



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

FEBRUARY 17, 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 January 27, 2005** Action
- 8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
 - CREATE A NEW CLASSIFICATION
Plant Supervisor – Avalon (S1) Salary Range 26
 - CREATE A NEW POSITION
 - 1-Assistant Maintenance Director 100% Maintenance 12 mo
funding source: general funds
 - 1-Campus Security Officer 100% Butler 204 day flex
funding source: categorical funds
 - 1-Intermediate Office Assistant-Schools 40% Jefferson 217 day
funding source: general funds
 - 1-Intermediate Office Assistant-Schools 100% Jordan 217 day
funding source: general funds
 - 1-School Security Officer 100% Security 12 mo
funding source: general funds

RESTRUCTURE AN EXISTING POSITION

- 1-Instructional Assistant-Intensive Behavioral Treatment 75%
The Willows 202 day to 100%
vacant position
reason: increased workload
funding source: categorical funds
- 1-Intermediate Office Assistant-Schools 75% Emerson 217 day to 100%
incumbent: Laura Brean
reason: increased workload
funding source: categorical funds

ABOLISH AN EXISTING POSITION

- 1-Accountant (C) 100% Budget 12 mo
incumbent: Rolando Labrador (retiring 2/23/05)
reason: lack of funds
funding source: general funds
- 1-Assistant Information Services Director – Business Systems & Support
100% Information Services 12 mo
vacant position
reason: lack of funds
funding source: general funds
- 1-Gang Intervention Specialist 100% Security 12 mo
vacant position
reason: lack of funds
funding source: categorical funds
- 1-Gang Intervention Specialist 100% Security 12 mo
vacant position
reason: lack of funds
funding source: categorical funds
- 1-Human Resources Assistant 100% Special Projects 217 day
vacant position
reason: lack of funds
funding source: 80% categorical funds/20% general funds
- 1-Intermediate Accounting Assistant 100% Accounting 12 mo
vacant position
reason: lack of funds
funding source: general funds
- 1-Intermediate Office Assistant 50% ISR 12 mo
incumbent: Teresa Anderson
reason: lack of funds
funding source: categorical funds
- 1-Offset Press Operator 100% Purchasing 12 mo
incumbent: Cedric Welton
reason: lack of funds
funding source: general funds
- 1-School Community Worker (R) 7.5% 202 day
vacant position
reason: lack of funds
funding source: categorical funds
- 1-Staff Secretary 100% Purchasing 12 mo
incumbent: Cynthia York
reason: lack of funds
funding source: general funds
- 1-Warehouse Materials Processor 100% Purchasing 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Warehouse Materials Processor 100% Purchasing 12 mo
vacant position
reason: lack of funds
funding source: general funds

8.2 **Recommendation to Remove from Eligibility List per
PC Rule 4.2.A.7 (Possible Closed Session Item) Restricted Action**

9. BULLETINS AND TESTING ACTIONS

9.1 **Bulletins – Per Personnel Commission Rule 4.6.B Action**
Bus Driver – 0101 (dual)
Data Center/User Services Manager – 5080 (dual)
Human Resources Assistant – 3350 (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)
Child Nutrition Specialist – 3322 (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)
Instructional Assistant-Intensive Behavioral Treatment – 5035 (open/cont)
Intermediate Office Assistant – 0673 (dual)
Intermediate Office Assistant (Limited Term & Substitute) – 0673 (dual)
Intermediate Office Assistant-Schools – 3354 (dual)
Intermediate Office Assistant-Schools (Limited Term & Substitute) – 3354 (dual)
Maintenance Director – 0083 (dual)
Nutrition Services Worker – 5068 (open/cont)
Nutrition Services Worker – 5068 (open/cont)
Supervisor – Autism Services – 5046 (dual/cont)
Translator – Interpreter BL Spanish – 5079 (prom)

Extend Eligibility Lists

Area Custodial Manager – 0600 (prom)
Custodian – 0139 (open/cont)
Custodian – 0139 (dual/cont)
Groundskeeper – 0172 (open)
Human Resource Services Operations Manager – 0737 (prom)
Instructional Aide-Deaf/Hard of Hearing – 3271 (open/cont)
Intermediate Office Assistant – 0673 (dual/cont)
Intermediate Office Assistant – 0673 (dual)
Intermediate Office Assistant – 0673 (dual)
Intermediate Office Assistant – 0673 (dual)
Intermediate Office Assistant – 0673 (dual)
Intermediate Office Assistant-Schools – 3354 (dual)
Intermediate Office Assistant-Schools – 3354 (dual)
Intermediate Office Assistant-Schools – 3354 (dual)
Intermediate Office Assistant-Schools – 3354 (dual)
Intermediate Office Assistant-Schools – 3354 (dual)
Intermediate Office Assistant-Schools – 3354 (dual)
Lead Custodian – 0205 (dual)
Plant Supervisor – High School – 0142 (prom)
Pool Attendant – 0245 (dual)
Purchasing Office Assistant – 0708 (dual)
Purchasing Office Assistant-Food Services – 0709 (dual)
Senior ASB Financial Assistant – 0761 (dual)

