



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room
 Personnel Commission Building
 999 Atlantic Ave.
 Long Beach, CA 90813

**NOVEMBER 17, 2005
 THURSDAY
 8:15 A.M.**

1. CALL TO ORDER
2. ROLL
 1. Vera Mulkey, Chairperson Present _____
 2. Terry Ulaszewski, Vice-chairperson Present _____
 3. Chuck Acosta, 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 PERSONNEL COMMISSION ADMINISTRATOR
6. HEARINGS
None
7. MINUTES
 - 7.1 **Approval of Minutes of November 3, 2005** **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>
Holmes	Custodian	100% 12 month
Emerson	Health Assistant-Charter School	75% 204 day
Jordan	Instructional Aide Parent Resources Center	75% 204 day
Assistant Superintendent-High School	Senior Office Asst	100% 217 day

 - 8.2 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7** **Restricted Action**
9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
[Head Start Parent Involvement Manager – 0786 \(dual\)](#)

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

Custodian – 0139 (open/cont)

Custodian (Limited Term & Substitute) – 0139 (open/cont)

Instructional Aide-Speech & Language Communication – 3293 (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 Aide-Special – 0448 (open/cont)

Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)

Nutrition Services Worker – 5068 (open/cont)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, December 1, 2005 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 November 3, 2005 MINUTES

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

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:16 a.m. at which time she led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

Vera Mulkey, Chairperson
Terry Ulaszewski, Vice-Chairperson
Chuck Acosta, Member

STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator
Lisa Gardner, Administrative Coordinator
Lynne Karlsen, Personnel Analyst
Dale Culton, Certification Services Manager
Marilyn Doss, Associate Personnel Analyst
Susan Leaming, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Maria Alvarez, Human Resources Technician
Susan Brister, Human Resources Technician
Ericka Emery-Smith, Human Resources Technician
Kelly Hall, Human Resources Technician
Vanessa Martinez, Human Resources Technician
Karla Salas-Ramirez, Human Resources Technician
Shelley Scott, Human Resources Technician
Katheryn Shorts, Human Resources Technician
Maria Villalobos, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
Judy Marshall, Human Resources Assistant
Silaue Taeleifi, Human Resources Assistant
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; d'Ann Madore, CSEA Labor Relations Representative.

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

None.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel deferred from giving a report for the sake of reserving time for the presentation of the annual report later in the meeting.

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

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Chairperson Vera Mulkey spoke of the courage and example set by Rosa Parks and asked everyone to observe a moment of silence in her honor.

PERSONNEL COMMISSION MINUTES

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The minutes of the October 20, 2005 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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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:

RESTRUCTURE AN EXISTING POSITION

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<u>NAME</u>	<u>POSITION/SITE</u>	<u>ASSIGNMENT</u>		
Williamson, Tabitha	Instructional Aide-Special MacArthur	From	47.5%	202 day
		To	75%	202 day
Vacant	Instructional Aide-Special Lindbergh	From	62.5%	202 day flex
		To	75%	202 day flex

BULLETINS

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Personnel Commission Rule 4.6.B.1, states that the Personnel 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 bulletin:

Facilities Use Technician Prom 06-0072-3348

ELIGIBILITY LISTS

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Personnel Commission Rule 5.1.A, states that the Personnel 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:

Campus Security Officer	Dual/Cont	06-0048-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	06-LTES-5011
Instructional Aide-Special	Open/Cont	06-0049-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Special	Open/Cont	06-0058-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Library Media Assistant	Dual	06-0028-0465
Library Media Center Assistant	Dual	06-0029-5021
School Safety Officer	Dual/Cont	06-0037-5014

PRESENTATION OF ANNUAL REPORT

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Ramon Curiel explained that the Education Code requires the Personnel Commission to prepare an Annual Report to present to the Board of Education. The Report's function is to inform the Board of Education about the activities of the Personnel Commission during the preceding fiscal year.

Mr. Curiel delivered a power point presentation of the Annual Report for the Commission's review and consideration. He then directed Administrative Coordinator Lisa Gardner and Certification Services Manager Dale Culton to present a brief overview of the process involved in determining seniority, bumping rights and layoff of classified employees. Following comments and discussion, the Commission accepted the Annual Report and directed the Administrator to present it to the Board of Education at the Board Workshop on November 14.

OTHER

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Mr. Curiel announced to the Commission that this was the last Personnel Commission meeting that Human Resources Assistant Judy Marshall would be attending because of her transfer to Human Resource Services. He expressed how much she would be missed and commended her for her excellent service and dedication to Personnel Commission.

The Commission commented on staff's hard work and efforts during the preceding year and presented each staff member with an individual certificate of appreciation for their service to the Personnel Commission.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, November 17, 2005. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:05 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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