



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

OCTOBER 6, 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 September 15, 2005** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>	
Sutter	ASB Financial Tech	50%	204 day
Hamilton	Campus Security Officer	100%	217 day flex
Powell	Custodian	100%	12 month
Lakewood	Groundskeeper	100%	12 month
Powell	Office Asst	80%	12 month
Cabrillo	Student Store Operator	100%	204 day
Newcomb	Transportation Aide	80%	204 day
Cubberley	Transportation Aide BL Sp	100%	204 day

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>		
Radi Robertson	Inst Aide-Spc	From	47.5%	202 day
		To	62.5%	202 day
Tabitha Williamson	Inst Aide-Spc	From	47.5%	202 day
		To	75%	202 day
Thanh Van	Inst Asst-Comp Res	From	45%	204 day
		To	100%	204 day
Catherine Miller	Sr Office Asst-Sch	From	62.5%	217 day flex
		To	100%	217 day flex
Betty Wallis	Sr Office Asst-Sch	From	100%	217 day
		To	100%	12 month

- 8.2 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7 **Restricted Action**
- 8.3 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7 **Restricted Action**
- 8.4 Recommendation to Remove from Eligibility List per PC Rules 4.2.A.6 and 4.2.A.7 **Restricted Action**
- 8.5 Recommendation to Remove from Eligibility List per PC Rules 4.2.A.6 and 4.2.A.7 **Restricted Action**
- 8.6 Recommendation to Remove from Eligibility List per PC Rules 4.2.A.7 and 4.2.A.15 **Restricted Action**

9. BULLETINS AND TESTING ACTIONS

- 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
[Assistant Warehouse Manager – 0770 \(prom\)](#)
[Speech-Language Pathology Assistant – 5024 \(dual\)](#)
- 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** **Restricted Action**
 Audits Director- 0860 (dual)
 Campus Security Officer – 5011 (dual/cont)
 Campus Security Officer (Limited Term & Substitute) – 5011 (dual/cont)
 Nutrition Services Worker – 5068 (open/cont)
 Speech Language Pathology Assistant – 5024 (dual)

Extend Eligibility List(s)

- Intermediate Office Assistant – 0673 (dual/cont)
- Intermediate Office Assistant – 0673 (dual)
- Intermediate Office Assistant-Schools – 3354 (dual)
- Intermediate Office Assistant – 0673 (dual)
- Intermediate Office Assistant-Schools – 3354 (dual)
- Intermediate Office Assistant – 0673 (dual)
- Intermediate Office Assistant-Schools – 3354 (dual)

10. OTHER ITEMS

- 11. The next regular meeting of the Personnel Commission will be held on Thursday, October 20, 2005 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.

13. ADJOURNMENT



PERSONNEL COMMISSION

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PERSONNEL COMMISSION MEETING September 15, 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 8:15 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
Dale Culton, Certification Services Manager
Marilyn Doss, Associate Personnel Analyst
Susan Leaming, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Paula Wiesenhutter, Certification Services Supervisor
Ericka Emery-Smith, Human Resources Technician
Vanessa Martinez, Human Resources Technician
Shelley Scott, Human Resources Technician
Maria Villalobos, Human Resources Technician
Silaue Taeleifi, Human Resources Assistant
Adriana Araujo, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; d'Ann Madore, CSEA Labor Relations Representative.

Chairperson Vera Mulkey requested all present to observe a moment of silence for the victims of the Katrina hurricane.

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 requested that Agenda Item 8.2, a recommendation to remove a name from current eligibility lists, be pulled from the agenda. He stated that the applicant requested additional time to submit appeal materials.

Mr. Curiel noted the article in the Press Telegram regarding the layoff of LBUSD classified employees. He updated the Commission on the number of employees projected by the Board

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

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

of Education that might be facing layoff and reiterated Personnel Commission's role in the process. He stated that Personnel Commission staff continues to work individually with the affected employees to look at alternative employment opportunities.

At the request of Mr. Curiel, Associate Personnel Analyst Alison Maitlen gave a brief update of the Classified Staff Development Program and highlighted some of the new classes being offered. She informed the Commission that the Fall catalog is on the Personnel Commission website and is being distributed to all schools and sites.

Mr. Curiel reminded the Commission that they will be joining him and a couple of Personnel Commission staff to accept the CAPE (California Awards for Performance Excellence) Award at the California Council for Excellence Presentation in San Jose on September 23rd.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the August 25, 2005 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:

None.

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 Commission pulled this item from the agenda pending additional appeal material per the request of the applicant.

BULLETINS

BULLETINS

Assistant Warehouse Manager	Dual	06-0026-0770
Head Start Family Services Liaison	Dual	06-0027-5075
Health Assistant-Charter Schools	Dual	06-0039-5093
Kids Club Assistant	Dual	06-0032-0694
Kids Club Lead Assistant	Dual	06-0033-0515
Library/Media Assistant	Dual	06-0028-0465
Library/Media Center Assistant	Dual	06-0029-5021
Student Evaluation Technician	Open/Cont	06-0040-0399
Supervising Food Production Equipment Technician	Prom	06-0024-0499

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:

Computer Equipment Support Supervisor	Prom	06-0015-3281
Custodian	Open/Cont	06-0019-0139
Custodian (Limited Term & Substitute)	Open/Cont	06-LTES-0139
Instructional Aide-Special	Open/Cont	06-0021-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Special	Open/Cont	06-0034-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448

OTHER ITEMS

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Associate Personnel Analyst Marilyn Doss reported that Personnel Commission staff and Nutrition Services staff have teamed together and “adopted” three families who have recently relocated here from New Orleans. She explained that these families are all related and are currently residing with a relative in Long Beach. Ms. Doss met them at the 999 Atlantic Building as they were registering their children into Long Beach schools. She said that in speaking with them she found out that they fled New Orleans just before Katrina’s full force hit, leaving behind everything they owned except what they had on them. Ms. Doss reported that the staff at Personnel Commission and Nutrition Services have donated gift cards to local stores and needed household items. She stated that both sites have committed to continue to assist these families for as long as necessary.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 6, 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 8:40 a.m. to discuss the Performance Evaluation of the Personnel Commission Administrator.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:05 a.m. No reportable actions were taken during Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:06 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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