



PERSONNEL COMMISSION

MEETING AGENDA

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

FEBRUARY 9, 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 January 26, 2006** **Action**
(see attached)
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

REVISE A CLASSIFICATION

Maintenance Manager – 0567
 SRS 42 (M2)

ABOLISH CLASSIFICATIONS

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

<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

CREATE A NEW POSITION (continued)

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
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

<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

- 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.7** **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**
[Human Resources Assistant – 3350 \(prom\)](#)
[Human Resources Technician – 3352 \(prom\)](#)
[Transportation Scheduler – 5040 \(dual\)](#)
- 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** **Restricted Action**
Campus Security Officer – 5011 (dual/cont)
Campus Security Officer (Limited Term & Substitute) – 5011 (dual/cont)
Custodian – 0139 (open/cont)
Custodian (Limited Term & Substitute) – 0139 (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)
Instructional Assistant-Intensive Behavioral Treatment – 5035 (open/cont)
Nutrition Services Operations Coordinator – 5063 (prom)
Nutrition Services Worker – 5068 (open/cont)
- Extend Eligibility Lists
Custodian – 0139 (open/cont)
Educational Research Analyst II – 3302 (dual)
Intermediate Office Assistant – 0673 (dual)
Intermediate Office Assistant-Schools – 3354 (dual)
Student Store Operator – 0287 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, February 23, 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 January 26, 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 8:20 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
Mary Cates, Human Resources Supervisor
Paula Wiesenhutter, Certification Services Supervisor
Silaue Taeleifi, Human Resources Assistant
Denise Petty-Treitsch, Human Resources Assistant
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Debra Ecung, Director, Employee Relations; 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; Alexander Burishkin, appellant.

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 PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel reported on staffing changes within the Personnel Commission Office.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

PERSONNEL COMMISSION MINUTES

The minutes of the January 12, 2006 Personnel Commission Meeting were approved.

PERSONNEL COMMISSION MINUTES

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

Mary Brown, Joseph Schessler and d'Ann Madore of CSEA asked for clarification regarding certain sections of the Administrator's proposed revised job description. The Commissioners responded to the questions. CSEA Leadership said they were satisfied with

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

the revisions and commented that the new class specification accurately reflects the job that Mr. Curiel performs. Ms. Brown, Ms. Madore and Mr. Schessler commended Mr. Curiel and the Commission for their fine work.

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 CLASSIFICATION

CREATE A NEW CLASSIFICATION

Executive Officer, Personnel Commission and Classified Employment
SRS 65 (M2)

RECLASSIFY A POSITION

RECLASSIFY A POSITION

<u>Name</u>	<u>Position</u>	<u>Site</u>
Ramon Curiel	From: Personnel Commission Administrator To: Executive Officer, Personnel Commission and Classified Employment	Personnel Commission

REVISE AN EXISTING CLASSIFICATION

REVISE AN EXISTING CLASSIFICATION

Transportation Scheduler – 5040
Salary Range 28 (C2)

REVISE AND REALLOCATE
A CLASSIFICATION

REVISE AND REALLOCATE
A CLASSIFICATION

Contract Manager – 0216
From: Salary Range 40 (M2)
To: Salary Range 42 (M2)

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Whittier	Custodian	100% 12 month
Lakewood	Nutrition Services Worker	43.8% 204 day
MacArthur	Nutrition Services Worker	37.5% 204 day
Millikan	Nutrition Services Worker	43.8% 204 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Villareal, Hope	Intermediate Nutrition Services Worker	From: 71.9% 204 day
	Hill	To: 75% 204 day

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Ramon Curiel stated that the Personnel Commission staff is in the process of reviewing, for purpose of revision, the Rules and Regulations of the Classified Service. He explained that he will submit the rules, one chapter at a time, at Commission meetings prior to initiating revisions for public review and comment.

Mr. Curiel reported that Chapter IX, Resignations, Layoff and Reemployment is the first chapter to be reviewed and is an agenda item at this meeting for the purpose of discussion only. Lisa Gardner, Administrative Coordinator, noted various sections of Chapter IX that need clarification of language. Mr. Curiel emphasized the importance of comments and feedback from CSEA and the District regarding recommended revisions. The Commission and individuals in the audience gave suggestions on promoting the public's participation.

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 appellant, Alexander Burishkin, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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 Carolyn Welch from current eligibility lists.

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:

Associate Educational Research Analyst	Dual	06-0098-3368
Educational Research Analyst I	Dual	06-0099-3301
Educational Research Analyst II	Dual	06-0100-3302
Carpenter	Dual	06-0105-0114
Heating, Ventilating and Air Conditioning Supervisor	Prom	06-0097-3305
Intermediate Office Assistant	Dual	06-0102-0673
Intermediate Office Assistant-Schools	Dual	06-0101-3354
Plant Supervisor-High School	Prom	06-0104-5029
Supervisor-Autism Services	Dual/Cont	06-cont -5046
Telecommunications Technician	Dual	06-0096-3309

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:

Instructional Aide-Special	Open/Cont	06-0094-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Special	Open/Cont	06-0088-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	06-0087-5035
Nutrition Services Worker	Open/Cont	06-0081-5068

Extend Eligibility List(s)

Building Maintenance Worker	Dual	04-0154-0625
Chemical Application Technician	Dual	04-0044-5030
Groundskeeper	Open	04-0110-0172
Human Resource Services Operations Manager	Prom	04-0088-0737
Human Resources Assistant	Dual	05-0102-3350
Human Resources Technician	Dual	05-0087-3352
Lead Custodian	Dual	05-0062-0205
Plant Supervisor II	Prom	04-0165-5027
School Community Worker BL Spanish	Dual	05-0073-0474
Senior Software Applications Engineer, Research		

Planning & Evaluation Software Applications Engineer, Research	Dual	05-0022-5073
Planning & Evaluation	Dual	05-0021-5072
Warehouse Materials Processor	Dual	05-0063-0712

OTHER

OTHER

Mr. Curiel announced that an orientation session regarding the rules and processes of the Personnel Commission has been scheduled for Andrienne Rambo, the new CSEA Chapter 2 Unit A Vice-President. The Commission and other members of CSEA Leadership were invited to attend the session also.

CSEA Chapter 2 President Mary Brown informed the Commission that CSEA is sponsoring a CalPers Retirement Session on February 25 at the Administration Building. She also reminded the Commission of the Area G Officers Installation Breakfast scheduled for Saturday.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, February 9, 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 at 9:02 a.m. to hear the appeal of Alexander Burishkin.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:49 a.m. The following reportable action was taken during Closed Session:

The Commission acted to grant Alexander Burishkin's appeal and directed the Personnel Commission Administrator to notify him of the decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:50 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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