



PERSONNEL COMMISSION

MEETING AGENDA

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

FEBRUARY 23, 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 February 9, 2006** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

REVISE A CLASSIFICATION

Credential Services Specialist – 3343
 SRS 24 (C1)

ABOLISH CLASSIFICATIONS

Healthy Start Site Coordinator
 Healthy Start Site Coordinator BL
 Healthy Start Assistant

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Accounting	Accounting Technician	100% 12 month
Special Education - The Willows	Instructional Aide-Special	75% 202 day
Accounting	Intermediate Accounting Assistant	100% 12 month
Bancroft	Intermediate Office Assistant-Schools BL Sp	100% 217 day
Research, Planning & Evaluation	Research Office Technician	100% 12 month

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Alvarado, Anthony	Instructional Aide-Instrumental Music Millikan	From: 20% 204 day To: 37.5% 204 day
Lopez, Elvia	Intermediate Office Assistant-Schools McKinley	From: 80% 217 day To: 100% 217 day
Hummel, Marilyn	Intermediate Office Assistant-Schools Lafayette	From: 80% 12 month To: 100% 12 month

8.2 **Revision of Rules and Regulations** **Discussion**

The Personnel Commission staff is in the process of reviewing, for the purpose of revision, the Rules and Regulations of the Classified Service.

Prior to initiating revision, staff submits the current Chapter IX, RESIGNATIONS, LAYOFF AND REEMPLOYMENT for public review and comment.

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 Rule 4.2.A.24** **Restricted Action**

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

8.6 **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**

[Braille Transcriber – \(open/cont\)](#)
[Budget Director – 0098 \(dual\)](#)
[Contract Manager – 0216 \(dual\)](#)
[Maintenance Manager – 0567 \(dual\)](#)
[Research Office Technician – 0433 \(dual\)](#)
[Senior Research Office Technician – 3369 \(dual\)](#)
[School Data Technician – 3360 \(prom\)](#)

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

[Food Production Equipment Technician – 0476 \(dual\)](#)
[Instructional Aide – 0436 \(open\)](#)
[Instructional Aide-Special – 0448 \(open/cont\)](#)
[Instructional Aide-Special \(Limited Term & Substitute\) – 0448 \(open/cont\)](#)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, March 9, 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 February 9, 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
Dale Culton, Certification Services Manager
Marilyn Doss, Associate Personnel Analyst
Susan Leaming, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
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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Chairperson Vera Mulkey spoke of the commitment of Coretta Scott King in her fight for social justice for all citizens and her unwavering courage in carrying out the dream of her husband Martin Luther King, Jr. Ms. Mulkey requested this Personnel Commission meeting be adjourned in honor and memory of Ms. King.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

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Ramon Curiel reported that he attended a strategic planning committee workshop organized by Risk Management to address worker compensation issues. He stated that the committee is supportive of the creation of a Return to Work Program for LBUUSD employees and that Personnel Commission will have a part in the planning of this program. CSEA Chapter 2 President Mary Brown and CSEA Labor Relations Representative d'Ann Madore expressed a desire to be included in the planning process.

Mr. Curiel stated that there had been an orientation session yesterday for the new CSEA Leadership regarding the Merit System and the Personnel Commission's role. d'Ann Madore and CSEA Unit A Vice-President Adrienne Rambo both said that the

orientation was excellent and a help in understanding Personnel Commission processes.

PERSONNEL COMMISSION MINUTES

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The minutes of the January 26, 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:

REVISE AN EXISTING CLASSIFICATION

REVISE AN EXISTING CLASSIFICATION

Maintenance Manager – 0567
SRS 42 (M2)

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Environmental Health and Safety Manager
Career Education Technician
Student Support Liaison Worker
Personnel Commission Technology Coordinator
Personnel Examiner
Assistant Buyer
Maintenance Cost Estimator – Special
Gang Awareness Assistant (R)
Assistant Budget Director

