



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

JANUARY 13, 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 December 13, 2004** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
 - CREATE A CLASSIFICATION
Data Center/User Services Manager (M2)
Salary Range 42
 - REVISE A CLASSIFICATION
Nutrition Services Manager (M2)
Salary Range 42
 - RESTRUCTURE AN EXISTING POSITION
1-ASB Financial Technician 100% Stephens 217 day to 50%
incumbent: Tara Cole
reason: lack of funds
funding source: general funds
1-Instructional Aide-Special 100% The Willows 202 day to 75%
incumbent: Mischana Mabon
reason: lack of work
funding source: categorical funds
1-Instructional Aide BL Spanish 47.5% Robinson 12 mo to 202 day flex
incumbent: Elizabeth Escobar
reason: lack of work

*funding source: categorical funds
(retro to 7/1/04)*

ABOLISH AN EXISTING POSITION

1-Certified Occupational Therapy Assistant/Licensed 100% Special Ed
217 day

vacant position

reason: lack of funds

funding source: categorical funds

1-Instructional Aide-Special 75% Barton 202 day

incumbent: Ayesha Outland

reason: lack of funds

funding source: general funds

1-Intermediate Office Assistant 50% Security 12 mo

vacant position

reason: lack of funds

funding source: general funds

1-Intermediate Office Assistant 100% Special Ed 12 mo

vacant position

reason: lack of funds

funding source: categorical funds

1-Intermediate Office Assistant 100% Special Ed 12 mo

vacant position

reason: lack of funds

funding source: categorical funds

1-School Community Worker BL Spanish 100% Roosevelt 12 mo

vacant position

reason: lack of funds

funding source: categorical funds

**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

[Human Resources Technician – 3352 \(dual\)](#)

[Intermediate Office Assistant – 0673 \(dual\)](#)

[Intermediate Office Assistant-Schools – 3354 \(dual\)](#)

[Substitute Custodian – 0139 \(open/cont\)](#)

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

Campus Security Officer – 5011 (dual/cont)

Campus Security Officer (LTE & Substitute) – 5011 (dual/cont)

Instructional Aide-Special – 0448 (open/cont)

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

Instructional Aide-Special – 0448 (open/cont)

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

Instructional Assistant-Intensive Behavioral Treatment – 5035 (dual/cont)

Intermediate Office Assistant – 0673 (dual)

Intermediate Office Assistant (LTE & Substitute) – 0673 (dual)

Intermediate Office Assistant-Schools – 3354 (dual)

Intermediate Office Assistant-Schools (LTE & Substitute) – 3354 (dual)

Lead Custodian – 0205 (dual)

Nutrition Services Worker – 5068 (open/cont)

Nutrition Services Worker – 5068 (open/cont)

Nutrition Services Worker – 5068 (open/cont)

Nutrition Services Worker – 5068 (open/cont)

School Community Worker BL Spanish – 0474 (dual)

Senior Software Applications Engineer – 5073 (dual)
Speech-Language Pathology Assistant – 5024 (dual)
Software Applications Engineer – 5072 (dual)
Supervising Software Applications Engineer – 5074 (dual)
Warehouse Materials Processor – 0712 (dual)

Extend Eligibility Lists

Chemical Application Technician – 5030 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, January 27, 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

PLEASE POST

PERSONNEL COMMISSION MEETING December 13, 2004 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 10:00 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
Ericka Emery-Smith, Human Resources Technician
Anne Follett, Human Resources Technician
Diana Galindo, Human Resources Technician
Vanessa Martinez, Human Resources Technician
Karla Salas-Ramirez, Human Resources Technician
Maria Villalobos, Human Resources Technician
Judy Marshall, Human Resources Assistant
Adriana Araujo, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Cecelia Slater, Director, Nutrition Services; 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; Shamusideen Aliu, upcoming CSEA Chapter 2 President effective January 1, 2005; Frank Runkle, CSEA Labor Relations Representative.

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

None.

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REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

Ramon Curiel informed the Commission of some actions taken by the Board of Education at their last meeting. He reported that the Board approved the recommendation to reappoint Chuck Acosta to the Personnel Commission for another three year term and extended Superintendent Steinhauser’s contract. Mr. Curiel reported that the Board also approved a new health plan option and asked CSEA Unit B Vice-president Joseph Schessler to briefly describe the new plan.

Mr. Curiel distributed to the Commission the cover page of the CSEA newsletter written by Chapter 2 President Val Pharr noting the paragraph addressed to the Commission from Ms. Pharr expressing her appreciation and acknowledging the Personnel Commission’s accomplishments.

HEARINGS

HEARINGS

None.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the December 2, 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:

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Special Projects Fiscal Officer

CREATE A NEW POSITION

CREATE A NEW POSITION

- 1-Nutrition Services Worker 37.5% Robinson 12 mo
- 1-Nutrition Services Worker 37.5% Sutter 204 day
- 1-Nutrition Services Worker 37.5% Tincher 204 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

- 1-Instructional Aide-Special 20% The Willows 202 day to 41.3%
- 1-Instructional Aide-Special 47.5% The Willows 202 day to 75%
- 1-Intermediate Office Assistant-Schools 50% Garfield 217 day to 60%
- 1-Nutrition Services Supervisor I 75% Burcham 204 day to 87.5%
- 1-Nutrition Services Supervisor I 75% Chavez 204 day to 87.5%

ABOLISH AN EXISTING POSITION

ABOLISH AN EXISTING POSITION

- 1-Gang Awareness Assistant (R) 100% Franklin 204 day flex
- 1-Gang Awareness Assistant (R) 100% Franklin 204 day flex

NUTRITION SERVICES
COMPENSATION STUDY

NUTRITION SERVICES
COMPENSATION STUDY

Ramon Curiel gave general background information regarding the classification and compensation phases of a job family study and then asked Associate Personnel Analyst Susan Leaming to review the findings of the Nutrition Services compensation study with the Commission. Ms. Leaming went through her report with the Commission and answered all questions. The Commission decided to continue further discussion regarding the study in Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.7 and 4.2.A.15. The individual was not present. The Commission acted to remove Deshaun Wilson from current eligibility lists.

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:

Assistant Maintenance Director	Dual	05-0078-0504
Maintenance Director	Dual	05-0077-0083
Grounds Equipment Operator II/Driver	Dual	05-0084-5031

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:

Instructional Aide-Special	Open/Cont	05-0075-0448
Instructional Aide-Special (Substitute & LTE)	Open/Cont	05-LTES-0448

OTHER

OTHER

Mr. Curiel informed the audience that this was Valeeta Pharr's final Personnel Commission meeting as CSEA Chapter 2 President and that the Commission had prepared a plaque to present to her. Because Ms. Pharr had been unable to attend the meeting, Chairperson Chuck Acosta asked all CSEA Leadership present to come up and accept the award in her honor.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, January 13, 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 10:35 a.m. to discuss the Nutrition Services Compensation Study and the pending hearing regarding a disciplinary matter.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 11:40 a.m. The following reportable actions were taken during the Closed Session:

The Commission directed the Personnel Commission Administrator to formally submit the findings of the Nutrition Services compensation study to the Board of Education for approval with implementation effective January 1, 2005. They also directed him to submit the sections affecting represented staff to CSEA since these salary adjustments are subject to negotiations.

The Commission directed the Personnel Commission Administrator to further investigate the disciplinary action taken against Jeffery Singleton by the Board of Education prior to the setting of the date and hearing officer for the requested hearing.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 11:42 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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