



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

August 23, 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 August 9, 2007** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

REVISE CLASSIFICATION SPECIFICATIONS FOR CLASSIFICATIONS SUBJECT TO NO CHILD LEFT BEHIND

 - Choral Accompanist (0122)
 - Dance Accompanist (5039)
 - Instructional Aide -A.D.D.-V/V Reading Clinic (0731)
 - Instructional Aide (0436)
 - Instructional Aide BL French (0495)
 - Instructional Aide BL Japanese (0496)
 - Instructional Aide BL Khmer (0440)
 - Instructional Aide BL Khmer (R) (0441)
 - Instructional Aide BL Lao (0494)
 - Instructional Aide BL Samoan (0493)
 - Instructional Aide BL Spanish (0442)
 - Instructional Aide BL Spanish (R) (0443)
 - Instructional Aide BL Tagalog (0444)
 - Instructional Aide BL Tagalog (R) (0445)
 - Instructional Aide BL Vietnamese (0492)
 - Instructional Aide (R) (0437)
 - Instructional Aide-Alternative Schools (0221)
 - Instructional Aide-Alternative Schools BL Khmer (0438)
 - Instructional Aide-Alternative Schools BL Spanish (0439)
 - Instructional Aide-Deaf/Hard of Hearing (3271)
 - Instructional Aide-Foreign Language Laboratory (0446)

Instructional Aide Interpreter-Deaf/Hard of Hearing (3272)
 Instructional Aide-Instrumental Music (0447)
 Instructional Aide-Mobile Classroom (0601)
 Instructional Aide-Special (0448)
 Instructional Aide-Special BL Khmer (0449)
 Instructional Aide Special BL Spanish (0450)
 Instructional Aide-Speech & Language Communication (3293)
 Instructional Aide-Speech & Language Communication BL (3294)
 Instructional Assistant-Adult School Literacy Services (0773)
 Instructional Assistant-After School Program (0885)
 Instructional Assistant-Ballet Folklorico BL Spanish (0244)
 Instructional Assistant-CDC Guidance (0479)
 Instructional Assistant-Composition Magnet Program (0618)
 Instructional Assistant-Computer Resources (0603)
 Instructional Assistant-Computer Resources (R) (0451)
 Instructional Assistant-Computer Resources BL Spanish (0452)
 Instructional Assistant-Cross Cultural BL Hmong (0497)
 Instructional Assistant-Cross Cultural BL Khmer (0453)
 Instructional Assistant-Cross Cultural BL Khmer (R) (0454)
 Instructional Assistant-Cross Cultural BL Lao (0498)
 Instructional Assistant-Cross Cultural BL Spanish (0455)
 Instructional Assistant-Cross Cultural BL Spanish (R) (0456)
 Instructional Assistant-DATE (0457)
 Instructional Assistant-DATE BL Khmer (0211)
 Instructional Assistant-Gang Prevention (0458)
 Instructional Assistant-Gang Prevention (R) (0459)
 Instructional Assistant-Gardening (0460)
 Instructional Assistant-Intensive Behavioral Treatment (5035)
 Instructional Assistant-On Campus Program (0214)
 Instructional Assistant-School for Adults (0766)
 Library/Media Assistant (0465)
 Library/Media Center Assistant (5021)
 Stage Technician ((0379)
 Supervising Instructional Aide-Deaf/Hard of Hearing (3284)

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
LBSA	Campus Security Officer	100% 217 Day
Tucker	Campus Security Officer	100% 204 Day
Information Svcs	Computer Operator	88% 12 Month
Tucker	Instructional Aide-Alternative Schools	47.5% 204 Day
Holmes	Instructional Aide-Special	47.5% 202 Day
Stanford	Instructional Asst-Computer Resources	80% 202 Day
Burnett	Inter Office Asst-Sch BL Spanish	100% 217 Day Flex
Dooley	Inter Office Asst-Sch BL Spanish	100% 217 Day
Lincoln	Inter Office Asst-Sch BL Spanish	50% 217 Day Flex
Willard	Inter Office Asst-Sch BL Spanish	50% 217 Day Flex
Alvarado	Library/Media Asst	20% 204 Day Flex
Millikan	Nutrition Services Worker	43.8% 204 Day
Jordan	Site Specialist-Special Projects	100% 217 Day
The Willows	Speech-Language Pathology Asst	100% 204 Day
Curriculum	Staff Secretary	100% 217 Day Flex

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Durden, Charlotte	Instructional Asst-Computer Resources	From: 47.5% 204 Day
	Longfellow	To: 100% 204 Day

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 Rule 4.2.A.6 and 4.2.A.7 Restricted Action

