



**PERSONNEL COMMISSION**

MEETING AGENDA

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

APRIL 20, 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 April 6, 2006 Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 Classification/Restructure Recommendations per Education Code 45246 Action**

REVISE AN EXISTING CLASSIFICATION SPECIFICATIONS

Head Start Parent Involvement Manager  
 Administrative Coordinator – Facilities, Development and Planning  
 Facilities Planner

ABOLISH A CLASSIFICATION

Assistant Facilities Director  
 Facilities Coordinator/Planner  
 Assistant Construction Manager

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>	
DeMille	Instructional Aide Special	100%	202 day
Garfield	Instructional Aide Special	47.5%	202 day
Reid	Instructional Aide Special	47.5%	202 day
Stephens	Instructional Aide Special	75%	202 day
Lee	School Community Worker	50%	12 month

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Mandalia, Nisha	Job Developer The Willows	From: 75% 202 day flex To: 100% 204 day flex

**8.2 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.15** **Restricted Action**

**8.3 Appeal of Disqualified Applicant** **Restricted Action**

9. BULLETINS AND TESTING ACTIONS

**9.1 Bulletins – Per Personnel Commission Rule 4.6.B** **Action**  
Benefits Manager – 5087 (dual)  
Intermediate Payroll Accounting Technician – 0756 (dual)  
Pool Attendant – 0245 (open/cont)  
Return To Work Specialist (C) – 5096 (dual)  
Workers' Compensation Manager – 5088 (dual)

**9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**  
Credential Services Specialist – 3343 (dual)  
Custodian – 0139 (open/cont)  
Custodian (Limited Term & Substitute) – 0139 (open/cont)  
Instructional Assistant-Intensive Behavioral Treatment – 5035 (dual)  
Nutrition Services Supervisor I – 5064 (dual)  
Nutrition Services Supervisor II – 5065 (dual)  
Nutrition Services Supervisor III – 5066 (dual)  
Nutrition Services Worker – 5068 (open/cont)  
Research Office Technician – 0433 (dual)  
School Community Worker – 0474 (dual)  
Senior Research Office Technician – 3369 (dual)  
Supervisor – Autism Services – 5046 (dual)  
Transportation Scheduler – 5040 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, May 4, 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 April 6, 2006 MINUTES

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

Chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:15 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  
Susan Leaming, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Maria Lynn Alvarez, Human Resources Technician  
Susan Brister, Human Resources Technician  
Ericka Emery-Smith, Human Resources Technician  
Anne Follett, Human Resources Technician  
Vanessa Martinez, Human Resources Technician  
Janice Medford, Human Resources Technician  
Denise Petty-Trietsch, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Katheryn Shorts, Human Resources Technician  
Silaue Taeleifi, Human Resources Technician  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Kemba Olabisi, Director, Risk Management; Mary Brown, CSEA Chapter 2 President; Adrienne Rambo, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President.

Ramon Curiel announced Commission Chairperson Vera Mulkey celebrated her birthday last Monday and asked the Commission and staff to join in singing Happy Birthday to Ms. Mulkey.

Mr. Curiel introduced Janice Medford, Human Resources Technician, who transferred to Personnel Commission filling a vacancy. Mr. Curiel also noted the recent promotions for Denise Petty-Trietsch and Silaue Taeleifi to Human Resources Technicians.

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

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None.

REPORT FROM THE PERSONNEL  
COMMISSION ADMINISTRATOR

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COMMISSION ADMINISTRATOR

Ramon Curiel reported on the past week's compliance review on categorical programs by a team from the State Department of Education. He noted that the No Child Left Behind compliance was included in this review. Mr. Curiel stated that the Department of Education praised Long Beach Unified School District for exceeding the standards in its categorical programs.

Mr. Curiel reported that the Performance Evaluation Workshop he co-conducted recently conveyed the necessity of recognizing individuals for exemplary work. He highlighted recent activities performed by Administrative Coordinator Lisa Gardner, Personnel Analyst Lynne Karlsen, Human Resources Technician Anne Follett, Certification Services Supervisor Paula Wiesenhutter, Certification Services Manager Dale Culton, Associate Personnel Analyst Susan Leaming, Human Resources Supervisor Mary Cates, Human Resources Technician Ericka Emery-Smith and Human Resources Technician Maria Lynn Alvarez and presented each with a box of cookies from the Nutrition Services Branch.

Mr. Curiel reported that he met with the Plant Supervisors who had expressed concern regarding the qualifications required for the classification and gave the Commissioners copies of a summary report regarding the issues that he submitted to the Board of Education.

At Mr. Curiel's request, Administrative Coordinator Lisa Gardner reported on her involvement in the District's Baldrige team and the expansion of the Baldrige processes to the classified staff at school sites.

PERSONNEL COMMISSION MINUTES

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The minutes of the March 23, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

Ramon Curiel noted that there was an addendum to this agenda item and confirmed that all appropriate individuals had received copies of the addendum.

Mr. Curiel reported that staff had been working with Kemba Olabisi, Risk Management Director, regarding the staffing needs of the Risk Management Department. At his directive, Associate Personnel Analyst Susan Leaming highlighted areas of her classification study report and the proposed job descriptions for the new classifications being recommended for approval. Ms. Olabisi reiterated the need for more staff in the department and reported on specific needs that are being addressed by the creation of the new classifications.

The Personnel Commission acted to approve the following classification recommendations, which includes the addendum, 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:

CREATE A NEW CLASSIFICATION

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Workers' Compensation Manager SRS 42 (M2)  
 Benefits Manager SRS 42 (M2)  
 Return to Work Specialist (C) SRS 27 (CO)

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>	
Head Start	Head Start Instructional Aide	100%	217 day
Head Start	Infant/Toddler Caregiver	50%	217 day
The Willows	Instructional Aide-Special	75%	202 day
Head Start	Intermediate Office Assistant	50%	217 day
Monroe	Transportation Aide	75%	204 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>	
Rios-Gallegos, Ana	School Community Worker BL Spanish	From: 50%	204 day
	Garfield	To: 80%	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:

Accounting Director	Dual	06-0157-0120
Instructional Assistant – Computer Resources	Dual	06-0149-0603
Painter	Dual	06-0148-0113
Senior Nutrition Services Worker	Dual	06-0155-5071
Intermediate Nutrition Services Worker	Dual	06-0154-5058
Student Evaluation Technician BL Spanish	Dual	06-0147-0483

ELIGIBILITY LISTS

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Ramon Curiel noted that there were revisions to the eligibility lists for Associate Educational Research Analyst, Educational Research Analyst I and Educational Research Analyst II and confirmed that all appropriate individuals had received copies of the revised 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 Educational Research Analyst	Dual	06-0098-3368
Contract Manager	Dual	06-0114-0216
Educational Research Analyst I	Dual	06-0099-3301
Educational Research Analyst II	Dual	06-0100-3302
Human Resources Assistant	Prom	06-0109-3350
Instructional Aide-Special	Open/Cont	06-0146-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Special	Open/Cont	06-0153-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Nutrition Services Worker	Open/Cont	06-0150-5068

OTHER

OTHER

CSEA Chapter 2 President Mary Brown voiced her support for the proposed staffing increase in the Risk Management Branch.

Commission Chairperson Vera Mulkey commented on the death of Marilyn Doss' mother, Clara Love and on her previous acquaintance with her. Ms. Mulkey requested a moment of silence in memory of Ms. Love.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, April 20, 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 9:08 a.m. in memory of Clara Love.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

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