



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

NOVEMBER 2, 2006
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
 1. Terry Ulaszewski, Chairperson Present _____
 2. Chuck Acosta, Vice-chairperson Present _____
 3. Vera Mulkey, 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 EXECUTIVE OFFICER
6. HEARINGS
None.
7. MINUTES
 - 7.1 **Approval of Minutes of October 19, 2006** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

REVISE CLASSIFICATIONS

Lead Custodian
Plant Supervisor I
Plant Supervisor II
Plant Supervisor-Headquarters
Plant Supervisor-High School
Plant Supervisor-Avalon

CREATE A NEW POSITION

| <u>SITE</u> | <u>POSITION</u> | <u>ASSIGNMENT</u> |
|-------------|-------------------------------|-------------------|
| Facilities | Facilities Planner | 100% 12 month |
| Stephens | School Community Worker BL Sp | 100% 204 day |
| The Willows | Supervisor-Autism Services | 100% 12 month |

RESTRUCTURE AN EXISTING POSITION

| <u>NAME</u> | <u>POSITION</u> | <u>ASSIGNMENT</u> |
|-------------------|--------------------------|------------------------|
| Miller, Catherine | Inter Office Asst | From: 50% 217 day |
| | Head Start | To: 62.5% 217 day |
| Turcios, Irma | School Comm Worker-BL Sp | From: 50% 204 day flex |
| | Burbank | To: 100% 204 day flex |

- 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**

9. BULLETINS AND TESTING ACTIONS

- 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
Kids Club Assistant – 0694 (dual)
Kids Club Lead Assistant – 0515 (dual)
Staff Secretary – 3364 (dual)
Staff Secretary Bilingual Spanish – 5085 (dual)

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

Budget Advisor Analyst – 0753 (dual)
Custodian (Limited Term & Substitute) -0139 (open/cont)
Elementary School Office Supervisor – 3345 (prom)
Head Start Family Services Liaison – 5075 (dual)
Instructional Aide – Special – 0448 (multi cert)
Instructional Aide – Special – 0448 (open/cont)
Instructional Aide – Special – 0448 (open/cont)
Instructional Aide – Special – 0448 (open/cont)
Instructional Aide – Special (Limited Term & Substitute) – 0448 (open/cont)
Instructional Aide – Special (Limited Term & Substitute) – 0448 (open/cont)
Instructional Aide – Special (Limited Term & Substitute) – 0448 (open/cont)
Instructional Aide – Special (Limited Term & Substitute) – 0448 (dual)
Instructional Aide-Speech & Language Communication – 3293 (dual)
Middle School Office Supervisor – 3357 (prom)
School Support Assistant BL Spanish – 5100 (dual)
Transportation Supervisor – 0886 (prom)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, November 16, 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 October 19, 2006 MINUTES

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

Chairperson Terry Ulaszewski 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 STAFF MEMBERS PRESENT

Terry Ulaszewski, Chairperson
Chuck Acosta, Vice-Chairperson
Vera Mulkey, Member

Ramon Curiel, Executive Officer
Alison Maitlen, Acting Administrative Coordinator
Marilyn Doss, Personnel Analyst
Dale Culton, Certification Services Manager
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Maria Lynn Braunstein, Human Resources Technician
Susan Brister, Human Resources Technician
Jan Medford, Human Resources Technician
Shelley Scott, Human Resources Technician
Maria Villalobos, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
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.

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

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None.

REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel distributed the new Classified Salary Schedules to the Commissioners. He reported that the schedules are also located on the Personnel Commission's webpage and are updated regularly.

Mr. Curiel reported on three specific items brought to the Board of Education for action at their last meeting. He informed the Commission that the motions to create a Bond Oversight Committee and to establish term limits for School Board Members failed to get a majority vote. Mr. Curiel reported that the motion to hire one additional Campus Security Officer at each high school site was passed. He stated that Personnel Commission staff had provided cost analysis information to the Board of Education and will assist the sites in the process of creating and certifying for the positions.

