



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

OCTOBER 5, 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 September 21, 2006 **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

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

REVISE A CLASSIFICATION

Business Services Administrator (M2) SRS 62
Maintenance Supervisor (S1) SRS 38

ABOLISH A CLASSIFICATION

ROP/School for Adults Financial Assistant (M2) SRS 32

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Research	Associate Educational Research Analyst	100% 12 month
Washington	Community Liaison Worker BL Spanish	100% 217 day flex
Gant	Instructional Aide-Special	47.5% 202 day
Gant	Instructional Aide-Special	75% 202 day
Renaissance	Instructional Aide-Special	47.5% 202 day
Barton	Intermediate Office Assistant-Schools	100% 217 day
Barton	School Support Assistant BL	100% 217 day

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Hamilton, Deona	Supervising Instructional Aide- Deaf/Hard of Hearing The Willows	From: 87.5% 204 day To: 100% 204 day

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B **Action**
[Grounds Equipment Operator II](#) – 0176 (dual)

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

ASB Financial Technician – 0751 (dual)
Building and Parking Security Attendant – 3366 (multicert)
Campus Security Officer – 5011 (open/cont)
Campus Security Officer (Limited Term & Substitute) – 5011 (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)
Intermediate Accounting Assistant – 0755 (dual)
Intermediate Payroll Accounting Technician – 0756 (dual)
Purchasing Office Assistant (Amended) – 0708 (dual)
Purchasing Office Assistant – 0708 (dual)
Purchasing Office Assistant-Nutrition Services – 5077 (dual)
School Support Assistant BL Khmer – 5100 (dual)

Extend Eligibility Lists

Campus Security Officer – 5011 (dual/cont)
Campus Security Officer – 5011 (dual/cont)
Campus Security Officer – 5011 (dual/cont)
Computer Support User Representative – 5000 (dual)
Custodian – 0139 (open/cont)
Custodian – 0139 (open/prom)
Custodian – 0139 (open/prom)
Facilities Use Technician – 3348 (prom)
Groundskeeper – 0172 (dual/cont)
Health Assistant-Charter Schools – 5093 (dual)
High School Office Supervisor – 3349 (prom)
Plant Supervisor – Avalon – 5081 (dual)
Truck Driver – 0392 (prom)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, October 19, 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
Performance Evaluation – Executive Officer

13. ADJOURNMENT



PERSONNEL COMMISSION

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PERSONNEL COMMISSION MEETING September 21, 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
Dale Culton, Certification Services Manager
Marilyn Doss, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Maria Lynn Braunstein, Human Resources Technician
Ericka Emery-Smith, Human Resources Technician
Shelley Scott, Human Resources Technician
Silaue Taeleifi, Human Resources Technician
Maria Villalobos, Human Resources Technician
Judy

Marshall, Human Resources Assistant

Adriana Araujo-Honorio, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Charles Clark, Chief, School Safety and Emergency Preparedness; Mary Brown, CSEA Chapter 2 President; Adrienne Rambo, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; Ralph Weil, Buyer, Purchasing.

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 the evacuation of Camp Hi Hill and Superintendent Steinhauser commendation of all District personnel involved in its success. At Mr. Curiel's request, Chief Clark, School Safety and Emergency Preparedness, gave a summary of the events that took place during the evacuation process.

Mr. Curiel reported on the District's declining enrollment and its impact on the District's budget. He also updated the Commission on the District's Strategic Plan and explained a set of proposed goals for the 2006-2007 school year.

Mr. Curiel described the recent workshop presented to staff based

on the book “How Full is Your Bucket” and stated that it will be offered to all classified employees in the Winter/Spring Classified Staff Development catalog.

Mr. Curiel announced Administrative Coordinator Lisa Gardner’s promotion to the Personnel Director position at Charter Oak Unified School District. Commission Chairperson Terry Ulaszewski congratulated Ms. Gardner on behalf of all three Commissioners and applauded her accomplishments over the years here at the Personnel Commission Office.

PERSONNEL COMMISSION MINUTES

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CSEA Unit B Vice-President Joseph Schessler requested revision to the September 7, 2006 minutes under Other Items to include the Education Code Section he quoted, “45272 (a) all vacancies in the classified service shall be filled pursuant to this article and the rules of the commission, from applicants on eligibility lists which, wherever practicable, as determined by the commission, shall be made up from promotional examinations, or appointments may be made by means of transfer, demotion, reinstatement, and reemployment in accordance with the rules of the commission” as well as CSEA’s request that future testing be pursued as open/promotional with promotional taking precedence.

The minutes of the September 7, 2006 Personnel Commission Meeting were approved with the amendment.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

Mr. Curiel explained that the recommended revision to the School Safety Officer classification designates the classification as a police class and reflects an increase in the probationary period from 6 months to 1 year. He reminded the Commission that this had been brought to them at the July 27 meeting and tabled per CSEA’s request because of issues they had with the recommended revisions. Mr. Curiel recommended that the Commission approve the revisions to the School Safety Officer classification at this time and let CSEA negotiate with the District afterwards. He stated that the effective date would be the date of Commission approval and would therefore be amended to reflect an effective date of September 21, 2006 if approved. After discussion between the Commission, CSEA, and Chief Clark, the Commission approved this item with the amended effective date.

