



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

MAY 19, 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 May 5, 2005** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

CREATE A NEW CLASSIFICATION

Staff Secretary - Bilingual
Salary Range 19 C1

RECLASSIFY A POSITION

1-Administrator, Human Resources Information and Technology
100% HRS 12 mo to Senior Personnel Analyst
1-Elementary School Office Supervisor 100% Sutter 217 day to
Middle School Office Supervisor

CREATE A NEW POSITION

1-Instructional Assistant-Intensive Behavioral Treatment 75% The Willows
202 day
funding source: categorical funds
1-Instructional Assistant-Intensive Behavioral Treatment 75% The Willows
202 day
funding source: categorical funds
1-Instructional Assistant-Intensive Behavioral Treatment 75% The Willows
202 day
funding source: categorical funds

RESTRUCTURE AN EXISTING POSITION

- 1-Instructional Aide-Special 62.5% Riley 202 day to 75%
incumbent: Deborah Roberts
reason: increased workload
funding source: categorical funds
- 1-Intermediate Nutrition Services Worker 81.3% King 12 mo to 75% 204 day
incumbent: Virginia Fox
reason: lack of work/lack of funds
funding source: cafeteria funds
- 1-Intermediate Office Assistant-Schools 40% Bryant 217 day to 20%
incumbent: Alina Maxwell
reason: lack of funds
funding source: categorical funds
- 1-Intermediate Office Assistant-Schools 100% Cleveland 217 day to 80%
incumbent: Barbara Campbell
reason: lack of funds
funding source: general funds
- 1-Intermediate Office Assistant-Schools 100% Keller 217 day to 80%
incumbent: Tonya Krzystof
reason: lack of funds
funding source: 50% categorical funds/50% general funds
- 1-Intermediate Office Assistant-Schools 60% Mann 217 day to 40%
incumbent: Susan Murphy
reason: lack of funds
funding source: 50% categorical funds/50% general funds
- 1-Intermediate Office Assistant-Schools 100% Monroe 217 day to 60%
incumbent: Judy Hauck
reason: lack of funds
funding source: general funds
- 1-Intermediate Office Assistant-Schools 40% Naples 217 day to 20%
incumbent: Michelle Wittenberg
reason: lack of funds
funding source: general funds
- 1-Nutrition Services Worker 43.8% Addams 12 mo to 25%
vacant position
reason: lack of work/lack of funds
funding source: cafeteria funds

ABOLISH AN EXISTING POSITION

- 1-Attendance Services Field Assistant 100% Security and Emergency Preparedness 204 day
incumbent: Corinna Boyle
reason: lack of funds
funding source: categorical funds
- 1-Attendance Services Field Assistant 100% Security and Emergency Preparedness 204 day
incumbent: Albert Briones
reason: lack of funds
funding source: categorical funds
- 1-Attendance Services Field Assistant 100% Security and Emergency Preparedness 204 day
incumbent: Kaony Huon
reason: lack of funds
funding source: categorical funds
- 1-Building Maintenance Worker 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Building Maintenance Worker 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Carpenter 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Carpenter 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Electrician 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Electrician 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Electronic Technician 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Electronic Technician 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Electronic Technician 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds

1-Head Start Parent Aide (R) 100% Head Start 217 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Head Start Parent Aide (R) 100% Head Start 217 day
vacant position
reason: lack of funds
funding source: categorical funds

1-Head Start Parent Aide (R) 100% Head Start 12 mo
vacant position
reason: lack of funds
funding source: categorical funds

1-Head Start Parent Aide (R) 100% Head Start 12 mo
vacant position
reason: lack of funds
funding source: categorical funds

1-Head Start Parent Aide (R) 100% Head Start 12 mo
vacant position
reason: lack of funds
funding source: categorical funds

1-Head Start Parent Aide (R) 100% Head Start 12 mo
vacant position
reason: lack of funds
funding source: categorical funds

