



PERSONNEL COMMISSION

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MEETING AGENDA

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

JULY 14, 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 June 16, 2005** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**
 - ABOLISH AN EXISTING CLASSIFICATION
Administrator, Human Resources Information and Technology
 - CREATE A NEW POSITION
 - 1-Network Support Specialist 100% Information Services 12 mo
funding source: general funds
 - 1-Translator-Interpreter – BL Spanish 100% PALMS 12 mo
funding source – categorical funds
 - RESCISSION OF PREVIOUS ACTION
 - 1-Head Start Instructional Aide 100% Head Start 12 mo
This position was restructured from 12 month to 217 day PCA 3/24/05 per site's request. Position to remain 12 months.
 - 1-Intermediate Office Assistant-Schools 100% Burnett 217 day flex
This position was abolished PCA 5/5/05 per site's request.

1-Instructional Assistant – Parent Resources Center BL 85% Burnett 12 mo
This position was abolished PCA 5/5/05 per site's request.

- 8.2 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7** **Restricted Action**
- 8.2 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7** **Restricted Action**
- 8.2 **Recommendation to Remove from Eligibility List per PC Rules 4.2.A.5 & 4.2.A.7** **Restricted Action**

9. BULLETINS AND TESTING ACTIONS

- 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
Contract Analyst – 0624 (dual)
Speech-Language Pathology Assistant – 5024 (dual)
Supervisor – Autism Services – 5046 (dual)
- 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**
Campus Security Officer – 5011 (dual/cont)
Campus Security Officer (Limited Term & Substitute) – 5011 (dual/cont)
Cook – Remote Site – 0591 (open/cont)
Custodian – 0139 (open/cont)
Custodian (Limited Term & Substitute) – 0139 (open/cont)
Groundskeeper – 0172 (dual)
Groundskeeper (Limited Term & Substitute) – 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 Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Job Developer – 0463 (dual)
Network Support Specialist – 3337 (dual)
Nutrition Services Supervisor I – 5064 (dual)
Nutrition Services Supervisor II – 5065 (dual)
Nutrition Services Supervisor III – 5066 (dual)
Nutrition Services Worker – 5068 (open/cont)
Office Assistant – 3359 (dual)
School Safety Officer – 5014 (dual/cont)
School Safety Supervisor – 5016 (dual)
Speech Language Pathology Assistant – 5024 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, July 28, 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 June 16, 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 8:15 a.m. at which time she led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

Vera Mulkey, Chairperson
Terry Ulaszewski, Vice-Chairperson

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
Adriana Araujo, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: 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.

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

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel stated that he had no report today for the Commission but asked each Personnel Commission Division head to give a brief update of their departments' activities. The staff managers gave individual brief reports to the Commission on the current activities of their units.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

PERSONNEL COMMISSION MINUTES

The minutes of the June 2, 2005 Personnel Commission Meeting were approved.

PERSONNEL COMMISSION MINUTES

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:

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CREATE A NEW POSITION

CREATE A NEW POSITION

- 1-Executive Director – Facilities Development and Planning 100% Facilities 12 mo
- 1-Office Assistant 100% Tincher 217 day
- 1-Transportation Aide 50% Addams 204 day
- 1-Transportation Aide 50% Lee 204 day
- 1-Webmaster 100% Communications & Community Relations 12 mo

BULLETINS

BULLETINS

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 bulletins:

Grounds Supervisor – High School	Dual	06-0005-5032
Head Start Nutrition Manager	Dual	06-0003-0785
Mail Delivery Driver	Dual	06-0002-0219

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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:

Choral Accompanist	Dual	05-0108-0122
Computer Support User Representative	Dual	05-0148-5000
Instructional Aide-Special	Open/Cont	05-0171-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0175-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Plant Supervisor – Avalon	Dual	05-0155-5081

OTHER ITEMS

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None.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, June 30, 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 8:43 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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