



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

MARCH 24, 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 March 10, 2005** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

#### CREATE A NEW POSITION

1-School Community Worker BL Spanish 80% Butler 204 day flex  
*funding source: categorical funds*

#### RESTRUCTURE AN EXISTING POSITION

- 1-Custodian 100% Head Start 12 mo to 217 day  
*incumbent: Artemio Agkis*  
*reason: lack of funds*  
*funding source: categorical funds*
- 1-Custodian 100% Head Start 12 mo to 217 day flex  
*incumbent: Antonia Trejo*  
*reason: lack of funds*  
*funding source: categorical funds*
- 1-Head Start Disability/Mental Health Assistant 100% Head Start 12 mo to 217 day flex  
*incumbent: Linda Holly*  
*reason: lack of funds*  
*funding source: categorical funds*
- 1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*vacant position*  
*reason: lack of funds*  
*funding source: categorical funds*
- 1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*vacant position*

*reason: lack of funds*  
*funding source: categorical funds*  
1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Kimberlynn Broadnax*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Moulina Chan*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Teresa Castillo*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Anabel Carrasco*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Richanda Almaguer*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Vine Peace*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Maria Lopez*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Leticia Lopez*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Lajuana Knighton*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: DeJaneiro Hubbard*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Maria Gaona*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Glenna Ga*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Kaina Freeman*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Monica DeAnda*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Jimmitra Crawford*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day

*incumbent: Gilda Craddock*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Keina Coleman*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Josephine Poblano*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Maria Ramirez*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Dawn Truesdelle*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Harriet Segura*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Ludivina Salinas*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Cynthia Ruiz*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Claudia Reineke*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Family Services Liaison 100% Head Start 12 mo to 217 day  
*incumbent: Brenda Vargas*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Instructional Aide 100% Head Start 12 mo to 217 day  
*incumbent: Guadalupe Zepeda*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Instructional Aide 100% Head Start 12 mo to 217 day  
*incumbent: Arlene Wilson*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Instructional Aide 100% Head Start 12 mo to 217 day  
*incumbent: Bettie Thomas*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Instructional Aide 100% Head Start 12 mo to 217 day  
*incumbent: Ledahlia Spurlock*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Instructional Aide 100% Head Start 12 mo to 217 day  
*incumbent: Beverly Smith*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Instructional Aide 100% Head Start 12 mo to 217 day  
*incumbent: Maria Navarro*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Instructional Aide 100% Head Start 12 mo to 217 day

*incumbent: Rosa Lopez*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Instructional Aide 100% Head Start 12 mo to 217 day  
*incumbent: Vincent Ledesma*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Instructional Aide 100% Head Start 12 mo to 217 day  
*incumbent: Polly Kersey*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Instructional Aide 100% Head Start 12 mo to 217 day  
*incumbent: Valerie DeWaal*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Instructional Aide 100% Head Start 12 mo to 217 day  
*incumbent: Pamela Brown*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Instructional Aide 100% Head Start 12 mo to 217 day  
*incumbent: Maricela Davalos*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Parent Aide (R) 100% Head Start 12 mo to 217 day  
*vacant position*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Parent Aide (R) 100% Head Start 12 mo to 217 day  
*incumbent: Yolanda Workman*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Parent Aide (R) 100% Head Start 12 mo to 217 day  
*incumbent: Yolanda Robles*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Parent Aide (R) 100% Head Start 12 mo to 217 day  
*Incumbent: Ligia Navarro*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Parent Aide (R) 100% Head Start 12 mo to 217 day  
*incumbent: Lashall Brannock*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Parent Aide (R) 100% Head Start 12 mo to 217 day flex  
*incumbent: Rita Burgos*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Parent Aide (R) 100% Head Start 12 mo to 217 day flex  
*incumbent: Viviana Cervantes*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Head Start Parent Aide (R) 100% Head Start 12 mo to 217 day flex  
*incumbent: Leticia Gutierrez*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Intermediate Office Assistant 100% Head Start 12 mo to 217 day flex  
*incumbent: Shelia Blake*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Intermediate Office Assistant 100% Head Start 12 mo to 217 day flex  
*incumbent: Ana Maria Santos*  
*reason: lack of funds*  
*funding source: categorical funds*  
 1-Intermediate Office Assistant 100% Head Start 12 mo to 217 day flex

