



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

MAY 5, 2005
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 PERSONNEL COMMISSION ADMINISTRATOR

6. HEARINGS

None

7. MINUTES

7.1 **Approval of Minutes of April 21, 2005** **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 **Classification/Restructure Recommendations per
Education Code 45246** **Action**

REVISE A CLASSIFICATION/CLASS SPECIFICATION

School Safety Officer

ABOLISH A CLASSIFICATION

Career/Vocational Education Financial Assistant

CREATE A NEW POSITION

1-Job Developer, 100% Special Ed 202 day

funding source: categorical funds

1-Supervisor – Autism Services 100% Special Ed 12 mos

funding source: categorical funds

1-Translator-Interpreter BL Spanish 100% PALMS 12 mos

funding source: categorical funds

RESTRUCTURE AN EXISTING POSITION

- 1-Intermediate Accounting Assistant 100% Nutrition Services 12 mo to 217 day
incumbent: Michelle Kennedy
reason: lack of work/lack of funds
funding source: cafeteria funds
- 1-Intermediate Nutrition Services Worker 100% Nutrition Services 12 mo to 204 day
incumbent: Maria Rocha
reason: lack of work/lack of funds
funding source: cafeteria funds
- 1-Intermediate Nutrition Services Worker 81.3% Robinson 12 mo to 75%
incumbent: Monique Malbrough
reason: lack of work/lack of funds
funding source: cafeteria funds
- 1-Intermediate Nutrition Services Worker 81.3% Stevenson 12 mo to 75%
incumbent: Loretia Palmer
reason: lack of work/lack of funds
funding source: cafeteria funds
- 1-Nutrition Services Operations & Training Specialist 100% Nutrition Services 12 mo to 217 day flex
incumbent: Judy Turbarg
reason: lack of work/lack of funds
funding source: cafeteria funds
- 1-Nutrition Services Supervisor II 100% Head Start 12 mo to 217 day flex
incumbent: Beth Roman
reason: lack of work
funding source: categorical funds
- 1-Student Evaluation Technician BL Spanish 100% ISR 217 day flex to 202 day flex
incumbent: Alexia Siong
reason: lack of funds
funding source: general funds

ABOLISH AN EXISTING POSITION

- 1-Building Maintenance Worker 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds
- 1-Building Maintenance Worker 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds
- 1-Carpenter 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds
- 1-Carpenter 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds
- 1-Electrician 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds
- 1-Electrician 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Electronic Technician 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Electronic Technician 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Electronic Technician 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Instructional Aide 35% Gant 204 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide BL Laotian 100% ISR 204 day flex
incumbent: Yaopou Chao
reason: lack of funds
funding source: general funds

1-Instructional Aide BL Samoan 100% ISR 204 day flex
incumbent: Loimata Mailoto
reason: lack of funds
funding source: general funds

1-Instructional Aide BL Spanish 47.5% Robinson 202 day flex
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide BL Spanish 100% ISR 204 day flex
incumbent: Raquel Gomez
reason: lack of funds
funding source: general funds

1-Instructional Aide BL Spanish 62.5% Gompers 204 day
incumbent: Francisca Espinoza
reason: lack of funds
funding source: categorical funds

1-Instructional Aide BL Spanish 40% Keller 204 day
incumbent: Maria Chavez
reason: lack of funds
funding source: categorical funds

1-Instructional Aide BL Spanish 40% Keller 204 day
incumbent: Maria Jaramillo
reason: lack of funds
funding source: categorical funds

1-Instructional Aide BL Spanish (R) 62.5% Garfield 204 day
incumbent: Norma Dominguez
reason: lack of funds
funding source: categorical funds

1-Instructional Aide BL Spanish (R) 40% Keller 204 day
incumbent: Miroslava Cardenas
reason: lack of funds
funding source: categorical funds

