



## PERSONNEL COMMISSION

### MEETING AGENDA

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

APRIL 6, 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  
None.

7. MINUTES

**7.1 Approval of Minutes of March 23, 2006** **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

**8.1 Classification/Restructure Recommendations per Education Code 45246** **Action**

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Head Start	Head Start Instructional Aide	100% 217 day
Head Start	Infant/Toddler Caregiver	50% 217 day
The Willows	Instructional Aide-Special	75% 202 day
Head Start	Intermediate Office Assistant	50% 217 day
Monroe	Transportation Aide	75% 204 day

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Rios-Gallegos, Ana	School Community Worker BL Sp	From: 50% 204 day
	Garfield	To: 80% 204 day

9. BULLETINS AND TESTING ACTIONS

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

**Action**

Accounting Director – 0120 (dual)  
Instructional Assistant – Computer Resources – 0603 (dual)  
Painter – 0113 (dual)  
Senior Nutrition Services Worker – 5071 (dual)  
Intermediate Nutrition Services Worker – 5058 (dual)  
Student Evaluation Technician BL Spanish – 0483 (dual)

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

Associate Educational Research Analyst – 3368 (dual)  
Contract Manager – 0216 (dual)  
Educational Research Analyst I – 3301 (dual)  
Educational Research Analyst II – 3302 (dual)  
Human Resources Assistant – 3350 (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)  
Nutrition Services Worker – 5068 (open/cont)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, April 20, 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

PLEASE POST

### PERSONNEL COMMISSION MEETING March 23, 2006 MINUTES

Testing Room  
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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  
Dale Culton, Certification Services Manager  
Marilyn Doss, Associate Personnel Analyst  
Susan Leaming, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Maria Lynn Alvarez, Human Resources Technician  
Susan Brister, Human Resources Technician  
Anne Follett, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Denise Petty-Trietsch, Human Resources Assistant  
Silaue Taeleifi, Human Resources Assistant  
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.

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

#### REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

#### REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel reported on staffing changes within the Personnel Commission Office and congratulated Human Resources Assistants Silaue Taeleifi and Denise Petty-Trietsch on their promotions to Human Resources Technicians.

Mr. Curiel updated the Commission on the status of the upcoming Annual Classified Employees' Barbecue scheduled for May 19<sup>th</sup> and the Classified Employee of the Year program.

Mr. Curiel reported on topics discussed at the Leadership Team Meeting with Superintendent Steinhauser.

He stated that the Superintendent voiced concern with the rumors and misinterpretations regarding the District's administrative costs.

Mr. Curiel reported that the High School Plant Supervisor recruitment was questioned by some current Plant Supervisors at the last Board of Education Meeting. He stated that the concern was based on the eligibility of a particular applicant and the minimum qualifications required for the classification. Mr. Curiel informed the Commission that he has scheduled a meeting with these Plant Supervisors and that he would keep the Commission updated.

Mr. Curiel informed the Commission of the next California School Personnel Commissioners Association conference being held in Long Beach in February, 2007 and asked that they plan to attend if possible.

PUBLIC HEARING FOR THE  
PERSONNEL COMMISSION BUDGET  
FOR FISCAL YEAR 2006-2007

PUBLIC HEARING FOR THE  
PERSONNEL COMMISSION BUDGET  
FOR FISCAL YEAR 2006-2007

Commission Chairperson Vera Mulkey opened the public hearing for the 2006/2007 Personnel Commission budget at 8:45 a.m.

Ramon Curiel explained the process of the Personnel Commission's budget as required by the Education Code. He noted that the recommended budget for the 2006/2007 fiscal year reflected the addition of four staff members transferred from Human Resource Services as the result of Personnel Commission acquiring the responsibilities and duties of those positions. He also noted that the proposed budget reflected the expansion of the Classified Staff Development Program as directed by the Board of Education and the Executive Staff. He reported that despite the additional costs generated by the two expansions, the operating and supply accounts for the 2006/2007 budget are less than this year. Mr. Curiel stated that although the proposed budget will be tight for fiscal year 2006/2007, Personnel Commission will work to remain within it.

CSEA Unit B Vice President Joseph Schessler stated that CSEA met with Superintendent Steinhauser regarding the Classified Staff Development Program with specific recommendations for its expansion in both FTE and budget. The Commission discussed alternative budget ideas for the Classified Staff Development Program.

Ms. Mulkey asked if there were any additional questions or comments from the floor regarding the proposed budget. Hearing none, Ms. Mulkey closed the public hearing at 9:12 a.m. The Commission acted to approve the 2006/2007 Personnel Commission budget as submitted with the comment that they encourage CSEA's continued support regarding the expansion of the Classified Staff Development Program and an increased budget to support it. The Commission directed the Personnel Commission Administrator to submit the budget to the Board of Education for concurrence and the Los Angeles County Office of Education for final approval.

PERSONNEL COMMISSION MINUTES

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The minutes of the March 9, 2006 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 AN EXISTING POSITION

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

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

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

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:

Head Start Family Services Supervisor	Dual	06-0139-0781
Kids Club Assistant	Dual	06-0141-0694
Kids Club Lead Assistant	Dual	06-0142-0515
Kids Club Supervisor I	Dual	06-0143-3266
Kids Club Supervisor II	Dual	06-0144-3267
Kids Club Supervisor III	Dual	06-0145-3268
Network Support Specialist	Dual	06-0140-3337
Nutrition Services Supervisor I	Dual	06-0131-5064
Nutrition Services Supervisor II	Dual	06-0132-5065
Nutrition Services Supervisor III	Dual	06-0133-5066

ELIGIBILITY LISTS

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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:

Carpenter	Dual	06-0105-0114
Human Resources Technician	Prom	06-0110-3352
Instructional Aide-Special	Open/Cont	06-0127-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Special	Open/Cont	06-0130-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Special	Open/Cont	06-0137-0448

Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Nutrition Services Worker	Open/Cont	06-0138-5068
Plant Supervisor High School	Prom	06-0104-5029

<u>Extend Eligibility Lists</u>		
Campus Security Officer	Dual/Cont	05-0121-5011
Intermediate Accounting Assistant	Dual	05-0019-0755
Intermediate Office Assistant	Dual	05-0034-0673
Intermediate Office Assistant-Schools	Dual	05-0035-3354

OTHER

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CSEA Unit B Vice President Joseph Schessler stated that TALB falsely reported CSEA’s endorsement regarding the School Board elections. Mr. Schessler said that CSEA has taken a neutral position on the election and is not endorsing any candidates.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, April 6, 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 9:20 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

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