- 1-Instructional Aide 45% Monroe 204 day
incumbent: Katharine Mollin
reason: lack of funds
funding source: categorical funds
- 1-Instructional Aide BL Spanish (R) 37.5% Avalon 204 day
incumbent: Terri Hernandez
reason: lack of funds
funding source: categorical funds
- 1-Instructional Aide-Special 75% Jordan 202 day
vacant position
reason: lack of funds
funding source: categorical funds
- 1-Instructional Warehouse Assistant 100% Research 12 mo
vacant position
reason: lack of funds
funding source: general funds
- 1-Intermediate Office Assistant-Schools 50% Avalon 217 day
incumbent: Gayle Tasca
reason: lack of funds
funding source: categorical funds
- 1-Intermediate Office Assistant-Schools 100% Barton 217 day
incumbent: Shelia Jones
reason: lack of funds
funding source: general funds
- 1-Maintenance Mechanic 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds
- 1-Maintenance Mechanic 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds
- 1-Painter 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds
- 1-Painter 100% Maintenance 12 mo
vacant position
reason: lack of funds
funding source: general funds
- 1-School Community Worker BL Spanish 40% Cleveland 204 day
incumbent: Veronica Loza
reason: lack of funds
funding source: 82% general funds/18% categorical funds
- 1-Senior Office Assistant 100% Food Services 12 mo
vacant position
reason: lack of work/lack of funds
funding source: cafeteria funds

RESCISSION OF PREVIOUS ACTION

- 1-Transportation Aide 100% Emerson 204 day
Abolished – PCA 3/24/05

8.2 Meeting Dates for Personnel Commission 2004-2005

Action

Staff submits the following dates for the 2005 – 2006 Personnel Commission meetings for approval. All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

July 14, 2005

January 12, 2006

July 28, 2005	January 26, 2006
August 11, 2005	February 9, 2006
August 25, 2005	February 23, 2006
September 8, 2005	March 9, 2006
September 22, 2005	March 23, 2006
October 6, 2005	April 6, 2006
October 20, 2005	April 20, 2006
November 3, 2005	May 4, 2006
November 17, 2005	May 18, 2006
December 1, 2005	June 1, 2006
December 15, 2005	June 15, 2006
December 29, 2005	June 29, 2006

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B **Action**
[Job Developer – 0463 \(dual\)](#)
[School Safety Supervisor – 5016 \(dual\)](#)
[Speech-Language Pathology Assistant – 5024 \(dual\)](#)

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action
 Custodian – 0139 (open/cont)
 Custodian (Limited Term & Substitute) – 0139 (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)
 Kids Club Supervisor I – 3266 (dual)
 Kids Club Supervisor II – 3267 (dual)
 Kids Club Supervisor III – 3268 (dual)

Extend Eligibility List
 Grounds Crew Supervisor – 0605 (dual)

10. OTHER ITEMS

10.1 Presentation of Personnel Commission Employee of the Year **Action**

11. The next regular meeting of the Personnel Commission will be held on Thursday, June 2, 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 Performance Evaluation of the Personnel Commission Administrator

13. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING May 5, 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 8:15 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT STAFF MEMBERS PRESENT

Chuck Acosta, 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
Maria Alvarez, Human Resources Technician
Vanessa Martinez, Human Resources Technician
Judy Marshall, Human Resources Assistant
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President.

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

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QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

Ramon Curiel reported on the status of the District's budget condition and its impact on classified positions. At Mr. Curiel's request, Administrative Coordinator Lisa Gardner gave a brief summary of the positions specified in this agenda that are recommended to be reduced or abolished.

Mr. Curiel updated the Commission on the progress of the Classified Employee Recognition and Barbecue Committees' activities.

Mr. Curiel reported that the arrangements have been finalized to transition specific functions and responsibilities regarding classified employment currently performed by Human Resource Services to Personnel Commission. CSEA Unit A Vice-President Ralph Weil stated for the record that CSEA has concerns over the Personnel

Commission's ability to maintain neutrality and independence from the District with the assumption of the District's HRS duties. Commissioner Terry Ulaszewski responded that the Commission has been reviewing and discussing this transition extensively over the last year and has determined that there will not be problems of compromise. CSEA President Mary Brown recommended that Personnel Commission publicize the changes so that departments will be informed who to contact for specific classified functions. Mr. Curiel agreed to do so and asked for specific suggestions.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the April 21, 2005 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Personnel Administrator Curiel stated that Cecelia Slater, Nutrition Services Director, requested the restructuring of the Intermediate Nutrition Services Worker positions at Robinson and Stevenson be pulled from the agenda. Mr. Curiel also stated that the recommended abolishment of the Transportation Aide position at Burcham was an error and requested it be pulled from the agenda. The Commission pulled these items from the agenda.