1-Instructional Aide – Deaf/Hard of Hearing 75% Lakewood 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide – Deaf/Hard of Hearing 75% Lakewood 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% Cabrillo 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Prisk 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% Tucker 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% The Willows 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Holmes 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Gant 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% Millikan 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% Lakewood 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Burroughs 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Hamilton 202 day flex
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% The Willows 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 62.5% Wilson 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Millikan 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% Bancroft 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Kettering 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 62.5% Gant 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% Stephens 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Hoover 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Mann 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Emerson 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% The Willows 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% Bancroft 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Burcham 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Kettering 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% The Willows 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% The Willows 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% The Willows 202 day
incumbent: Lorraine Topasna
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% Tucker 202 day
incumbent: Samuel Ty
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Hoover 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% The Willows 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% Stephens 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% Hudson 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% Wilson 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Millikan 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Newcomb 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Bixby 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 62.5% Lakewood 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Jordan 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% The Willows 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Millikan 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 75% Lakewood 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special 47.5% Emerson 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Special BL Spanish 62.5% Henry 202 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Instructional Aide-Speech/Language Communication 47.5% The Willows
202 day
incumbent: Julie Rice
reason: lack of funds
funding source: categorical funds

1-Instructional Assistant – Computer Resources 40% Gant 204 day
vacant position
reason: lack of funds
funding source: general funds

1-Instructional Assistant-Parent Resources Center BL 85% Burnett 12 mo
incumbent: Claudia Rendon-Berumen
reason: lack of funds
funding source: categorical funds

1-Intermediate Office Assistant-Schools 100% Burnett 217 day flex
incumbent: Carol Garcia
reason: lack of funds
funding source: categorical funds

1-Maintenance Mechanic 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Maintenance Mechanic 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Painter 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Painter 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-School Community Worker BL Khmer 20% Carver 204 day
incumbent: Bony Lek
reason: lack of funds
funding source: general funds

1-School Community Worker BL Khmer 20% Prisk 204 day
incumbent: Bony Lek
reason: lack of funds
funding source: general funds

1-School Community Worker BL Spanish 60% Twain 204 day
incumbent: Jacqueline Sanchez
reason: lack of funds
funding source: general funds

1-School Community Worker BL Spanish 25% Chavez 204 day
incumbent: Silvia Delgado
reason: lack of funds
funding source: categorical funds

1-Senior Office Assistant 100% ISR 12 mo
incumbent: Beverly Lonzello-Constantine
reason: lack of funds
funding source: general funds

1-Senior Office Assistant 100% ISR 217 day flex
incumbent: JeanMarie Johnson
reason: lack of funds
funding source: general funds

1-Staff Secretary 100% ISR 217 day flex
incumbent: Nora Borg-Breen
reason: lack of funds
funding source: general funds

1-Staff Secretary 100% ISR 12 mo
incumbent: Grace Reyes
reason: lack of funds
funding source: general funds

1-Student Evaluation Technician BL Spanish 100% ISR 217 day flex
incumbent: Monica Garrison
reason: lack of funds
funding source: general funds

12. ADJOURNMENT

RESOLUTION

CLASSIFIED SCHOOL EMPLOYEE WEEK

- WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and
- WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and
- WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and
- WHEREAS, the Chapter II of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and
- WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District, is committed to being a team player and a positive role model for students, strives for excellence in personal performance, and contributes significantly to the classroom support and business operations of the District; and
- WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it
- RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 15-21, 2005 as CLASSIFIED SCHOOL EMPLOYEES WEEK.**

Chuck Acosta
Chairperson

Vera Mulkey
Vice-Chairperson

Terry Ulaszewski
Member



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING April 21, 2005 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 8:16 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

Chuck Acosta, Chairperson
Vera Mulkey, Vice-Chairperson
Terry Ulaszewski, 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
Adriana Araujo, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B 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 PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel reported on issues discussed at the Board of Education Workshop that he attended on Monday and Tuesday. He highlighted major topics discussed including a new strategic planning process for the District, safety at schools and increased cultural diversity training.

Mr. Curiel reported that the Personnel Director from Poway Unified School District and one of its Commissioners were scheduled to visit Personnel Commission next week to review Personnel Commission's "Best Practices" as highlighted at the CSPCA conference last January.

At Mr. Curiel's request, Associate Personnel Analyst Marilyn Doss gave the Commission a brief update on the interview training workshops she's been conducting for Nutrition Services at the request of the Nutrition Services Director.

