



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

JUNE 16, 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 2, 2005** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45256** **Action**

CREATE A NEW POSITION

 - 1-Executive Director – Facilities Development and Planning
100% Facilities 12 mo
funding source: general funds
 - 1-Office Assistant 100% Tincher 217 day
funding source: categorical funds
 - 1-Transportation Aide 50% Addams 204 day
funding source: general funds
 - 1-Transportation Aide 50% Lee 204 day
funding source: general funds
 - 1-Webmaster 100% Communications & Community Relations 12 mo
funding source: categorical funds
9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
 - Grounds Supervisor – High School – 5032 (dual)
 - Head Start Nutrition Manager – 0785 (dual)
 - Mail Delivery Driver – 0219 (dual)

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

Choral Accompanist – 0122 (dual)

Computer Support User Representative – 5000 (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)

Plant Supervisor – Avalon – 5081 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, June 30, 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 2, 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 8:18 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
Maria Alvarez, Human Resources Technician
Ericka Emery, Human Resources Technician
Anne Follett, Human Resources Technician
Diana Galindo, Human Resources Technician
Vanessa Martinez, Human Resources Technician
Shelley Scott, Human Resources Technician
Maria Villalobos, Human Resources Technician
Judy Marshall, Human Resources Assistant
Denise Petty-Trietsch, Human Resources Assistant
Silaue Taeleifi, Human Resources Assistant
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

None.

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

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel reported on the success of the annual Classified Employee Barbecue and presented certificates of appreciation to the Commissioners for their support and efforts. Mr. Curiel also acknowledged CSEA and individual staff for their support and hard work towards the barbecue's success.

Mr. Curiel congratulated Paula Wiesenhutter, Certification Services

Supervisor, for being selected as the 2005 Classified Employee of the Year and read aloud the nomination that had been submitted. The Commissioners each commended Ms. Wiesenhutter for her award and applauded her for her outstanding work and positive attitude.

Ramon Curiel noted that there was an addendum eligibility list for Executive Director – Facilities Development and Planning to be included in the agenda and confirmed that all appropriate individuals present had received the addendum materials.

PERSONNEL COMMISSION MINUTES

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The minutes of the May 19, 2005 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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RECOMMENDATIONS

Ramon Curiel reported that the District instructed Personnel Commission that the Board of Education will take the responsibility for action on the abolishment or FTE reduction of positions due to lack of work or lack of funds effective immediately. Joseph Schessler, CSEA Unit B Vice President, voiced CSEA's agreement to this process. Mr. Curiel, therefore, requested that all positions recommended for abolishment on this agenda be pulled per the District's directive. The Commission pulled the 19 recommended abolishments.

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

1-Office Assistant 62.5% Gant 202 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

1-Instructional Aide-Special 26.2% The Willows 202 day to 47.5%

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 Daronna Miller from current eligibility lists.

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 bulletins:

Head Start Instructional Aide
Heavy Truck Driver

Dual
Dual

06-0001-0657
05-0172-0187

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:

Campus Security Officer	Dual/Cont	05-0169-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	05-LTES-5011
Computer Support Specialist Assistant	Dual	05-0147-0388
Credentials Services Specialist	Dual	05-0135-3343
Instructional Aide-Special	Open/Cont	05-0164-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0168-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Assistant-Intensive Behavioral Treatment	Dual	05-0154-5035
Intermediate Nutrition Services Worker	Dual	05-0123-5058
Nutrition Services Worker	Open/Cont	05-0151-5068
Senior Nutrition Services Worker	Dual	05-0122-5071
Water/Boiler Treatment Specialist	Dual	05-0130-3299
Webmaster	Dual	05-0152-5083
Executive Director-Facilities Development and Planning	Dual	05-0138-5084

OTHER ITEMS

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Ramon Curiel invited everyone to attend the Board of Education’s formal presentation of the Classified Employee of the Year Award to Paula Wiesenhutter at the next Board of Education meeting scheduled for June 7.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 16, 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 8:52 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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