CSEA Unit A Vice President Ralph Weil stated that CSEA Unit B Vice-President Joseph Schessler had again requested the 13 Unit B positions recommended for abolishment on this agenda be pulled pending further discussions with the Chief Business and Financial Officer. The Commission pulled the recommended abolishment of 2 Building Maintenance Workers, 2 Carpenters, 2 Electricians, 3 Electronic Technicians, 2 Maintenance Mechanics and 2 Painters.

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:

REVISE CLASSIFICATION/
CLASS SPECIFICATION

REVISE CLASSIFICATION/
CLASS SPECIFICATION

School Safety Officer

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Career/Vocational Education Financial Assistant

CREATE A NEW POSITION

CREATE A NEW POSITION

1-Job Developer, 100% Special Ed 202 day
1-Supervisor – Autism Services 100% Special Ed 12 mos
1-Translator-Interpreter BL Spanish 100% PALMS 12 mos

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

1-Intermediate Accounting Assistant 100% Nutrition Services 12 mo to 217 day
1-Intermediate Nutrition Services Worker 100% Nutrition Services 12 mo to 204 day
1-Nutrition Services Operations & Training Specialist 100% Nutrition Services 12 mo
1-Nutrition Services Supervisor II 100% Head Start 12 mo to 217 day flex

1-Student Evaluation Technician BL Spanish 100% ISR 217 day flex to 202 day flex

ABOLISH AN EXISTING POSITION

ABOLISH AN EXISTING POSITION

- 1-Instructional Aide 35% Gant 204 day
- 1-Instructional Aide BL Laotian 100% ISR 204 day flex
- 1-Instructional Aide BL Samoan 100% ISR 204 day flex
- 1-Instructional Aide BL Spanish 47.5% Robinson 202 day flex
- 1-Instructional Aide BL Spanish 100% ISR 204 day flex
- 1-Instructional Aide BL Spanish 62.5% Gompers 204 day
- 1-Instructional Aide BL Spanish 40% Keller 204 day
- 1-Instructional Aide BL Spanish 40% Keller 204 day
- 1-Instructional Aide BL Spanish (R) 62.5% Garfield 204 day
- 1-Instructional Aide BL Spanish (R) 40% Keller 204 day
- 1-Instructional Aide – Deaf/Hard of Hearing 75% Lakewood 202 day
- 1-Instructional Aide – Deaf/Hard of Hearing 75% Lakewood 202 day
- 1-Instructional Aide-Special 75% Cabrillo 202 day
- 1-Instructional Aide-Special 47.5% Prisk 202 day
- 1-Instructional Aide-Special 75% The Willows 202 day
- 1-Instructional Aide-Special 47.5% Holmes 202 day
- 1-Instructional Aide-Special 47.5% Gant 202 day
- 1-Instructional Aide-Special 75% Millikan 202 day
- 1-Instructional Aide-Special 75% Lakewood 202 day
- 1-Instructional Aide-Special 47.5% Burroughs 202 day
- 1-Instructional Aide-Special 47.5% Hamilton 202 day flex
- 1-Instructional Aide-Special 75% The Willows 202 day
- 1-Instructional Aide-Special 62.5% Wilson 202 day
- 1-Instructional Aide-Special 47.5% Millikan 202 day
- 1-Instructional Aide-Special 75% Bancroft 202 day
- 1-Instructional Aide-Special 47.5% Kettering 202 day
- 1-Instructional Aide-Special 62.5% Gant 202 day
- 1-Instructional Aide-Special 75% Stephens 202 day
- 1-Instructional Aide-Special 47.5% Hoover 202 day
- 1-Instructional Aide-Special 47.5% Mann 202 day
- 1-Instructional Aide-Special 47.5% Emerson 202 day
- 1-Instructional Aide-Special 75% The Willows 202 day
- 1-Instructional Aide-Special 75% Bancroft 202 day
- 1-Instructional Aide-Special 47.5% Burcham 202 day
- 1-Instructional Aide-Special 47.5% Kettering 202 day
- 1-Instructional Aide-Special 47.5% The Willows 202 day
- 1-Instructional Aide-Special 75% The Willows 202 day
- 1-Instructional Aide-Special 75% The Willows 202 day
- 1-Instructional Aide-Special 75% Tucker 202 day
- 1-Instructional Aide-Special 47.5% Hoover 202 day
- 1-Instructional Aide-Special 47.5% The Willows 202 day
- 1-Instructional Aide-Special 75% Stephens 202 day
- 1-Instructional Aide-Special 75% Hudson 202 day
- 1-Instructional Aide-Special 75% Wilson 202 day
- 1-Instructional Aide-Special 47.5% Millikan 202 day
- 1-Instructional Aide-Special 47.5% Newcomb 202 day
- 1-Instructional Aide-Special 47.5% Bixby 202 day
- 1-Instructional Aide-Special 62.5% Lakewood 202 day
- 1-Instructional Aide-Special 47.5% Jordan 202 day
- 1-Instructional Aide-Special 75% The Willows 202 day
- 1-Instructional Aide-Special 47.5% Millikan 202 day
- 1-Instructional Aide-Special 75% Lakewood 202 day
- 1-Instructional Aide-Special 47.5% Emerson 202 day
- 1-Instructional Aide-Special BL Spanish 62.5% Henry 202 day
- 1-Instructional Aide-Speech/Language Communication 47.5% The Willows 202 day
- 1-Instructional Assistant – Computer Resources 40% Gant 204 day
- 1-Instructional Assistant-Parent Resources Center BL 85% Burnett 12 mo

