



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

June 14, 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 May 31, 2007** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
    - 8.1A **Risk Management Classification Items** Action
      - CREATE A NEW CLASSIFICATION
      - Risk Management Technician
      - SRS 24 (CO)
  
      - ABOLISH A CLASSIFICATION
      - Workers' Compensation Technician
      - Benefits Assistant
      - Supervising Benefits Assistant
      - Workers' Compensation Manager
      - Benefits Manager
    - 8.1B **Classification Revision Items** Action
      - REVISE A CLASSIFICATION
      - Head Start Family Services Liaison
      - Head Start Instructional Aide
      - Site Specialist – Special Projects
      - Program Supervisor – Special Projects

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Avalon High Sch Facilities	Nutrition Services Spv II Sr. Administrative Secretary	100% 204 Day 100% 12 Month

- 8.2 Information Services Classification Review Study and Appeal** **Discussion**
- 8.3 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.6 and 4.2.A.7** **Restricted Action**
- 8.4 Revision of Disciplinary Appeal Hearing Procedures (First Reading)** **Discussion**

9. BULLETINS AND TESTING ACTIONS

- 9.1 Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
- |   |      |              |
|---|------|--------------|
| Head Start Instructional Aide             | Dual | 07-0170-0657 |
| Nutrition Services Supervisor II @ Avalon | Dual | 07-0237-5065 |
| Senior Administrative Secretary           | Dual | 07-0236-3362 |

- 9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A** **Restricted Action**
- Grounds Equipment Operator I – 0175 (Dual)  
Grounds Equipment Operator II – 0176 (Dual)  
Groundskeeper – 0172 (Dual)  
Instructional Aide – Special – 0448 (Open/Cont)  
Instructional Aide-Special (Limited Term & Substitute) - 0448 (Open/Cont)  
Instructional Aide – Special – 0448 (Open/Cont)  
Instructional Aide-Special (Limited Term & Substitute) – 0448 (Open/Cont)  
Instructional Assistant Intensive Behavior Treatment – 5035 (Open/Cont)  
Intermediate Office Assistant – 0673 (Open/Cont)  
Intermediate Office Assistant (Limited Term & Substitute) – 0673 (Open/Cont)  
Intermediate Office Assistant B/L Spanish – 5050 (Dual)  
Intermediate Office Assistant - Schools – 3354 (Open/ Cont)  
Intermediate Office Assistant – Schools (Limited Term & Substitute) – 3354 (Open/Cont)  
Intermediate Office Assistant Schools – B/L Spanish – 5052 (Dual)  
Office Assistant – 3359 (Open/Cont)  
Office Assistant – 3359 (Open/Cont)  
Painter – 0113 (Dual)  
Return to Work Specialist – 5096 (Dual)  
Water/Boiler Treatment Specialist – 3299 (Dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, June 28, 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

- 12.1 Information Services Classification Review Study
- 12.2 Performance Evaluation of the Executive Officer

13. ADJOURNMENT



## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING May 31, 2007 MINUTES

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

Vice-Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:15 a.m. at which time she led the pledge of allegiance to the flag.

#### COMMISSION MEMBERS PRESENT    STAFF MEMBERS PRESENT

Vera Mulkey, Vice-Chairperson  
Terry Ulaszewski, 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  
Maria Villalobos, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
Adriana Araujo-Honorio, Staff Secretary (C)  
Maria Lynn Braunstein, Acting Sr. Administrative Secretary  
Anne Follett, Human Resources Technician

#### PRELIMINARY

Guests: Mary Brown, CSEA President ; Adrienne Rambo, CSEA Unit A Vice President;  
Karen Foote, CSEA Treasurer; Carri Matsumoto, Executive Director Facilities.

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

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

none.

#### REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel reported on the events of the past week. Including the success of the following events, the annual Classified Employee Barbecue, The Broad Foundation visit and the Most Inspiring Students Award Dinner.

Mr. Curiel thanked the Commissioners, CSEA, the Long Beach Education Foundation and the other sponsors and individuals who made it all possible through their donations and hard work. Mary Brown, CSEA President, Adrienne Rambo, CSEA Unit A Vice President and Karen Foote, CSEA Treasurer stated the BBQ was magnificent, the feedback has been positive and they were proud to see the number of employees and vendors participating.

Mr. Curiel reported that the District is once again one of five finalists for the Broad Foundation Award. He stated focus groups comprised of various employees, District Administrators and Union Representatives met with the Broad team. The winner of the Broad Award will be announced in September.

Vice Chairperson Vera Mulkey and Commissioner Terry Ulaszewski commented on the events of the week and thanked Mr. Curiel and all the District employees who helped to make each event a success.