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
21 st Community Learning – Stephens	Accounting Technician	100% 12 month
Special Education - The Willows	Instructional Asst.-Int. Behavioral Treat.	75% 202 day
Special Education - The Willows	Instructional Asst.-Int. Behavioral Treat.	75% 202 day
Special Education - The Willows	Instructional Asst.-Int. Behavioral Treat.	75% 202 day
Special Education - The Willows	Instructional Asst.-Int. Behavioral Treat.	75% 202 day
Special Education - The Willows	Instructional Asst.-Int. Behavioral Treat.	75% 202 day
School Safety & Emergency Preparedness	School Safety Officer	100% 12 month
School Safety & Emergency Preparedness	School Safety Officer	100% 12 month
School Safety & Emergency Preparedness	School Safety Officer	100% 12 month
School Safety & Emergency Preparedness	School Safety Officer	100% 12 month
School Safety & Emergency Preparedness	School Safety/Sec Spec	100% 204 day
School Safety & Emergency Preparedness	School Safety/Sec Spec	100% 204 day
Jordan	Site Specialist-Special Projects	100% 217 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Alonso, Jose	Inst Aide-BL Sp Cabrillo	From: 75% 202 day To: 100% 202 day

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Ramon Curiel reminded the Commission that at the last Personnel Commission meeting he informed them that staff was beginning the process of reviewing, for purpose of revision, the Rules and Regulations of the Classified Service. He had explained that the rules would be submitted, one chapter at a time, at Commission meetings prior to initiating revisions for public review and comment and that Chapter IX, Resignations, Layoff and Reemployment was the first chapter to be reviewed.

Administrative Coordinator Lisa Gardner reported that Personnel Commission has asked for input from CSEA, Employee Relations Office and Human Resource Services and that they are all currently reviewing Chapter IX. Mr. Curiel stated that once input has been received, recommended revisions will be brought to the Commission for discussion and eventual action.

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, Edward Keeme, was not present. The Commission moved this item to Closed Session for discussion.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current Campus Security Officer eligibility list per Personnel Commission Rule 4.2.A.24. The individual, Anthony Perry, was not present. The Commission moved this item to Closed Session for discussion.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current Campus Security Officer eligibility list per Personnel Commission Rule 4.2.A.24. The individual, Marcos Alvarez, was not present. The Commission moved this item to Closed Session for discussion.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current Campus Security Officer eligibility list per Personnel Commission Rule 4.2.A.24. The individual, William Sedlacek, was not present. The Commission moved this item to Closed Session for discussion.

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:

Human Resources Assistant	Prom	06-0109-3350
Human Resources Technician	Prom	06-0110-3352
Transportation Scheduler	Dual	06-0112-5040

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	Dual/Cont	06-0091-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	06-LTES-5011
Custodian	Open/Cont	06-0089-0139

Custodian (Limited Term & Substitute)	Open/Cont	06-LTES-0139
Instructional Aide-Special	Open/Cont	06-0103-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Special	Open/Cont	06-0107-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	06-0095-5035
Nutrition Services Operations Coordinator	Prom	06-0085-5063
Nutrition Services Worker	Open/Cont	06-0111-5068

Extend Eligibility Lists

Custodian	Open/Cont	05-0094-0139
Educational Research Analyst II	Dual	05-0031-3302
Intermediate Office Assistant	Dual	05-0126-0673
Intermediate Office Assistant-Schools	Dual	05-0127-3354
Student Store Operator	Dual	05-0007-0287

OTHER

OTHER

None.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, February 23, 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 in honor and memory of Coretta Scott King at 8:39 a.m. to consider staff's recommendations to remove Edward Keeme, Anthony Perry, Marcos Alvarez and William Sedlacek from eligibility lists.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:49 a.m. The following reportable actions were taken during Closed Session:

The Commission tabled action regarding the recommendation to remove Edward Keeme from current eligibility to allow him one more opportunity to personally address the Commission regarding his appeal. The Personnel Commission Administrator was instructed to notify Mr. Keeme of this decision.

The Commission tabled action regarding the recommendation to remove Anthony Perry from the Campus Security Officer eligibility list pending further clarification from the Department of Motor Vehicles. The Personnel Commission Administrator was instructed to notify Mr. Perry of this decision.

The Commission tabled action regarding the recommendation to remove Marcos Alvarez from the Campus Security Officer eligibility list pending further clarification from the Department of Motor Vehicles. The Personnel Commission Administrator was instructed to notify Mr. Alvarez of this decision.

The Commission tabled action regarding the recommendation to remove William Sedlacek from the Campus Security Officer eligibility list pending further clarification from the Department of Motor Vehicles. The Personnel Commission Administrator was instructed to notify Mr. Sedlacek of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 8:50 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator
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