



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
Silauae 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 20th.

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

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