10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on Thursday, February 24, 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 Discussion and Action on Disciplinary Hearing Report
13. ADJOURNMENT

PERSONNEL COMMISSION MEETING
January 27, 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.

<u>COMMISSION MEMBERS PRESENT</u>	<u>STAFF MEMBERS PRESENT</u>
Chuck Acosta, Chairperson Vera Mulkey, Vice-Chairperson Terry Ulaszewski, Member	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 Judy Marshall, Human Resources Assistant Adriana Araujo, Staff Secretary Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Shamusideen Aliu, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; Frank Runkle, CSEA Labor Relations Representative.

<u>HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON THE AGENDA</u>	<u>HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON THE AGENDA</u>
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None.

<u>REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR</u>	<u>REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR</u>
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Ramon Curiel reviewed for the Commission a plan of budget cuts proposed by the District and the Personnel Commission’s role in the process of employee layoff. Mr. Curiel explained employees’ rights regarding layoff, seniority and reemployment and the practice of putting displaced employees in vacant positions when possible. Administrative Coordinator Lisa Gardner reported that Personnel Commission staff has coordinated with the California Employment Development Department for services to assist District employees

facing layoff. Mr. Curiel stated that Personnel Commission staff will offer one-on-one counseling to any employee who should lose their job.

CSEA Chapter 2 President Shamisudeen Aliu stated he wanted the record to reflect that CSEA is very supportive and will always be available to help if wanted.

HEARINGS

HEARINGS

It was noted that there was a Hearing of Disciplinary Action scheduled for Closed Session.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the January 13, 2005 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CSEA Unit B Vice-President Joseph Schessler voiced concern regarding the justification for the abolishment of the two Intermediate Office Assistant-Schools positions at King. Mr. Curiel explained the circumstances regarding these abolishment 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 POSITION

CREATE A POSITION

- 1-Campus Security Officer 100% Franklin 217 day flex
- 1-Intermediate Office Assistant-Schools BL Spanish 100% King 12 mo
- 1-Stage Technician 100% Renaissance 204 day

RECLASSIFY A POSITION

RECLASSIFY A POSITION

- 1-Senior Nutrition Services Worker 75% Franklin 217 day flex to Intermediate Nutrition Services Worker

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

- 1-Campus Security Officer 47.5% LBSA 202 day to 100%

ABOLISH AN EXISTING POSITION

ABOLISH AN EXISTING POSITION

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

Stage Technician

Dual

05-0095-0379

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	05-0090-0448
Instructional Aide-Special (LTE & Substitutes)	Open/Cont	09-LTES-0448
Instructional Aide-Special	Open/Cont	05-0097-0448
Instructional Aide-Special (LTE & Substitutes)	Open/Cont	09-LTES-0448

Extend Eligibility Lists

ASB Financial Technician	Dual	03-0085-0751
Heavy Truck Driver	Dual	04-0084-0187
Intermediate Office Assistant-Schools (Avalon)	Open	04-0105-3354
Senior Payroll Accounting Technician	Dual	03-0064-0762

OTHER

OTHER

Ramon Curiel reported that appellant Carl Lambrinck, who was scheduled for an appeal hearing on February 17th, withdrew his request for a hearing. Mr. Curiel suggested the Commission retain the hearing date and Hearing Officer for February 17th and schedule Jeffery Singleton for his appeal hearing on that date. The Commission directed Mr. Curiel to contact the parties involved to proceed with this suggestion.

NEXT MEETING

NEXT MEETING

The Commission rescheduled the next regular meeting for the Personnel Commission from its original date of February 10 to February 17, 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 8:49 a.m. for Marsden Burton’s Appeal Hearing regarding Disciplinary Action. The Commission relocated the meeting to the Staff Development Training Room and the Hearing began at 9:00 a.m.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 1:07 p.m. The Personnel Commission directed the Personnel Commission Administrator to prepare a Hearing Report for the Commission’s discussion and consideration.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 1:08 p.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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