



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

APRIL 21, 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
 - 6.1 **Public Hearing – Personnel Commission Budget** **Action**
7. MINUTES
 - 7.1 **Approval of Minutes of April 7, 2005** **Action**
 - 7.2 **Approval of Minutes of April 12, 2005** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**
 - CREATE A CLASSIFICATION/CLASS SPECIFICATION
 - Webmaster
Salary Range 36 (C1)
 - Executive Director – Facilities Development and Planning
Salary Range 60 (M2)
 - REVISE CLASSIFICATION/CLASS SPECIFICATION
 - Business Services Administrator
 - Network Support Specialist
 - School Community Worker
 - CREATE A NEW POSITION
 - 1-Computer Support Specialist Assistant 100% Information Services 12 mo
funding source: general funds

- 1-Computer Support User Representative 100% Information Services 12 mo
funding source: general funds
- 1-Data Center/User Services Manager 100% Information Services 12 mo
funding source: general funds
- 1-Network Support Specialist100% Information Services 12 mo
funding source: general funds

RECLASSIFY AN EXISTING POSITION

- 1-Nutrition Services Supervisor I 100% Sutter 204 day to
Nutrition Services Supervisor II
incumbent: Denice Baldwin
funding source: cafeteria funds

RESTRUCTURE AN EXISTING POSITION

- 1-Intermediate Office Assistant-Schools 60% Burroughs 217 day to 40%
incumbent: Jammy Espinoza
reason: lack of funds
funding source: general funds
- 1-Intermediate Office Assistant-Schools 70% Grant 12 mo to 50%
vacant position
reason: lack of funds
funding source: general funds
- 1-Intermediate Office Assistant-Schools 80% Prisk 217 day to 40%
incumbent: Carol Geier
reason: lack of work
funding source: general funds

ABOLISH AN EXISTING POSITION

- 1-Purchasing Office Assistant 100% Purchasing 12 mo
incumbent: Debra Barr
reason: lack of funds
funding source: general funds
- 1-School Community Worker BL Spanish 75% Bryant 204 day
incumbent: Silvia Delgado
reason: lack of funds
funding source: general funds
- 1-Senior Office Assistant-Schools 100% King 12 mo
incumbent: Violeta Hebron
reason: lack of funds
funding source: categorical funds

9. BULLETINS AND TESTING ACTIONS

- 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
[Computer Support Specialist Assistant – 0388 \(dual\)](#)
- 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**
Assistant Purchasing & Contracts Director – 0777 (dual)
Nutrition Service Worker – 5068 (open/cont)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, May 5, 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
Performance Evaluation – Personnel Commission Administrator
13. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING
April 7, 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 8:18 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT STAFF MEMBERS PRESENT

Chuck Acosta, Chairperson	Ramon Curiel, Personnel Commission Administrator
Vera Mulkey, Vice-Chairperson	Alison Maitlen, Associate Personnel Analyst
Terry Ulaszewski, Member	Paula Wiesenhutter, Certification Services Supervisor
	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.

<u>HEARING OF PUBLIC TESTIMONY AND</u> <u>QUESTIONS FROM THE FLOOR ON</u> <u>ITEMS NOT LISTED ON THE AGENDA</u>	<u>HEARING OF PUBLIC TESTIMONY AND</u> <u>QUESTIONS FROM THE FLOOR ON</u> <u>ITEMS NOT LISTED ON THE AGENDA</u>
---	---

None.

<u>REPORT FROM THE PERSONNEL</u> <u>COMMISSION ADMINISTRATOR</u>	<u>REPORT FROM THE PERSONNEL</u> <u>COMMISSION ADMINISTRATOR</u>
---	---

Ramon Curiel distributed the Personnel Commission Newsletter to the Commissioners and CSEA Leadership present and noted the Classified Employee Recognition activities highlighted in the newsletter. He also updated the Commission on the status of the CAPE Award application submitted by Personnel Commission. Lastly, Mr. Curiel reported on the District’s participation in the Cambodian New Year’s Parade and invited the Commission to participate in the activity.

Mr. Curiel led staff and guests in singing “Happy Birthday” to Commissioner Vera Mulkey.

<u>HEARINGS</u>	<u>HEARINGS</u>
-----------------	-----------------

None.

<u>PERSONNEL COMMISSION MINUTES</u>	<u>PERSONNEL COMMISSION MINUTES</u>
-------------------------------------	-------------------------------------

The minutes of the March 24, 2005 Personnel Commission Meeting were approved.

