



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room
 Personnel Commission Office
 999 Atlantic Avenue, Third Floor
 Long Beach, CA 90813

**MARCH 23, 2006
 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
 - 6.1 Public Hearing – Personnel Commission Budget Action**
7. MINUTES
 - 7.1 Approval of Minutes of March 9, 2006 Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action**

RECLASSIFY AN EXISTING POSITION

From: Staff Secretary 100% Technology & Information Services 12 months
 To: Administrative Secretary 100% Technology & Information Services 12 months

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>	
Stephens	Instructional Aide ADD-V/V Reading Clinic	75%	202 day
Hill	Instructional Aide-Special	75%	202 day
King	Nutrition Services Worker	37.5%	204 day

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>	
Martin, Millicent	Nutrition Services Supervisor I	From: 75%	204 day
	Renaissance	To: 81.2%	204 day

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B **Action**

Head Start Family Services Supervisor – 0781 (dual)
Kids Club Assistant – 0694 (dual)
Kids Club Lead Assistant – 0515 (dual)
Kids Club Supervisor I – 3266 (dual)
Kids Club Supervisor II – 3267 (dual)
Kids Club Supervisor III – 3268 (dual)
Network Support Specialist – 3337 (dual)
Nutrition Services Supervisor I – 5064 (dual)
Nutrition Services Supervisor II - 5065 (dual)
Nutrition Services Supervisor III – 5066 (dual)

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action

Carpenter – 0114 (dual)
Human Resources Technician – 3352 (prom)
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)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Nutrition Services Worker – 5068 (open/cont)
Plant Supervisor High School – 5029 (prom)

Extend Eligibility Lists

Campus Security Officer – 5011 (dual/cont)
Intermediate Accounting Assistant – 0755 (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, April 6, 2006 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

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PERSONNEL COMMISSION MEETING March 9, 2006 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
Lynne Karlsen, Personnel Analyst
Dale Culton, Certification Services Manager
Susan Leaming, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

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

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

None.

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REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

At Ramon Curiel's request, Personnel Commission managers and supervisors reported on specific subjects as directed. Administrative Coordinator Lisa Gardner reported on the status of the No Child Left Behind compliance in the District; Human Resources Supervisor Mary Cates reported on summer school staffing issues; and Certification Services Manager Dale Culton reported on his findings regarding the interpretation of the Department of Motor Vehicle reports.

Mr. Curiel shared his experience in the Read Across America program. Commission Chairperson Vera Mulkey and Personnel Commission staff also reported on their participation.

Mr. Curiel reported on the his upcoming presentation of the Classified Staff Development Program workshop Role of the Supervisor and the workshop on Performance Evaluations that he will be presenting in the future in conjunction with the City of Long Beach. He also informed the Commission of the conclusion of his Conflict Resolution Session with a District department.

CSEA Labor Relations Representative d'Ann Madore questioned Mr. Curiel and the Commission on their understanding of the proposition Pre School for All and its effect on District employment. Mr. Curiel responded that the District has not decided on a particular course of action should the proposition pass. He said he would keep the Commission and CSEA informed on any developments.

PERSONNEL COMMISSION MINUTES

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The minutes of the February 23, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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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:

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Marshall	Nutrition Services Supervisor II	100% 204 day
Poly	School Community Worker BL Khmer	100% 204 day

PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2006-2007

PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2006-2007

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, March 23, 2006 at 8:15 a.m. in the Testing Room of the Personnel Commission Office.

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 Edward Keeme from current eligibility lists.

BULLETINS

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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:

Credential Services Specialist	Dual	06-0126-3343
Plumber	Dual	06-0125-0242
School Community Worker BL Spanish	Dual	06-0124-0474
School Safety/Security Specialist	Prom	06-0129-5015

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:

Campus Security Officer	Open/Cont	06-0119-5011
Campus Security Officer (Limited Term & Substitute)	Open/Cont	06-LTES-5011
Heating, Ventilating & Air Conditioning Supervisor	Prom	06-0097-3305
Instructional Aide-Special	Open/Cont	06-0120-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Nutrition Services Worker	Open/Cont	06-0128-5068
Telecommunications Technician	Dual	06-0096-3309

OTHER

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None.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, March 23, 2006. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, 90813.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 8:56 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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