



**PERSONNEL COMMISSION**

**MEETING AGENDA**

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

NOVEMBER 16, 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 November 2, 2006** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

REVISE CLASSIFICATIONS  
 Lead Custodian

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Poly	Campus Security Officer	100% 204 day
Operations	Custodian	100% 12 month
Poly	Instructional Aide-Special	47.5% 202 day
Poly	Instructional Aide-Special	47.5% 202 day
Jefferson	Intermediate Nutrition Services Worker	37.5% 204 day
Hill	Intermediate Office Asst-School	47.5% 217 day
Washington	Intermediate Office Asst-School	100% 217 day
Maintenance	Maintenance Manager	100% 12 month
Avalon	School Support Asst	75% 202 day
Maintenance	Water Boiler Treatment Spec	100% 12 month

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Avila, Patricia	High School Office Supervisor Renaissance	From: 100% 217 day To: 100% 12 month
Ashbrooke, Gail	Library/Media Assistant McKinley	From: 20% 204 day To: 40% 204 day
Narvaez, Yanira	Nutrition Services Worker Addams	From: 25% 12 month To: 37.5% 12 month

9. BULLETINS AND TESTING ACTIONS

- 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**  
Accounting Manager – 0346 (dual)  
Business Services Administrator – 0427 (dual)  
Environmental Health and Safety Manager – 0610 (dual)  
Intermediate Accounting Assistant – 0755 (dual)  
School Safety/Security Specialist – 5015 (dual)  
Senior Accounting Assistant – 0760 (dual)

- 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**  
Instructional Aide-Instrumental Music – 0447 (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-Special (Limited Term & Substitute) – 0448 (open/cont)  
Instructional Aide-Speech & Language Communication – 3293 (open/cont)  
Instructional Aide-Speech & Language Communication  
BL Spanish – 3294 (open/cont)  
Instructional Aide-Speech & Language Communication  
BL Spanish – 3294 (open/cont)  
Nutrition Services Worker – 5068 (open/cont)  
Salary Services Supervisor – 5009 (dual)  
Supervisor – Autism Services – 5046 (dual)  
Transportation Aide BL Spanish – 0491 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, November 30, 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 November 2, 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  
Vera Mulkey, Member

Ramon Curiel, Executive Officer  
Alison Maitlen, Acting Administrative Coordinator  
Marilyn Doss, Personnel Analyst  
Vanessa Martinez, Associate Personnel Analyst  
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  
Maria Villalobos, Human Resources Technician  
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

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ITEMS NOT LISTED ON THE AGENDA

None.

#### REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel reported on the seven new Campus Security Officer positions that were approved by the Board of Education stating that the Board decided to give all the positions a 217 day calendar. Mr. Curiel informed the Commission that acting Administrative Coordinator Alison Maitlen and CSEA Chapter 2 President Mary Brown are co-chairing the Goal Team #4 sub-committee for Classified Needs Assessment. At Mr. Curiel's request, Ms. Maitlen described the committee's objectives and reported on a new classified employee performance evaluation process that is being reviewed. Ms. Brown, Joseph Schessler, CSEA Unit B Vice-President, and d'Ann Madore, CSEA Labor Relations Representative, all interjected positive input regarding the new evaluation form as well as an Improvement Plan Form and a handbook that are being considered as part of the new evaluation process.

Mr. Curiel reminded the Commissioners of the upcoming CSPCA Annual Conference and asked them to let the office know if they are able to attend.

Mr. Curiel asked the Personnel Commission Division heads present to give a brief update of their departments' activities. The staff managers gave individual brief reports to the Commission on the current activities of their units. Ramon Curiel raised the issue of the on-going shortage of Instructional Aide-Special substitutes and possible solutions staff is considering.

PERSONNEL COMMISSION MINUTES

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The minutes of the October 19, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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Ramon Curiel reported that Plant Supervisors had recently raised concerns with the minimum requirements for the Plant Supervisor classifications. As a result, staff reviewed and modified the minimum qualifications of the entire Plant Supervisor series to reflect prior supervisory experience as needed according to the level of the classification. Mr. Curiel stated that staff held meetings with the Plant Supervisors regarding the modifications and they concurred with the recommended revised class specifications. He reported that the classification of Lead Custodian had been included in the study but Lead Custodian is a represented class and CSEA requested it be tabled to give them the opportunity to review it. The Commission agreed to pull the recommended Lead Custodian classification revision 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 A CLASSIFICATION

REVISE A CLASSIFICATION

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

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Facilities	Facilities Planner	100% 12 month
Stephens	School Community Worker BL Spanish	100% 204 day
The Willows	Supervisor-Autism Services	100% 12 month

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Miller, Catherine	Intermediate Office Assistant	From: 50% 217 day
	Head Start	To: 62.5% 217 day
Turcios, Irma	School Community Worker-BL Spanish	From: 50% 204 day flex
	Burbank	To: 100% 204 day flex

Amezquita, Sandra School Community Worker-BL Spanish From: 80% 204 day  
 Sutter To: 100% 204 day

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 Charles Moorings from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

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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 Antoinette Davis from current eligibility lists.

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission 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:

Kids Club Assistant	Dual	07-0075-06942
Kids Club Lead Assistant	Dual	07-0076-0515
Staff Secretary	Dual	07-0073-33643
Staff Secretary Bilingual Spanish	Dual	07-0091-5085

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission 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:

Budget Advisor Analyst	Dual	07-0009-0753
Custodian (Limited Term & Substitute)	Open/Cont	07-LTES-0139
Elementary School Office Supervisor	Prom	06-0192-3345
Head Start Family Services Liaison	Dual	07-0055-5075
Instructional Aide – Special	Multi Cert	07-MC14-0448
Instructional Aide – Special	Open/Cont	07-0087-0448
Instructional Aide – Special	Open/Cont	07-0081-0448
Instructional Aide – Special	Open/Cont	07-0082-0448
Instructional Aide – Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide – Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide – Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide – Special (Limited Term & Substitute)	Dual	07-LTES-0448
Instructional Aide-Speech & Language Communication	Dual	07-0084-3293
Middle School Office Supervisor	Prom	06-0193-3357
School Support Assistant BL Spanish	Dual	07-0008-5100
Transportation Supervisor	Prom	07-0052-0886

OTHER ITEMS

CSEA Leadership, Mary Brown, Joseph Schessler and d'Ann Madore, commented on the health care open enrollment period and re-enrollment process.

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, November 16, 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

There being no further business, the Personnel Commission adjourned at 9:07 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

gr

OTHER ITEMS

NEXT MEETING

ADJOURNMENT