Mr. Curiel informed the Commission 2 employees of the Year, Joanne Barham and Jay Holthe were selected this year and would be recognized at the Board of Education meeting on June 5, 2007.

Mr. Curiel asked the Personnel Commission Division heads to give a brief update of their departments' activities. Each manager/supervisor present gave a brief report on the current activities of their units.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the May 17, 2007 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

Mr. Curiel informed the Commission of the need to pull a couple of items. The first is the creation of the Instructional Aide Special position at Tincher. Certification Supervisor, Paula Wiesenhutter explained that the position was to be created as a result of an individual on a leave of absence. The incumbent with the permission of Human Resource Services will be returning from leave early therefore will remain in the position. The second item to be pulled is the Removal from Eligibility, item 8.2. The item will be resubmitted at a later date to ensure the individual has been given proper notification.

The Commission moved to pull the above items.

Mr. Curiel reported that Personnel Analyst, Susan Leaming has been working with Carri Matsumoto, Executive Director Facilities, regarding the staffing needs of the Facilities Department. Ms. Leaming spoke about the proposed new classifications and recommended reclassification of existing staff. Ms. Matsumoto discussed the specific needs of the department that are being addressed by the creation of the new classifications and reiterated the need for additional staffing.

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 CLASSIFICATION

CREATE A NEW CLASSIFICATION

Assistant Facilities Project Manager  
Facilities Project Manager

CREATE A NEW POSITION

CREATE A NEW POSITON

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Research	Assoc Educ Research Analyst	100% 12 Month
Research	Assoc Educ Researcg Analyst	100% 12 Month
Maintenance	HVAC Technician	100% 12 Month
Maintenance	HVAC Technician	100% 12 Month
Buffum	Inst Aide-Spc	47.5% 202 Day

Garfield	Inst Aide-Spc	47.5% 202 Day
Hamilton	Inst Aide-Spc	47.5% 202 Day Traditional modified
Holmes	Inst Aide-Spc	47.5% 202 Day
Jordan	Inst Aide-Spc	47.5% 202 Day
Madison	Inst Aide-Spc	47.5% 202 Day
Muir	Inst Aide-Spc	47.5% 202 Day
Stanford	Inst Aide-Spc	47.5% 202 Day
Wilson	Int Nutrition Srvs Worker	62.5% 204 Day
Facilities	Sr Administrative Secretary	100% 12 Month
Renaissance	Student Store Operator	47.5% 217 Day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING CLASSIFICATION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Hernandez, Sandra	Inst Aide-Spc Barton	From: 47.5% 202 Day To: 75% 202 Day
Ulanday, Remedios	Inst Aide-Spc Birney	From: 47.5% 202 Day To: 75% 202 Day
Flores, Ofelia	Inst Aide-Spc McKinley	From: 47.5% 202 Day To: 75% 202 Day
York, Jared	Inst Aide-Spc Wilson	From: 47.5% 202 Day 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 Steve Branch 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.4 and 4.2.a.7. The individual was not present. The Commission acted to remove Dianna Marie Heard 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. The individual was not present. The Commission acted to remove Cedric Ransom from current eligibility lists.

PERSONNEL COMMISSION MEETING DATES

PERSONNEL COMMISSION MEETING DATES

The Commission acted to approve the following dates for the 2007-2008 regular Personnel Commission meetings. All meetings are scheduled for 8:15 a.m. at the Personnel Commission Office.

July 12, 2007	January 10, 2008
July 26, 2007	January 24, 2008
August 9, 2007	February 7, 2008
August 23, 2007	February 21, 2008
September 6, 2007	March 6, 2008
September 20, 2007	March 20, 2008
October 4, 2007	April 3, 2008
October 18, 2007	April 17, 2008

November 1, 2007  
November 15, 2007  
November 29, 2007

May 1, 2008  
May 15, 2008  
May 29, 2008

December 13, 2007  
December 27, 2007

June 12, 2008  
June 26, 2008

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:

Business Services Administrator	Dual	07-0223-0427
Financial Services Officer	Dual	07-0222-0385

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:

Contract Analyst	Dual	07-MC46-0624
Cook Remote Site	Dual	07-0200-0591
Custodian	Dual	07-MC07-0139
Locker Room Attendant	Dual	07-MC17-0208
School Support Secretary	Prom	07-MC37-3361

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 14, 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.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 9:20 a.m. to discuss the Personnel Commission & Classified Employment Executive Officer's Performance Evaluation.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:14a.m. No reportable actions were taken.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:15 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer  
mb