



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

SEPTEMBER 7, 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 24, 2006 Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per Education Code 45246 Action

CREATE A NEW CLASSIFICATION

HVAC Technician – Salary Range 34 (C2)

CREATE A NEW POSITION

Table with 3 columns: Site, Position, Assignment. Rows include Special Education (Administrative Secretary), Middle School Office (Campus Security Officer), Burcham (Instructional Aide-Alternative Schools), Long Beach School for Adults (Instructional Assistant-Adult School, Literary Services), Child Development Center (Office Assistant), and Roosevelt (School Community Worker BL Spanish).

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

9. BULLETINS AND TESTING ACTIONS

- 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
Head Start Family Services Liaison – 5075 (dual)
Human Resources Technician – 3352 (dual)
Instructional Aide-Instrumental Music – 0447 (dual)
Instructional Aide-Speech & Language Communication – 3293 (open/cont)
Instructional Aide-Speech & Language Communication
Bilingual English/Spanish – 3294 (open/cont)
Transportation Supervisor – 0886 (prom)
- 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**
Locksmith Supervisor – 0501 (prom)
Nutrition Services Worker – 5068 (open/cont)
Senior Purchasing Office Assistant – 0711 (dual)
Speech Language Pathology Assistant – 5024 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, September 21, 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 24, 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 8:20 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
Marilyn Doss, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Anne Follett, Human Resources Technician
Jan Medford, Human Resources Technician
Denise Petty-Trietsch, Human Resources Technician
Shelley Scott, Human Resources Technician
Silaue Taelifi, Human Resources Technician
Maria Villalobos, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Michael Ellis, Board of Education Member; Mary Brown, CSEA Chapter 2 President; Adrienne Rambo, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President.

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

None.

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

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel reported on issues discussed at the Board of Education Workshop he attended. He briefly summarized for the Commission the discussions on the topics of the District's budget, test scores, Special Education, Charter Schools and a pilot project for summer intervention for Middle School students.

Mr. Curiel reported that as a result of the ratification of the new CSEA contract, the Classified Staff Development Program would receive additional funding from the District and asked Associate Personnel Analyst Alison Maitlen to report on the projected use of this additional funding. Ms. Maitlen stated that the funding will permit her to expand the workshops offered to employees through additional programs and consultants and allow for the technology

upgrades necessary to support the record keeping and clerical responsibilities of the Staff Development Program. Mr. Curiel reported that a Staff Development Library or Resource Center for classified employees is also being considered. CSEA Chapter 2 Unit B Vice President Joseph Schessler interjected that CSEA negotiated that management provide the opportunity for all classified employees to participate in Classified Staff Development Workshops through a system of rotating employees' attendance.

Mr. Curiel updated the Commission on his recent activities as Chair of the Advisory Committee for the California School Personnel Commissioners Association. He reported that he recently concluded the recruitment and selection process for the Long Beach Community College Personnel Director vacancy and is currently conducting the Charter Oak Unified School District Personnel Director recruitment. Mr. Curiel reminded the Commission of the CSPCA Annual Conference scheduled for February 9-11, 2007 in Long Beach and reported on staff's involvement in the conference and particularly in the conference's Staff Development Day.

Mr. Curiel gave a brief PowerPoint presentation on the Introduction to the LBUSD Personnel Commission and the Merit System. The presentation covered the History and Purpose of the Merit/Civil Service Commissions; the Merit System and the California Education Code; and the Duties and Responsibilities of the Personnel Commission: Education Code Mandated and District Delegated. Board Member Ellis and the Commissioners interjected questions and comments during the presentation.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the August 10, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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:

CREATE A NEW POSITION

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

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

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current Nutrition Services Worker eligibility list per Personnel Commission Rule 4.2.A.1. The individual was not present. The Commission acted to remove Margarita Bos from the current eligibility list.

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:

Grounds Crew Supervisor	Dual	07-0029-0605
Grounds Equipment Operator II	Prom	07-0030-0176
Locker Room Attendant	Dual	07-0031-0208

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:

Campus Security Officer	Open/Cont	07-0024-5011
Campus Security Officer (Limited Term & Substitute)	Open/Cont	07-LTES-5011
Custodian	Open/Cont	07-0032-0139
Custodian (Limited Term & Substitute)	Open/Cont	07-LTES-0139
Custodian	Open/Cont	07-0040-0139
Custodian (Limited Term & Substitute)	Open/Cont	07-LTES-0139
Electronics Technician	Dual	07-0003-0110
Instructional Aide-Special	Open/Cont	07-0020-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide-Special	Open/Cont	07-0038-0448

Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide-Speech & Language Communication	Open/Cont	07-0039-3293
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	07-0016-5035
Nutrition Services Worker	Open/Cont	07-0037-5068
Purchasing Office Assistant	Dual	06-0195-0708
School Safety Officer	Open/Cont	07-0025-5014

Extend Eligibility List

Head Start Instructional Aide	Dual	06-0001-0657
<u>OTHER ITEMS</u>		OTHER ITEMS

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, September 7, 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 thanked Board of Education Member Ellis for attending and adjourned at 9:29 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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