



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

JANUARY 27, 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
  - 6.1 Hearing of Disciplinary Action (Closed Session)
7. MINUTES
  - 7.1 Approval of Minutes of January 13, 2005 Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action

#### CREATE A POSITION

- 1-Campus Security Officer 100% Franklin 217 day flex  
*funding source: categorical funds*
- 1-Intermediate Office Assistant-Schools BL Spanish 100% King 12 mo  
*funding source: general funds*
- 1-Stage Technician 100% Renaissance 204 day  
*funding source: categorical funds*

#### RECLASSIFY A POSITION

- 1-Senior Nutrition Services Worker 75% Franklin 217 day flex to  
Intermediate Nutrition Services Worker  
*vacant position*  
*funding source: cafeteria funds*

#### RESTRUCTURE AN EXISTING POSITION

- 1-Campus Security Officer 47.5% LBSA 202 day to 100%  
*incumbent: Lola Mendoza*

*reason: increased workload*  
*funding source: categorical funds*

ABOLISH AN EXISTING POSITION

1-Intermediate Office Assistant 100% ISR 12 mo

*incumbent: Alexandra Lavayen-Jenkins*

*reason: lack of funds*

*funding source: general funds*

1-Intermediate Office Assistant-Schools 100% King 12 mo

*incumbent: Blanca Vasquez*

*reason: lack of work*

*funding source: general funds*

1-Intermediate Office Assistant-Schools 100% King 12 mo

*incumbent: Valeeta Pharr*

*reason: lack of work*

*funding source: general funds*

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action  
[Stage Technician – 0379 \(dual\)](#)

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action  
Instructional Aide-Special – 0448 (open/cont)  
Instructional Aide-Special (LTE & Substitutes) – 0448 (open/cont)  
Instructional Aide-Special – 0448 (open/cont)  
Instructional Aide-Special (LTE & Substitutes) – 0448 (open/cont)

Extend Eligibility Lists

ASB Financial Technician – 0751 (dual)

Heavy Truck Driver – 0187 (dual)

Intermediate Office Assistant-Schools (Avalon) – 3354 (open)

Senior Payroll Accounting Technician – 0762 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, February 10, 2005 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

12.1 Hearing of Disciplinary Action

13. ADJOURNMENT



## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING January 13, 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  
Alison Maitlen, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Maria Alvarez, Human Resources Technician  
Vanessa Martinez, Human Resources Technician  
Shelly Scott, Human Resources Technician  
Adriana Araujo, Staff Secretary  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Shamusideen Aliu, CSEA Chapter 2 President; Mary Brown, CSEA Chapter 2 First Vice-President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; James Richardson, appellant.

#### 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 reported that the installation of the new server and computers in the Personnel Commission office had been completed. At Mr. Curiel's request, Personnel Analyst Lynne Karlsen explained the plan to use the older computers in applicant testing to facilitate a faster, paperless process. Administrative Coordinator Lisa Gardner then reported on the status of the updated Sigma Applicant Tracking System that Personnel Commission is attempting to purchase.

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

#### REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Mr. Curiel distributed the new catalog of Classified Staff Development classes to the Commission and asked Associate Personnel Analyst Alison Maitlen to update the Commission. Ms. Maitlen briefly reviewed the catalog with the Commission, highlighting new classes that were added.

Mr. Curiel reported on his attendance at the State of the City Address and stated that the Mayor complimented the District's efforts and accomplishments.

Mr. Curiel reported that the LTE Priority Hire agreement with CSEA is currently being reviewed by the District's attorney regarding the agreement's language of the December 31, 2004 ending date. He stated that he would keep the Commission updated on the outcome.

#### HEARINGS

HEARINGS

None.

#### PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the December 13, 2004 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 CLASSIFICATION

CREATE A CLASSIFICATION

Data Center/User Services Manager (M2)  
Salary Range 42

#### REVISE A CLASSIFICATION/ CLASS SPECIFICATION

REVISE A CLASSIFICATION/  
CLASS SPECIFICATION

Nutrition Services Manager (M2)  
Salary Range 42

#### RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

1-ASB Financial Technician 100% Stephens 217 day to 50%  
1-Instructional Aide-Special 100% The Willows 202 day to 75%  
1-Instructional Aide BL Spanish 47.5% Robinson 12 mo to 202 day flex

#### ABOLISH AN EXISTING POSITION

ABOLISH AN EXISTING POSITION

1-Certified Occupational Therapy Assistant/Licensed  
100% Special Ed 217 day  
1-Instructional Aide-Special 75% Barton 202 day  
1-Intermediate Office Assistant 50% Security 12 mo  
1-Intermediate Office Assistant 100% Special Ed 12 mo  
1-Intermediate Office Assistant 100% Special Ed 12 mo  
1-School Community Worker BL Spanish 100% Roosevelt 12 mo

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, James Richardson, 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 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:

Human Resources Technician	Dual	05-0087-3352
Intermediate Office Assistant	Dual	05-0092-0673
Intermediate Office Assistant-Schools	Dual	05-0093-3354
Substitute Custodian	Open/Cont	05-0094-0139

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	05-0082-5011
Campus Security Officer (LTE & Substitute)	Dual/Cont	05-LTES-5011
Instructional Aide-Special	Open/Cont	05-0083-0448
Instructional Aide-Special (LTE & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0086-0448
Instructional Aide-Special (LTE & Substitute)	Open/Cont	05-LTES-0448
Instructional Assistant-Intensive Behavioral Treatment	Dual/Cont	05-0079-5035
Intermediate Office Assistant	Dual	04-0171-0673
Intermediate Office Assistant (LTE & Substitute)	Dual	05-LTES-0673
Intermediate Office Assistant-Schools	Dual	04-0172-3354
Intermediate Office Assistant-Schools (LTE & Substitute)	Dual	05-LTES-3354
Lead Custodian	Dual	05-0062-0205
Nutrition Services Worker	Open/Cont	05-0085-5068
Nutrition Services Worker	Open/Cont	05-0081-5068
Nutrition Services Worker	Open/Cont	05-0091-5068
Nutrition Services Worker	Open/Cont	05-0088-5068
School Community Worker BL Spanish	Dual	05-0073-0474
Senior Software Applications Engineer	Dual	05-0022-5073
Speech-Language Pathology Assistant	Dual	05-0046-5024
Software Applications Engineer	Dual	05-0021-5072
Supervising Software Applications Engineer	Dual	05-0023-5074
Warehouse Materials Processor	Dual	05-0063-0712

Extend Eligibility Lists

Chemical Application Technician	Dual	04-0044-5030
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OTHER

OTHER

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, January 27, 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 8:28 a.m. to hear the appeal of James Richardson and to discuss preparations for the Appeal Hearing scheduled for January 27, 2005.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:28 a.m. The following reportable action was taken during the Closed Session:

The Commission acted to table any action on Mr. Richardson's appeal pending further information from the Personnel Commission.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:29 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

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