Mr. Curiel noted that there was an addendum for the restructuring of an existing position in the Elementary School Office and confirmed that all appropriate individuals present had received the addendum materials.

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 Officer

CREATE A NEW POSITION

Site	Position	Assignment	
Birney	Instructional Aide-Special	47.5%	202 day
Cabrillo	Instructional Aide-Special	62.5%	202 day
Cabrillo	Instructional Aide-Special	75%	202 day
Cubberley	Instructional Aide-Special	62.5%	202 day
Holmes	Instructional Aide-Special	47.5%	202 day
Holmes	Instructional Aide-Special	47.5%	202 day
Holmes	Instructional Aide-Special	75%	202 day
Hughes	Instructional Aide-Special	75%	202 day
Jordan	Instructional Aide-Special	47.5%	202 day
Jordan	Instructional Aide-Special	75%	202 day
Keller	Instructional Aide-Special	47.5%	202 day
Keller	Instructional Aide-Special	47.5%	202 day
Lakewood	Instructional Aide-Special	47.5%	202 day
Lakewood	Instructional Aide-Special	75%	202 day
Mann	Instructional Aide-Special	47.5%	202 day
Mann	Instructional Aide-Special	47.5%	202 day
Mann	Instructional Aide-Special	47.5%	202 day
Millikan	Instructional Aide-Special	75%	202 day
Millikan	Instructional Aide-Special	75%	202 day
Poly	Instructional Aide-Special	47.5%	202 day
Poly	Instructional Aide-Special	62.5%	202 day
Tincher	Instructional Aide-Special	47.5%	202 day
Tucker	Instructional Aide-Special	47.5%	202 day
Tucker	Instructional Aide-Special	47.5%	202 day
The Willows	Instructional Aide-Special	75%	202 day
The Willows	Instructional Assistant-Intensive Behavioral Treatment	75%	202 day
The Willows	Instructional Assistant-Intensive Behavioral Treatment	75%	202 day
The Willows	Instructional Assistant-Intensive Behavioral Treatment	75%	202 day
The Willows	Instructional Assistant-Intensive Behavioral Treatment	75%	202 day
The Willows	Instructional Assistant-Intensive Behavioral Treatment	75%	202 day

RESTRUCTURE AN EXISTING POSITION

Name	Position/Site	Assignment
Noimanee, Wulnee	Instructional Aide-Special	From: 47.5% 202 day flex
	Alvarado	To: 75% 202 day flex
Lugo, Sherri	Instructional Aide-Special	From: 47.5% 202 day
	The Willows	To: 75% 202 day
Vacant	School Support Secretary	From: 100% 217 day
	Elementary School Office	To: 100% 12 month

RESTRUCTURE AN EXISTING POSITION

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 Earline Jones from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

APPEAL OF DISQUALIFIED APPLICANT

An applicant had been disqualified from continuing in the examination process for the classification of Contract Analyst per Personnel Commission Rule 4.2.C and appealed to the Personnel Commission. The appellant, Ralph Weil, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

APPEAL OF DISQUALIFIED APPLICANT

BULLETINS

CSEA Unit B Vice President Joseph Schessler questioned the

BULLETINS

bulletin for Salary Services Supervisor asking if there were an adequate number of in-house candidates to make the recruitment promotional only. Associate Personnel Analyst Marilyn Doss answered that the hiring Department was asked by staff and responded that there were not and requested the recruitment be dual. Mr. Schessler reiterated CSEA’s stance that recruitments be open/promotional whenever possible with promotional candidates taking precedence.

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:

Instructional Assistant-Adult School Literacy Services	Dual	07-0044-0773
Salary Services Supervisor	Dual	07-0060-5009
Senior Executive Secretary (C)	Prom	07-0035-0679
Transportation Aide BL Spanish	Dual	07-0062-0491

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:

Associate Personnel Analyst	Dual	07-0011-3270
Computer Support Specialist Assistant	Dual	07-0028-0388
Computer Support User Representative	Dual	07-MC01-5000
Groundskeeper	Dual	07-0063-0172
Instructional Aide-Deaf/Hard of Hearing	Open/Cont	07-0046-3271
Instructional Aide-Deaf/Hard of Hearing (Limited Term & Substitute)	Open/Cont	07-LTES-3271
Instructional Aide-Special	Open/Cont	07-0041-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Nutrition Services Worker	Open/Cont	07-0061-5068
Personnel Analyst	Dual	07-0012-0236
Personnel Analyst	Prom	07-0064-0236
Senior Personnel Analyst	Prom	07-0005-0855

OTHER ITEMS

OTHER ITEMS

CSEA Chapter 2 President Mary Brown congratulated Administrative Coordinator Lisa Gardner on her promotion and expressed CSEA’s appreciation to her for all work and assistance. Ms. Brown also informed the Commission that the previous CSEA Labor Relations Representative for LBUSD, Frank Runkle, passed away last week.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 5, 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.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session with a moment of silence in memory of Frank Runkle at 9:03 a.m. to hear the appeal of Mr. Weil and to discuss the Performance Evaluation of the Executive Officer.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 11:39 a.m. The following reportable action was taken during Closed Session:

The Commission acted to deny the appeal of Ralph Weil and instructed the Executive Officer to notify him of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 11:40 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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