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

9. BULLETINS AND TESTING ACTIONS

9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
Plant Utilities Operator Dual 08-0036-3308
Credential Services Specialist Dual 08-0020-3343

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

Head Start Instructional Aide	Dual	07-0170-0657
Instructional Aide – Bilingual Khmer	Dual	08-0002-0440
Instructional Aide Interpreter	Open/Cont	08-0031-3272
Instructional Aide – Deaf/Hard of Hearing	Open/Cont	07-0209-3271
Instructional Aide – Deaf/Hard of Hearing (Limited Term/Substitute)	Open/Cont	07-LTES-3271
Instructional Aide Special	Open/Cont	08-0027-0448
Instructional Aide Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide Special	Open/Cont	08-0030-0448
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	08-0008-3293
Instructional Aide- Speech & Language Communication	Open/Cont	08-0009-3293
Intermediate Office Assistant	Open/Cont	07-0210-0673
Intermediate Office Assistant (Limited Term/Substitute)	Open/Cont	07-LTES-0673
Intermediate Office Assistant	Open/Cont	07-0229-0673
Intermediate Office Assistant (Limited Term/Substitute)	Open/Cont	07-LTES-0673
Intermediate Office Assistant – Schools	Open/Cont	07-0211-3354
Intermediate Office Assistant – Schools (Limited Term/Substitute)	Open/Cont	07-LTES-3354
Intermediate Office Assistant – Schools	Open/Cont	07-0230-3354
Intermediate Office Assistant – Schools (Limited Term/Substitute)	Open/Cont	07-LTES-3354
Nutrition Services Worker @ Avalon	Dual	08-0004-5068
Office Assistant	Open/Cont	07-MC16-3359
Office Assistant	Open/Cont	07-MC16-3359
Research Office Technician	Dual	07-0216-0433

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, September 6, 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
Performance Evaluation of the Executive Officer

13. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING August 9, 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 8:15 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

Ramon Curiel, Executive Officer
Maria Lynn Braunstein, Acting Sr. Admin. Secretary
Robert Pfingsthorn, Senior Personnel Analyst
Marilyn Doss, Personnel Analyst
Alison Maitlen, Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Judy Marshall, Acting Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary (C)
Anne Follett, Human Resources Technician
Tammie Hirth, Human Resources Technician
Esther Martinez, Human Resources Assistant
Denise Petty-Trietsch, Human Resources Technician
Shelley Scott, Human Resources Technician
Maria Villalobos, Human Resources Technician

PRELIMINARY

Guests: Valeeta Pharr, CSEA 1st Vice President; Donna O'Neill, appellant; Linda Guthmann Krieger, attorney; Steven Chrysler, appellant; Robert Maldonado, Grounds Supervisor – High School; Monroe Goolsby, Grounds Supervisor – High School.

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

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REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel led the Commission Staff and guests in singing Happy Birthday to Commissioner Terry Ulaszewski. Mr. Curiel requested that his report be moved to the end of the agenda.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:25 a.m. to review the appeal and Hearing Officer's report regarding the dismissal of Steven Chrysler. The Commission relocated the meeting to the Staff Development Training Room.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session in the Testing Room at 8:55 a.m.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the July 12, 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>
Burcham	ASB Financial Technician	50% 217 Day
Gompers	ASB Financial Technician	50% 217 Day
Burcham	Inst Aide-Alternative Sch	47.5% 204 Day
Tucker	Inst Aide-Alternative Sch	47.5% 204 Day
DeMille	Inst Aide-Special	47.5% 202 Day
Garfield	Inst Aide-Special	47.5% 202 Day
Risk Management	Inter Office Asst	100% 12 Month
Jordan	Inter Office Asst-Sch	100% 217 Day
Special Projects	Inter Office Asst-Sch	100% 217 Day Flex
Garfield	Library/Media Asst	20% 204 Day
Gant	Office Asst	37.5% 202 Day
Lincoln	Site Specialist-Spec Projects	100% 12 Month
Monroe	Site Specialist-Spec Projects	100% 12 Month
Powell	Site Specialist-Spec Projects	100% 12 Month
Riley	Site Specialist-Spec Projects	100% 12 Month
The Willows	Speech-Language Pathology Asst	100% 204 Day
The Willows	Speech-Language Pathology Asst	100% 204 Day
Roosevelt	Transportation Aide-BL Spanish	100% 204 Day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Stephens, David	Stage Technician	From: 100% 204 Day
	Renaissance	To: 100% 217 Day
Johnston, Tamara	Student Store Operator	From: 100% 204 Day
	Cabrillo	To: 100% 217 Day

Ramon Curiel explained the need to update the duties and salary range allocation for the Grounds Supervisor – High School was warranted at this time as duties are now similar to those of the Grounds Crew Supervisor. Mr. Curiel and Commission Staff worked with Mr. Robert Maldonado, Grounds Supervisor – High School, and Operations Management to confirm and revise the classification specification.