PUBLIC HEARING FOR THE
PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2005-2006

PUBLIC HEARING FOR THE
PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2005-2006

Commission Chairperson Chuck Acosta opened the public hearing for the 2005-2006 Personnel Commission budget at 8:36 a.m.

Ramon Curiel explained the process of the Personnel Commission's budget as required by the Education Code. He noted that the recommended budget for the 05-06 fiscal year reflects the abolishment of 3 vacant positions, a reduction of the hourly salary account and the elimination of the overtime salary account.

Mr. Curiel expressed concern that additional budget cuts at sites may be requested next year due to the \$23 million deficit in the District's reserve account for 2005-2006. He stated, however, that although the proposed 05-06 Personnel Commission budget was tight, he would recommend the Commission approve the proposed budget and direct staff to submit it to the Board of Education for concurrence and the Los Angeles County Office of Education for final approval.

Mr. Acosta asked if there were any questions or comments from the floor regarding the proposed budget. Hearing no comments, Mr. Acosta closed the public hearing at 8:51 a.m. The Commission acted to approve the 2005-2006 Personnel Commission budget as submitted.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the April 7, 2005 Personnel Commission Meeting were approved.

The minutes of the April 12, 2005 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Ramon Curiel noted that there was an addendum item to be included in the agenda and confirmed that all appropriate individuals present had received the addendum materials. He explained that revisions to the classification specification for Executive Director – Facilities Development and Planning had been made by the Chief Business and Financial Officer after the distribution of the agenda had been completed. Mr. Curiel then asked Associate Personnel Analyst Susan Leaming to give a brief update regarding the recommended classification. Ms. Leaming explained the reorganization plan for the Facilities office and the additional responsibilities to its Director due to the District's new strategic planning process.

The Personnel Commission acted to approve the following classification recommendations, including the addendum, 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/

Webmaster - Salary Range 36 (C1)
Executive Director – Facilities Development and Planning –
Salary Range 60 (M2)

REVISE CLASSIFICATION/
CLASS SPECIFICATION

REVISE CLASSIFICATION/
CLASS SPECIFICATION

Business Services Administrator
Network Support Specialist
School Community Worker

CREATE A NEW POSITION

CREATE A NEW POSITION

1-Computer Support Specialist Assistant 100% Information Services 12 mo
1-Computer Support User Representative 100% Information Services 12 mo
1-Data Center/User Services Manager 100% Information Services 12 mo
1-Network Support Specialist100% Information Services 12 mo

RECLASSIFY AN EXISTING POSITION

RECLASSIFY AN EXISTING POSITION

1-Nutrition Services Supervisor I 100% Sutter 204 day to
Nutrition Services Supervisor II

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

1-Intermediate Office Assistant-Schools 60% Burroughs 217 day to 40%
1-Intermediate Office Assistant-Schools 70% Grant 12 mo to 50%
1-Intermediate Office Assistant-Schools 80% Prisk 217 day to 40%

ABOLISH AN EXISTING POSITION

ABOLISH AN EXISTING POSITION

1-Purchasing Office Assistant 100% Purchasing 12 mo
1-School Community Worker BL Spanish 75% Bryant 204 day
1-Senior Office Assistant-Schools 100% King 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:

| | | |
|---------------------------------------|------|--------------|
| Computer Support Specialist Assistant | Dual | 05-0147-0388 |
|---------------------------------------|------|--------------|

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:

| | | |
|---|-----------|--------------|
| Assistant Purchasing & Contracts Director | Dual | 05-0112-0777 |
| Nutrition Service Worker | Open/Cont | 05-0139-5068 |

OTHER

OTHER

CSEA Vice-President Joseph Schessler formally announced that CSEA Chapter 2 President Shamusideen Aliu had been recalled in the recent recall election and Mary Brown, former CSEA First Vice-President, has officially taken the office of presidency.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 5, 2005. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 9:07 a.m. to discuss the Personnel Commission Administrator's Performance Evaluation.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:55 a.m. No reportable actions were taken during the Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:56 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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