



PERSONNEL COMMISSION

MEETING AGENDA

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

SEPTEMBER 21, 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 September 7, 2006** **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

- 8.1 Classification/Restructure Recommendations per Education Code 45246** **Action**

REVISE A CLASSIFICATION

School Safety Officer

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Birney	Instructional Aide-Special	47.5% 202 day
Cabrillo	Instructional Aide-Special	62.5% 202 day
Cabrillo	Instructional Aide-Special	75% 202 day
Cubberley	Instructional Aide-Special	62.5% 202 day
Holmes	Instructional Aide-Special	47.5% 202 day
Holmes	Instructional Aide-Special	47.5% 202 day
Holmes	Instructional Aide-Special	75% 202 day
Hughes	Instructional Aide-Special	75% 202 day
Jordan	Instructional Aide-Special	47.5% 202 day
Jordan	Instructional Aide-Special	75% 202 day
Keller	Instructional Aide-Special	47.5% 202 day
Keller	Instructional Aide-Special	47.5% 202 day
Lakewood	Instructional Aide-Special	47.5% 202 day
Lakewood	Instructional Aide-Special	75% 202 day
Mann	Instructional Aide-Special	47.5% 202 day
Mann	Instructional Aide-Special	47.5% 202 day
Mann	Instructional Aide-Special	47.5% 202 day
Millikan	Instructional Aide-Special	75% 202 day

Millikan	Instructional Aide-Special	75%	202 day
Poly	Instructional Aide-Special	47.5%	202 day
Poly	Instructional Aide-Special	62.5%	202 day
Tincher	Instructional Aide-Special	47.5%	202 day
Tucker	Instructional Aide-Special	47.5%	202 day
Tucker	Instructional Aide-Special	47.5%	202 day
The Willows	Instructional Aide-Special	75%	202 day
The Willows	Instructional Assistant-Intensive Behavioral Treatment	75%	202 day
The Willows	Instructional Assistant-Intensive Behavioral Treatment	75%	202 day
The Willows	Instructional Assistant-Intensive Behavioral Treatment	75%	202 day
The Willows	Instructional Assistant-Intensive Behavioral Treatment	75%	202 day
The Willows	Instructional Assistant-Intensive Behavioral Treatment	75%	202 day

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Noimanee, Wulnee	Instructional Aide-Special	From: 47.5% 202 day flex
	Alvarado	To: 75% 202 day flex
Lugo, Sherri	Instructional Aide-Special	From: 47.5% 202 day
	The Willows	To: 75% 202 day

8.2 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7 **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**
[Instructional Assistant-Adult School Literacy Services – 0773 \(dual\)](#)
[Salary Services Supervisor – 5009 \(dual\)](#)
[Senior Executive Secretary \(C\) – 0679 \(prom\)](#)
[Transportation Aide BL Spanish – 0491 \(dual\)](#)

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action
 Associate Personnel Analyst – 3270 (dual)
 Computer Support Specialist Assistant – 0388 (dual)
 Computer Support User Representative – 5000 (dual)
 Groundskeeper – 0172 (dual)
 Instructional Aide-Deaf/Hard of Hearing – 3271 (open/cont)
 Instructional Aide-Deaf/Hard of Hearing (Limited Term & Substitute) – 3271 (open/cont)
 Instructional Aide-Special – 0448 (open/cont)
 Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
 Nutrition Services Worker – 5068 (open/cont)
 Personnel Analyst – 0236 (dual)
 Personnel Analyst – 0236 (prom)
 Senior Personnel Analyst – 0855 (prom)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, October 5, 2006 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.

12. CLOSED SESSION
 Performance Evaluation – Executive Officer

13. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING September 7, 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 8:18 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
Susan Leaming, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Silauae Taeleifi, Human Resources Technician
Maria Villalobos, Human Resources Technician
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Ron Hoppe, Director, Maintenance; Paul Bailey, Director, Transportation; 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; Ramon Rice, 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 EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel reported on Classified Staff Development and told the Commission about a new workshop that will be offered which presents the background of the Merit System and explains its relationship to the CSEA Contract, the Rules and Regulations of the Classified Service and the Education Code. At Mr. Curiel's directive, Associate Personnel Analyst Alison Maitlen distributed copies of the Fall catalog and answered questions regarding various classes.

Mr. Curiel announced Personnel Analyst Lynne Karlsen's retirement effective September 8th. He gave a brief summary of Ms. Karlsen's work history with the District and spoke of her outstanding service in the Recruitment and Testing Unit of the Personnel Commission.

PERSONNEL COMMISSION MINUTES

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The minutes of the August 24, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Associate Personnel Analyst Susan Leaming summarized the background for the recommendation of the new classification of HVAC Technician which consolidates the current classifications of Air Conditioning and Refrigeration Technician and Boiler and Gas Appliance Technician. Maintenance Director Ron Hoppe expressed his support of the new classification and answered questions from the Commission. CSEA Chapter 2 Unit B Vice-President Joseph Schessler requested it go on record that CSEA would prefer to see the creation of an apprentice program in which Building Maintenance Workers would be given the opportunity to train for the classification of Boiler and Gas Appliance Technician.

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

HVAC Technician – Salary Range 34 (C2)

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Special Education	Administrative Secretary	100% 12 month
Middle School Office	Campus Security Officer	100% 204 day
Burcham	Instructional Aide-Alternative Schools	75% 204 day
Long Beach School for Adults	Instructional Assistant-Adult School	
	Literary Services	100% 204 day
Child Development Center	Office Assistant	100% 12 month
Roosevelt	School Community Worker BL Spanish	100% 12 month

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.24. The appellant, Ramon Rice, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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:

Head Start Family Services Liaison	Dual	07-0055-5075
Human Resources Technician	Dual	07-0058-3352
Instructional Aide-Instrumental Music	Dual	07-0045-0447
Instructional Aide-Speech & Language Communication		3293
Instructional Aide-Speech & Language Communication Bilingual English/Spanish	Open/Cont	3294
Transportation Supervisor	Prom	07-0052-0886

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:

Locksmith Supervisor	Prom	07-0027-0501
Nutrition Services Worker	Open/Cont	07-0042-5068
Senior Purchasing Office Assistant	Dual	06-0196-0711
Speech Language Pathology Assistant	Dual	07-0001-5024

OTHER ITEMS

OTHER ITEMS

CSEA Chapter 2 Unit B Vice President Joseph Schessler addressed the Commission regarding concerns with the current recruitment and testing for the position of Transportation Supervisor. Mr. Schessler stated that CSEA has concerns with the hiring practice of the District regarding the promotion of current employees and would like to see recruitments as open/promotional whenever possible with promotional candidates taking precedence. He also stated that CSEA objects to the minimum requirement for the classification of two years experience dispatching school buses. Transportation Director Paul Bailey explained the reasoning for the minimum requirement and voiced his support for CSEA in regards to bargaining unit classifications but in this case this classification is outside the scope of CSEA. Mr. Curiel clarified for the Commission and audience that the authority to create and assign work belongs to management, the Personnel Commission then has the role to classify the work and once classified, it is not open to negotiations.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, September 21, 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 9:05 a.m. and relocated to the Training Room to hear the appeal of Mr. Rice.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:34 a.m. The following reportable action was taken during Closed Session:

The Commission tabled action regarding the appeal of Ramon Rice pending further clarification of his employment reinstatement status with his former employer. The Commission authorized Mr. Curiel to take appropriate action based on the information obtained and then to notify Mr. Rice of that action.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:35 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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