*incumbent: Stephanie Winchester*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Intermediate Office Assistant 100% Head Start 12 mo to 217 day flex  
*incumbent: Nicole Tootill*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Intermediate Office Assistant 100% Head Start 12 mo to 217 day flex  
*incumbent: Angela Sloan*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Intermediate Accounting Assistant 100% Head Start 12 mo to 217 day flex  
*incumbent: Steve Anderson*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Truck Driver 100% Head Start 12 mo to 217 day  
*incumbent: Robert McCullough*  
*reason: lack of funds*  
*funding source: categorical funds*

ABOLISH AN EXISTING POSITION

1-Instructional Aide BL Spanish 100% Lakewood 204 day  
*incumbent: Jose Alonso*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Instructional Aide BL Spanish (R) 62.5% International 204 day  
*incumbent: Diane Marton*  
*reason: lack of funds*  
*funding source: categorical funds*  
1-Intermediate Office Assistant 100% Textbook Services  
*incumbent: Mary O'Connor*  
*reason: lack of funds*  
*funding source: general funds*  
1-Library Services Assistant 100% Library Services 217 day  
*incumbent: Sharon Phillips*  
*reason: lack of funds*  
*funding source: general funds*  
1-Library Services Assistant 100% Library Services 217 day flex  
*incumbent: Marie Hernandez*  
*reason: lack of funds*  
*funding source: general funds*  
1-Staff Secretary 100% Curriculum 217 day  
*incumbent: Marie Rivera*  
*reason: lack of funds*  
*funding source: general funds*  
1-Transportation Aide 100% Lincoln 204 day  
*incumbent: Maria Quintanilla*  
*reason: lack of funds*  
*funding source: general funds*  
1-Transportation Aide 100% Riley 204 day  
*incumbent: Leo Mabon, Jr.*  
*reason: lack of funds*  
*funding source: general funds*  
1-Transportation Aide 100% Henry 204 day  
*incumbent: Anna Avina*  
*reason: lack of funds*  
*funding source: general funds*  
1-Transportation Aide 100% Emerson 204 day  
*incumbent: Jorge Marquez*  
*reason: lack of funds*  
*funding source: general funds*  
1-Transportation Aide 100% Edison 204 day  
*incumbent: Jose Castrejon*  
*reason: lack of funds*

*funding source: general funds*

- 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 Rule 4.2.A.7**     **Restricted Action**

9.     BULLETINS AND TESTING ACTIONS

- 9.1     **Bulletins – Per Personnel Commission Rule 4.6.B**     **Action**  
Cook Remote Site – 0591 (dual)  
Credential Services Specialist – 3343 (dual)  
Laborer – 0204 (prom)  
Water/Boiler Treatment Specialist – 3299 (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)  
Instructional Aide-Deaf/Hard of Hearing – 3271 (open/cont)  
Instructional Aide Interpreter-Deaf/Hard of Hearing – 3272 (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)  
Intermediate Office Assistant – 0673 (dual)  
Intermediate Office Assistant-Schools – 3354 (dual)  
Nutrition Services Worker – 5068 (open/cont)  
School Safety Officer – 5014 (dual/cont)
- Extend Eligibility Lists:  
Building Maintenance Worker – 0625 (dual)  
Chemical Application Technician – 5030 (dual)  
Instructional Aide Speech & Language Communication – 3293 (dual)  
Library/Media Assistant – 0465 (dual) – 0465 (dual)  
Library/Media Center Assistant – 5021 (dual)  
Risk Management Director – 0578 (dual)  
Truck Drive – 0392 (dual)

10.    OTHER ITEMS

11.    The next regular meeting of the Personnel Commission will be held on Thursday,  
April 7, 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 March 10, 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

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  
Marilyn Doss, Associate Personnel Analyst  
Susan Learning, Associate Personnel Analyst  
Alison Maitlen, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Maria Alvarez, Human Resources Technician  
Anne Follett, Human Resources Technician  
Vanessa Martinez, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
Denise Petty-Trietsch, Human Resources Assistant  
Silaue Taeleifi, 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.