- 1-Intermediate Office Assistant-Schools 100% Burnett 217 day flex
- 1-School Community Worker BL Khmer 20% Carver 204 day
- 1-School Community Worker BL Khmer 20% Prisk 204 day
- 1-School Community Worker BL Spanish 60% Twain 204 day
- 1-School Community Worker BL Spanish 25% Chavez 204 day
- 1-Senior Office Assistant 100% ISR 12 mo
- 1-Senior Office Assistant 100% ISR 217 day flex
- 1-Staff Secretary 100% ISR 217 day flex
- 1-Staff Secretary 100% ISR 12 mo
- 1-Student Evaluation Technician BL Spanish 100% ISR 217 day flex
- 1-Student Evaluation Technician BL Vietnamese 100% ISR 217 day flex

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.5 and 4.2.A.7. The individual was not present. The Commission acted to remove Adeyemie Wills 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:

Choral Accompanist	Dual	05-0108-0122
Computer Support User Representative	Dual	05-0148-5000
Cook Remote Site	Dual	05-0158-0591
Executive Director-Facilities Development & Planning	Dual	05-0138-5084
Network Support Specialist	Dual	05-0149-3337
Nutrition Services Supervisor I	Dual	05-0143-5064
Nutrition Services Supervisor II	Dual	05-0144-5065
Nutrition Services Supervisor III	Dual	05-0145-5066
Plant Supervisor – Avalon	Dual	05-0155-5081
Plant Supervisor I	Prom	05-0156-5026
Webmaster	Dual	05-0152-5083

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:

Bus Driver	Dual	05-0107-0101
Campus Security Officer	Dual/Cont	05-0146-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	05-LTES-5011
Coordinator – Autism Services	Dual	05-0116-5036
Instructional Aide-Special	Open/Cont	05-0140-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0153-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	05-0136-5035
Laborer	Dual	05-0129-0204

ANNUAL ELECTION

ANNUAL ELECTION

Personnel Commission Rule 2.1.A states that “the Commission shall elect one of its members as Chairperson and another as Vice-chairperson at the first meeting of each May.” In accordance with this rule the Commission elected Vera Mulkey to serve as Chairperson and Terence Ulaszewski as Vice-Chairperson.

RESOLUTION HONORING
CLASSIFIED EMPLOYEES

RESOLUTION HONORING
CLASSIFIED EMPLOYEES

The Personnel Commission acted to adopt the following Resolution honoring Classified Employees during Classified Employee Week:

RESOLUTION

CLASSIFIED SCHOOL EMPLOYEE WEEK

- WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and
- WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and
- WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and
- WHEREAS, the Chapter II of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and
- WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District, is committed to being a team player and a positive role model for students, strives for excellence in personal performance, and contributes significantly to the classroom support and business operations of the District; and
- WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it
- RESOLVED, *that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 15-21, 2005 as CLASSIFIED SCHOOL EMPLOYEES WEEK.***

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be

held on Thursday, May 19, 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 9:00 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

gr