<u>CLASSIFICATION RESTRUCTURE</u> <u>RECOMMENDATIONS</u>	<u>CLASSIFICATION RESTRUCTURE</u> <u>RECOMMENDATIONS</u>
---	---

CSEA Unit B Vice President Joseph Schessler voiced concern regarding the recommended abolishment of 12 Unit B positions. He requested they be pulled from the agenda and tabled until they could be further reviewed. The Commission pulled the recommended abolishment of 2 Building Maintenance Workers, 2 Carpenters, 2 Electricians, 3 Electronic Technicians, 1 Maintenance Mechanic 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

REVISION CLASSIFICATION/
CLASS SPECIFICATION

Transitional Student Services Specialist

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

[illegible]

1-Nutrition Services Worker 37.5% Washington 217 day flex to 204 day flex
1-Plant Supervisor II 100% Head Start 12 mo to 217 day flex
1-School Community Worker BL Spanish 100% Kettering 204 day to 50%

ABOLISH AN EXISTING POSITION

ABOLISH AN EXISTING POSITION

1-Construction Manager 100% Maintenance 12 mo
1-Instructional Aide BL Spanish 75% Burroughs 204 day
1-Instructional Aide BL Spanish (R) 62.5% Grant 204 day flex
1-Instructional Assistant – Computer Resources 75% Prisk 204 day
1-Intermediate Office Assistant-Schools 80% Emerson 217 day
1-Intermediate Office Assistant-Schools 60% Gompers 217 day
1-Intermediate Office Assistant-Schools 50% Millikan 217 day
1-Intermediate Office Assistant-Schools 100% Muir 217 day
1-Intermediate Office Assistant-Schools 100% Washington 217 day flex
1-Maintenance Director 100% Maintenance 12 mo
1-Nutrition Services Manager 100% Food Services 12 mo
1-Nutrition Services Worker 37.5% Food Services 204 day
1-Nutrition Services Worker 37.5% Food Services 204 day
1-Nutrition Services Worker 37.5% Food Services 204 day
1-Nutrition Services Worker 37.5% Food Services 204 day
1-Nutrition Services Worker 37.5% Food Services 204 day
1-Nutrition Services Worker 37.5% Food Services 204 day
1-Nutrition Services Worker 37.5% Food Services 204 day
1-Nutrition Services Worker 37.5% Henry 204 day
1-Nutrition Services Worker 37.5% King 12 mo
1-Nutrition Services Worker 37.5% Longfellow 204 day
1-Nutrition Services Worker 37.5% Robinson 12 mo
1-School Community Worker BL Khmer 20% Birney 204 day
1-School Community Worker BL Khmer 20% Burcham 204 day
1-Senior Nutrition Services Worker 100% Jordan 204 day
1-Senior Nutrition Services Worker 87.5% Poly 204 day
1-Skilled Worker 100% Maintenance 12 mo
1-Staff Secretary 100% Records Management 12 mo
1-Transportation Aide 100% Burbank 204 day
1-Transportation Aide 100% Holmes 204 day
1-Transportation Aide 100% Lee 204 day
1-Transportation Aide 100% MacArthur 204 day
1-Transportation Aide 45% Madison 204 day
1-Transportation Aide 100% Monroe 204 day
1-Transportation Aide 100% Powell 12 mo
1-Transportation 100% Tincher 202 day
1-Transportation Aide 100% Stevenson 204 day
1-Transportation Aide 100% Washington 204 day

PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2005-2006

PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2005-2006

Ramon Curiel explained the budget process of the Personnel Commission as required by the Education Code and recommended the Commission set the date for the public hearing to be the next Commission meeting. The Commission set the time and place for the public hearing to be Thursday, April 21, 2005 at 8:15 a.m. in the Testing Room of the Personnel Commission Office.

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:

Intermediate Office Assistant	Dual	05-0141-0673
Intermediate Office Assistant-Schools	Dual	05-0142-3354
Senior Nutrition Service Worker	Dual	05-0122-5071
Intermediate Nutrition Service Worker	Dual	05-0123-5058
Kids' Club Supervisor I	Dual	05-0132-3266
Kids' Club Supervisor II	Dual	05-0133-3267
Kids' Club Supervisor III	Dual	05-0134-3268

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:

Custodian	Open/Cont	05-0125-0139
Custodian (Limited Term & Substitute)	Open/Cont	05-LTES-0139
Data Center/User Services Manager	Dual	05-0101-5080
Human Resources Assistant	Dual	05-0102-3350
Instructional Aide-Special	Open/Cont	05-0128-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0137-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448

OTHER

OTHER

Ramon Curiel requested the Commission meet briefly in Closed Session to review items for the Special Personnel Commission meeting scheduled for April 12, 2005.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 21, 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 8:50 a.m.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:40 a.m. No reportable actions were taken during the Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:41 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator
gr



PERSONNEL COMMISSION

PLEASE POST

SPECIAL MEETING OF THE PERSONNEL COMMISSION April 12, 2005 MINUTES

Superintendent's Office
1515 Hughes Way
Long Beach, CA 90810

Chairperson Chuck Acosta called the special meeting of the Personnel Commission to order at 10:00 a.m.

Present:

Chuck Acosta, Chairperson
Vera Mulkey, Vice-Chairperson
Terry Ulaszewski, Member
Christopher Steinhauser, Superintendent of Schools

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 10:01 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 10:59 a.m. No reportable actions were taken during the Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 11:00 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

gr