral Treatment	75% 202 day
The Willows	Instructional Assistant-Int. Behavioral Treatment	75% 202 day
The Willows	Instructional Assistant-Int. Behavioral Treatment	75% 202 day
Dooley Site	Nutrition Services Supervisor I	87.5% 204 day
Dooley Site	Intermediate Nutrition Services Worker	62.5% 204 day
Dooley Site	Nutrition Services Worker	37.5% 204 day
Gompers	Nutrition Services Worker	37.5% 204 day
Jefferson	Nutrition Services Worker	37.5% 204 day
Lincoln	Nutrition Services Worker	37.5% 204 day flex
Newcomb	Nutrition Services Worker	37.5% 204 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position</u>	<u>Assignment</u>
Foster, Sue	Nutrition Services Supervisor I Gompers	From: 87.5% 204 day To: 100% 204 day
Kincherlow, Sheila	Intermediate Nutrition Services Worker Lee	From: 68.8% 204 day flex To: 75% 204 day Track B

PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2007-2008

PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2007-2008

Ramon Curiel explained the budget process of the Personnel Commission as required by the Education Code and recommended the Commission set the date for the public hearing to be the next Commission meeting. The Commission set the time and place for the public hearing to be Thursday, April 19, 2007 at 8:15 a.m. in the Testing Room of the Personnel Commission Office.

EXPENSE AUTHORIZATION

EXPENSE AUTHORIZATION

The Long Beach Education Foundation has solicited support for the Most Inspiring Student Dinner through advertisement in their Tribute Book. Mr. Curiel reminded the Commission of past financial support the Personnel Commission has provided for this event and recommended the Commission consider the purchase of a congratulatory note to the honorees in the Tribute Book again this year. The Commission approved the purchase of a half page tribute on behalf of the Personnel Commission, Personnel Commission staff and classified employees.

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:

Cook Remote Site	Dual	07-0200-0591
Heavy Truck Driver	Dual	07-0174-0187
Intermediate Office Assistant BL Spanish	Dual	07-0197-5050
Intermediate Office Assistant-Schools BL Spanish	Dual	07-0198-5052
Lead Custodian	Dual	07-0188-0205
Painter	Dual	07-0194-0113
Return to Work Specialist (C)	Dual	07-0195-5096
Substitute Intermediate Office Assistant	Open/Cont	
Substitute Intermediate Office Assistant-Schools	Open/Cont	

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:

Buyer	Dual	07-0144-0104
Groundskeeper	Dual	07-0139-0172
Instructional Aide-Special	Open/Cont	07-0186-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448

Instructional Assistant Ballet Folklorico BL Spanish	Dual	07-0141-0244
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	07-MC45-5035
Intermediate Office Assistant	Open/Cont	07-0159-0673
Intermediate Office Assistant (Limited Term & Substitute)	Open/Cont	07-LTES-0673
Intermediate Office Assistant-Schools	Open/Cont	07-0160-3354
Intermediate Office Assistant-Schools (Limited Term & Substitute)	Open/Cont	07-LTES-3354
Lead Custodian	Prom	07-MC18-0205
Maintenance Supervisor	Prom	07-0043-0531
Nutrition Services Worker	Open/Cont	07-0188-5068
Office Assistant	Dual	07-MC16-3359
Plant Supervisor I	Prom	07-0146-5026
Plant Supervisor I	Prom	07-MC44-5026
Plant Supervisor II	Prom	07-0147-5027
Plant Supervisor – Headquarters	Prom	07-MC43-5028
School Safety/Security Specialist (Amended)	Dual	07-0102-5015
Sign Maker	Prom	07-0111-0123
Site Specialist-Special Projects	Dual	07-0135-5055
Student Evaluation Technician BL Khmer	Dual	07-0136-0480
Supervisor – Autism Services	Open/Cont	07-0181-5046

OTHER ITEMS

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CSEA Chapter 2 President Mary Brown asked Human Resources Supervisor Mary Cates when classified employees would be notified of summer school assignments. Ms. Cates briefly explained the summer school application, selection and assignment process to Ms. Brown and answered that employees would probably receive their notification of assignment in May.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 19, 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 8:53 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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