



PERSONNEL COMMISSION

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MEETING AGENDA

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

JANUARY 12, 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 December 15, 2005** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

REVISE A CLASSIFICATION
 School Data Technician – 18 (C1)

RECLASSIFY A POSITION

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>
Natalie Santiesteban	From: Intermediate Office Assistant-Schools To: School Date Technician	LBSA

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Hamilton	Campus Security Officer	100% 217 day
Hamilton	Campus Security Officer	100% 217 day flex
Nutrition Services	Heavy Truck Driver	100% 12 month
Chavez	Intermediate Nutrition Services Worker	62.5% 204 day
High School Office	Intermediate Office Assistant	100% 217 day
Cabrillo	Nutrition Services Worker	37.5% 204 day
Cabrillo	Nutrition Services Worker	34.5% 204 day
Powell	Nutrition Services Worker	37.5% 12 month
Hamilton	Nutrition Services Worker	37.5% 12 month
Marshall	Nutrition Services Worker	37.5% 204 day
Marshall	Nutrition Services Worker	37.5% 204 day

8.2 Classification Study of Personnel Commission Administrator Position **Discussion**

8.3 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.24 **Restricted Action**

8.4 Recommendation to Remove from Eligibility List per PC Rules 4.2.A.5, 4.2.A.6 & 4.2.A.7 **Restricted Action**

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B **Action**
[Food Production Equipment Technician – 0476 \(dual\)](#)

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

Campus Security Officer – 5011 (dual/cont)
Campus Security Officer (Limited Term & Substitute) – 5011 (dual/cont)
Custodian – 0139 (open/cont)
Custodian (Limited Term & Substitute) - 0139 (open/cont)
Facilities Use Technician – 3348 (prom)
Head Start Parent Involvement Manager – 0786 (dual)
High School Office Supervisor – 3349 (prom)
Instructional Aide-Deaf/Hard of Hearing – 3271 (open/cont)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Intermediate Office Assistant BI Spanish – 5050 (dual)
Intermediate Office Assistant BL Spanish (Limited Term & Substitute) – 5050 (open/cont)
Intermediate Office Assistant-Schools BL Spanish – 5052 (dual)
Intermediate Office Assistant-Schools BL Spanish (Limited Term & Substitute) – 5052 (open/cont)
School Safety Officer – 5014 (dual/cont)
Senior Payroll Accounting Technician – 0762 (dual)
Site Specialist-Special Projects – 5055 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, January 26, 2006 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

12.1 Evaluation of Personnel Commission Administrator

13. ADJOURNMENT



PERSONNEL COMMISSION

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PERSONNEL COMMISSION MEETING December 15, 2005 MINUTES

Community Room
Administration Building
1515 Hughes Way
Long Beach, CA 90810

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:20 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
Marilyn Doss, Associate Personnel Analyst
Susan Leaming, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Paula Wiesenhutter, Certification Services Supervisor
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests:

Jon Meyer, Board of Education Member; Felton Williams, Board of Education Member; Jeff Wood, Administrative Assistant, Middle/K-8 School Office; Evvie Jones, CASSA President; Madelyn Smith, CASSA Treasurer; Jody Delgado, CASSA Membership; Brad Angell, CSEA Chapter 2 First Vice-President; Dan Ewaskey, CSEA Chapter 2 2nd Vice-President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; Karen Foote, CSEA Chapter 2 Treasurer.

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

Ramon Curiel explained the Personnel Commission's role and responsibilities in implementing District approved staffing reductions. He emphasized that the individuals responsible for making the decisions regarding staff reductions need to be knowledgeable of the complexity of the layoff process and of the legal issues involved in the process. Mr. Curiel then turned the floor over to Administrative Coordinator Lisa Gardner and Certification Services Manager Dale Culton who gave a Power

Point presentation titled “Displacement 101 – the Effects of Layoff and Bumping.” Mr. Curiel, Ms. Gardner and Mr. Culton answered questions from Board of Education Members, CSEA Leadership and CASSA Leadership. At the conclusion of the presentation, Commissioner Vera Mulkey called for a short recess.

The Personnel Commission meeting recessed at 9:25 a.m. and reconvened at 9:34 a.m.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the December 1, 2005 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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Ramon Curiel stated that CSEA had questioned the recommended revision to the classification of Transportation Scheduler and asked that it be pulled from the agenda and tabled until CSEA’s concerns are resolved. The Commission agreed to pull this item from the agenda.

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 EXISTING CLASSIFICATION

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Student Evaluation Technician series - Salary Range 20 (C1)
Public Information Director (0151) - Salary Range 55 (M2)

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Executive Director of Communications and Community Relations – 3292 (M2)
Middle School Communications Coordinator – 0735 (M2)
Communications and Community Relations Coordinator – 5047 (M2)

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>	
Franklin	Campus Security Officer	100%	217 day flex
Carver	Instructional Aide-Special	75%	202 day
Cubberley	Instructional Aide-Special	47.5%	202 day
Henry	Instructional Aide-Special	75%	202 day
Holmes	Instructional Aide-Special	75%	202 day
Hoover	Instructional Aide-Special	47.5%	202 day
International	Instructional Aide-Special	75%	202 day
Jordan	Instructional Aide-Special	75%	202 day
Madison	Instructional Aide-Special	47.5%	202 day
Marshall	Instructional Aide-Special	47.5%	202 day
Willard	Instructional Aide-Special	47.5%	202 day flex
Jordan	Instructional Assistant-On Campus Program	100%	204 day
Powell	Intermediate Office Assistant-Schools BL Spanish	100%	12 month
Roosevelt	Intermediate Office Assistant-Schools BL Spanish	100%	12 month
Kids Club-Gant	Kids Club Assistant	45%	217 day
Jordan	School Community Worker-BL Spanish	47.5%	204 day
Mann	School Community Worker-BL Spanish	25%	204 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position</u>	<u>Assignment</u>	
Chavez, Yolanda	Community Liaison Worker (R)	From 37.5%	202 day flex
	Roosevelt	To 45%	202 day flex

Nunez-Lindsay, A.	Instructional Aide (R) Alvarado	From 45% To 100%	202 day flex 12 month
Meza, Marian	Instructional Aide-Special DeMille	From 75% To 100%	202 day 202 day
Hinojos, Ernest	Instructional Aide-Special Wilson	From 75% To 100%	202 day 202 day
Maas, Patrice	Office Assistant Gant	From 62.5% To 82.5%	202 day 202 day
Mendoza, Mireya	School Community Worker BL Spanish Muir	From 80% To 100%	204 day 204 day

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:

Braille Transcriber	Dual	06-0086-3340
Nutrition Services Operations Coordinator	Prom	06-0085-5063

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:

Instructional Aide-Special	Open/Cont	06-0083-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Intermediate Office Assistant	Dual	06-0053-0673
Intermediate Office Assistant (Limited Term & Substitute)	Dual	06-LTES-0673
Intermediate Office Assistant-Schools	Dual	06-0054-3354
Intermediate Office Assistant-Schools (Limited Term & Substitute)	Dual	06-LTES-3354

OTHER

OTHER

Ramon Curiel informed the Commission of the upcoming CSPCA Annual Conference in February. The Commission and Mr. Curiel will discuss attendance at a later time.

NEXT MEETING

NEXT MEETING

The Commission canceled the December 29, 2005 Personnel Commission meeting due to the holidays. The next regular meeting of the Personnel Commission will be held on Thursday, January 12, 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 10:41 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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