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

HEARING OF PUBLIC TESTIMONY AND  
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 that Personnel Commission managers presented an orientation explaining the functions of the various departments in Personnel Commission to CSEA President Shamusideen Aliu. Mr. Aliu interjected that he appreciated the orientation and received a lot of useful information.

Mr. Curiel reported that the District has initiated a strategic planning project using the Baldrige process. A committee representative of the school district, parents and community has been established. He stated that he would keep the Commission updated.

Mr. Curiel informed the Commission that Superintendent Steinhauser has requested he proceed with the annual Classified

Employee Barbecue and Classified Employee of the Year programs for this year. The barbeque and presentation are tentatively scheduled for May 20<sup>th</sup>.

Mr. Curiel spoke about his experience reading to students at Keller Elementary School and Jefferson Middle School during Read Across America Week. CSEA Vice President Ralph Weil also commented on his own experience as a reader.

Mr. Curiel led staff and guests in singing “Happy Birthday” to Mr. Acosta.

Commission Chairperson Chuck Acosta initiated a discussion regarding the recent shooting incident involving Cabrillo High School. Commissioner Vera Mulkey gave input about the community meeting the previous Saturday that she attended. Mr. Curiel informed the Commission that Personnel Commission managers are participants in the District’s Safety Teams. Mr. Acosta suggested possible future discussions among Personnel Commission staff regarding issues of student safety be considered.

HEARINGS

HEARINGS

None.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the February 17, 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:

RECLASSIFY A POSITION

RECLASSIFY A POSITION

- 1-Plant Supervisor-High School 100% Avalon 12 mo to  
Plant Supervisor – Avalon
- 1-Senior Nutrition Services Worker 100% Food Services 12 mo to  
Intermediate Nutrition Services Worker

CREATE A POSITION

CREATE A POSITION

- 1-Nutrition Services Worker 37.5% Poly 204 day
- 1-Research Testing Materials Supervisor 100% Research 12 mo

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

- 1-Intermediate Office Assistant-Schools 80% Cubberley 217 day to 100%
- 1-Senior Nutrition Services Worker 84.3% Millikan 204 day to 87.5%

ABOLISH AN EXISTING POSITION

ABOLISH AN EXISTING POSITION

- 1-Contract Analyst 100% Purchasing 12 mo
- 1-Intermediate Office Assistant-Schools 20% Cubberley 217 day
- 1-Staff Secretary 100% High School Assistant Superintendent’s Office 217 day



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 individual was not present. The Commission acted to remove Davouth Prom 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 Purchasing and Contracts Director	Dual	05-0112-0777
Coordinator – Autism Services	Dual	05-0116-5036

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:

Assistant Maintenance Director	Dual	05-0078-0504
Custodian	Open/Cont	05-0094-0139
Custodian (Substitute & LTE)	Open/Cont	05-LTES-0139
Grounds Equipment Operator II/Driver	Dual	05-0084-5031
Human Resources Technician	Dual	05-0087-3352
Instructional Aide-Special	Open/Cont	05-0109-0448
Instructional Aide-Special (Substitute & LTE)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0115-0448
Instructional Aide-Special (Substitute & LTE)	Open/Cont	05-LTES-0448
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	05-0110-5035
Nutrition Services Worker	Open/Cont	05-0111-5068
Senior Office Assistant	Dual	05-0113-0677
Senior Office Assistant-Schools	Dual	05-0114-3363
Stage Technician	Dual	05-0095-0379

OTHER

OTHER

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, March 24, 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 8:45 a.m. to discuss the Personnel Commission Administrator's Performance Evaluation.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:15 a.m. No reportable actions were taken during the Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:16 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

gr