Mr. Maldonado confirmed the similarities and informed the Commission of the various sites the Grounds Supervisor – High School incumbents are assigned to maintain. Ms. Valeeta Pharr, CSEA 1st Vice President, asked the specification be revised to include off site locations. The Commission acted to approve the classification specification and salary reallocation with the modification to the specification.

REALLOCATE AN EXISTING CLASSIFICATION REALLOCATE AN EXISTING CLASSIFICATION

Grounds Supervisor – High School (C1) SRS 24 to SRS 26

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 Gene Mitchell 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 appellant, Donna O’Neill, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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:

Assistant Facilities Project Manager	Dual	08-0013-5104
Computer Support Technician	Dual	08-0018-5108
Facilities Project Manager	Dual	08-0012-5105
Network Specialist	Dual	08-0019-5119
Site Specialist – Special Projects	Dual	08-0021-5055
Substitute Custodian	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:

Business Services Administrator	Dual	07-0223-0427
Campus Security Officer	Open/Cont	08-0014-5011
Campus Security Officer (Limited Term/Substitute)	Open/Cont	07-LTES-5011
Custodian	Open/Cont	07-0240-0139
Custodian (Limited Term/Substitute)	Open/Cont	07-LTES-0139
Financial Services Officer	Dual	07-0222-0385
Food Production Equipment Technician	Dual	07-0231-0476
Instructional Aide - Deaf/Hard of Hearing	Open/Cont	07-0209-3271

Instructional Aide – Deaf/Hard of Hearing (Limited Term/Substitute)	Open/Cont	07-LTES-3271
Instructional Aide – Special	Open/Cont	08-0006-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide – Special	Open/Cont	08-0017-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Assistant –Intensive Behavioral Treatment	Dual	07-0221-5035
Intermediate Nutrition Services Worker @ Avalon	Dual	07-MC51-5058
Nutrition Services Worker	Dual	08-0007-5068
Nutrition Services Worker	Dual	08-0016-5068
Nutrition Services Supervisor @ Avalon	Dual	07-0237-5065
School Safety Officer	Open/Cont	08-0015-5014
Warehouse Materials Processor	Dual	07-0167-0712

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel introduced the new member of the Commission Staff, Robert Pfingsthorn, Senior Personnel Analyst and updated the Commission on staffing.

Mr. Curiel reported on the Executive Staff meeting which took place at Boeing. Mr. Curiel informed the Commission the Superintendent has released his plan for the School District’s focus for the coming year. Valeeta Pharr informed the Commission that the Health and Welfare Committee is developing a Wellness page for District employees. Mr. Curiel reported that the Technology Master Plan and the Facilities Master Plan are expected to be completed this year.

Mr. Curiel informed the Commission of the District’s desire to expand employee recognition to include certificated personnel. He also informed the Commission that the Unit B salaries have been updated in the salary schedule.

Mr. Curiel asked the Division heads present to give brief updates on the Secretarial Task Force, the AESOP substitute system and the audit of No Child Left Behind requirements. Personnel Analyst, Alison Maitlen reported on the Task Force accomplishments to date. Mr. Curiel commended Ms. Maitlen for the hard work she has put into this project. Ms. Mary Cates, Human Resources Supervisor updated the Commission on the upcoming AESOP training at Millikan High School. Robert Pfingsthorn, Senior Personnel Analyst and Marilyn Doss, Personnel Analyst reported on the activities of their unit and the completeness of the No Child Left Behind records.

Mr. Curiel informed the Commission of the new Personnel Commission Employee Recognition Program. Alison Maitlen introduced the “Making a Difference” award which will be given to a Commission Staff member at the monthly staff meetings.

OTHER ITEMS

OTHER ITEMS

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, August 23, 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 9:50 a.m. to hear the appeal of Donna O'Neill and to review and take action on the appeal and Hearing Officer's report regarding the dismissal of Steven Chrysler.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:10 a.m.

The following reportable actions were taken during Closed Session:

The Commission acted to grant the appeal of Donna O'Neill and instructed the Personnel Commission Executive Officer to notify her of this decision.

The Commission acted to accept the Hearing Officer's recommendation regarding the dismissal of Steven Chrysler and instructed the Executive Officer to notify him of this decision.

ADJOURNMENT

ADJOURNMENT

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

Respectfully submitted,

Ramon Curiel
Executive Officer

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