



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

AUGUST 24, 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 August 10, 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>
ROP	Accounting Technician	100% 12 month
Operations	Grounds Crew Supervisor	100% 12 month
Garfield	Instructional Aide-Special	75% 202 day
Hill	Instructional Aide-Special	75% 202 day
Sutter	Instructional Aide-Special	75% 202 day
Twain	Instructional Aide-Special	75% 202 day
Long Beach School for Adults	Instructional Assistant-Adult School Literacy Services	100% 204 day
PAAL	Library/Media Assistant	60% 217 day
Maintenance	Maintenance Supervisor	100% 12 month
Willard	School Community Worker Bilingual Spanish	60% 12 month
School Safety & Emergency Preparedness	School Safety Officer	100% 12 month
School Safety & Emergency Preparedness	School Safety/Security Specialist	100% 204 day
Mann	School Support Assistant, Bilingual	45% 202 day
Riley	School Support Assistant, Bilingual	50% 217 day
Gifted Office	Staff Secretary	100% 217 day

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Poblete, Lisa	Educational Research Analyst I Research	From: 62.5% 12 month To: 100% 12 month
Price, Kathie	Executive Secretary (C) Curriculum	From: 100% 217 day flex To: 100% 12 month
Vacant	Instructional Aide-Special The Willows	From: 41.3% 202 day To: 62.5% 202 day
Ruiz, Linda	Instructional Aide-Special Hughes	From: 62.5% 202 day To: 75% 202 day
Schultz, Donna	Intermediate Office Assistant-Schools Burcham	From: 60% 217 day To: 100% 217 day
Vacant	Intermediate Office Assistant-Schools Longfellow	From: 80% 217 day To: 100% 217 day
Caldwell, Cheryl	Intermediate Office Assistant-Schools Poly	From: 50% 217 day To: 100% 217 day
Vacant	Intermediate Office Assistant-Schools Sutter	From: 80% 217 day To: 100% 217 day
Vacant	School Safety Officer School Safety & Emergency Preparedness	From: 45% 12 month To: 100% 12 month

8.2 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.1

Restricted Action

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B

Action

- Grounds Crew Supervisor – 0605 (dual)
- Grounds Equipment Operator II – 0176 (prom)
- Locker Room Attendant – 0208 (dual)

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

- Campus Security Officer – 5011 (open/cont)
- Campus Security Officer (Limited Term & Substitute) – 5011 (open/cont)
- Custodian – 0139 (open/cont)
- Custodian (Limited Term & Substitute) – 0139 (open/cont)
- Custodian – 0139 (open/cont)
- Custodian (Limited Term & Substitute) – 0139 (open/cont)
- Electronics Technician – 0110 (dual)
- 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-Speech & Language Communication – 3293 (open/cont)
- Instructional Assistant-Intensive Behavioral Treatment – 5035 (open/cont)
- Nutrition Services Worker – 5068 (open/cont)
- Purchasing Office Assistant – 0708 (dual)
- School Safety Officer – 5014 (open/cont)

Extend Eligibility List

- Head Start Instructional Aide – 0657 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, September 7, 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 August 10, 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

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

STAFF MEMBERS PRESENT

Ramon Curiel, Executive Officer
Lisa Gardner, Administrative Coordinator
Lynne Karlsen, Personnel Analyst
Dale Culton, Certification Services Manager
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Vanessa Martinez, Human Resources Technician
Maria Villalobos, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: None

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

None.

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REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel reported on Board of Education Member Michael Ellis' visit to the Personnel Commission office. He stated that Mr. Ellis was given a tour of the office, an overview of Personnel Commission's responsibilities and its role with the Board of Education and the District, and a brief orientation from each division's manager.

Administrative Coordinator Lisa Gardner reported on the Classified Staff Development Program and the status of the new fall catalog. She informed the Commission that Chief Clark requested Personnel Commission partner with School Safety and Emergency Preparedness to facilitate FEMA classes and training.

Personnel Analyst Lynne Karlsen reported on the weekly testing for the classification of Custodian and Human Resource Services Supervisor Mary Cates updated the Commission on the success of meeting Operation's need for Custodian substitutes during the summer break.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the July 27, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

None.

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 Christopher Scott 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:

ASB Financial Technician	Dual	07-0036-0751
Computer Support Specialist Assistant	Dual	07-0028-0388
Risk Management Benefits Coordinator	Dual	07-0034-5102
Workers' Compensation Program Coordinator	Dual	07-0033-5101

ELIGIBILITY LISTS

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Certification Services Manager Dale Culton asked that the Eligibility List extension for Human Resource Services Operations Manager be pulled per the request of Human Resource Services. The Commission pulled this item from the agenda.

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:

Associate Analyst – HRS	Prom	07-0004-3298
Contract Analyst	Dual	06-0199-0624
Custodian	Open/Cont	07-0022-0139
Custodian (Limited Term & Substitute)	Open/Cont	07-LTES-0139
Facilities Planner	Dual	06-0173-5098
Nutrition Services Worker	Open/Cont	07-0023-5068
Senior Personnel Analyst	Prom	07-0005-0855

OTHER ITEMS

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None.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, August 24, 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 9:18 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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