Mr. Curiel distributed current Personnel Commission Organizational Charts to the Commission and CSEA. He noted the promotion of

Vanessa Martinez to Associate Personnel Analyst and the Temporary Upgrade of Maria Lynn Braunstein to Associate Personnel Analyst.

Mr. Curiel thanked CSEA Chapter 2 President Mary Brown for her article in The Bear Facts regarding the Classified Staff Development Program. He noted that the new workshop titled Merit 101 has gotten considerable attention and has been requested by various District groups.

Mr. Curiel reported on his participation as Co-Executive Champion of Goal Team 4 in the District's Strategic Plan. He stated that the objective of Goal 4 is to improve the growth and development of the workforce. Mr. Curiel explained that the District is also implementing a Facilities Master Plan and a Technology Master Plan to assess the needs of the District in these areas. He noted that CSEA is also a participant in these groups.

PERSONNEL COMMISSION MINUTES

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The minutes of the October 5, 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:

REVISE A CLASSIFICATION

REVISE A CLASSIFICATION

School Safety Supervisor (S1) SRS 35

CREATE A NEW POSITION

CREATE A NEW POSITION

| <u>Site</u> | <u>Position</u> | <u>Assignment</u> |
|-------------|-----------------------|-------------------|
| Powell | Locker Room Attendant | 100% 202 day flex |

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

| <u>Name</u> | <u>Position/Site</u> | <u>Assignment</u> |
|----------------|----------------------------------------------------------------|---------------------------------------------|
| Ruiz, Lourdes | Intermediate Office Assistant-Schools BL Spanish Burbank | From: 80% 12 month To: 100% 217 day flex |
| Goforth, Julie | Intermediate Office Assistant-Schools Madison | From: 80% 217 day To: 100% 217 day |
| Cleveringa, M. | Library/Media Assistant Powell | From: 60% 12 month To: 100% 12 month |

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:

| | | |
|---------------------------------|------|--------------|
| Business Services Administrator | Dual | 07-0059-0427 |
| Career Center Supervisor | Dual | 07-0070-0642 |

| | | |
|---------------------------------------|------|--------------|
| Financial Services Officer | Dual | 07-0021-0385 |
| Food Production Utility Worker | Dual | 07-0071-0477 |
| Senior Food Production Utility Worker | Dual | 07-0072-0478 |

ELIGIBILITY LISTS

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Commissioner Chuck Acosta requested a periodic report indicating the status of current active recruitments. Personnel Analyst Marilyn Doss responded that she would provide the Commission with a report monthly.

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:

| | | |
|----------------------------------------------------------|------------|--------------|
| Chemical Application Technician | Multi Cert | 07-MC11-5030 |
| Custodian | Dual | 07-MC07-0139 |
| Groundskeeper | Dual | 07-0063-0172 |
| Groundskeeper | Multi Cert | 07-MC13-0172 |
| Grounds Crew Supervisor | Dual | 07-0029-0605 |
| Grounds Equipment Operator I | Multi Cert | 07-MC12-0175 |
| Grounds Equipment Operator II | Multi Cert | 07-MC10-0176 |
| Grounds Supervisor – High School | Multi Cert | 07-MC08-5032 |
| Instructional Aide – Special | Open/Cont | 07-0068-0448 |
| Instructional Aide – Special (Limited Term & Substitute) | Open/Cont | 07-LTES-0448 |
| Instructional Assistant-Intensive Behavioral Treatment | Open/Cont | 07-0067-5035 |
| Locker Room Attendant | Dual | 07-0031-0208 |
| Nutrition Services Worker | Open/Cont | 07-0065-5068 |
| School Support Assistant | Dual | 07-0007-5099 |

OTHER ITEMS

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CSEA Chapter 2 President Mary Brown made note of the upcoming Open Enrollment period for employees’ insurance plans. She also congratulated the individual Personnel Commission staff members on their promotions.

CSEA Unit B Vice-President Joseph Schessler stated that CSEA is diligent in watching for non-classified employees doing classified work and reported on a case that CSEA recently won.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, November 2, 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 9:00 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer