



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

JULY 24, 2008
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 EXECUTIVE OFFICER
6. HEARINGS
None.
7. MINUTES
 - 7.1 **Approval of Minutes July 10, 2008** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Naples	Instructional Aide	40% 204 Day

<u>RESTRUCTURE AN EXISTING POSITION</u>		
<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Arellano, Irene	Intermediate Office Asst-Sch	From: 60%217 Day
	Chavez	To: 80% 217 Day
Gregory, Judy	Intermediate Office Asst-Sch	From: 60%217 Day
	Gant	To:80% 217 Day

<u>RESCIND PREVIOUS ACTION</u>		
<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
None		
9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action
None
 - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**

Elementary School Office Supervisor	Prom	08-0155-3345
Middle School Office Supervisor	Prom	08-0154-3357
Nutrition Services Worker	Open/Cont	08-0183-5068
School Support Secretary	Prom	08-MC15-3361
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on Thursday, August 7, 2008 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
13. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POS

PERSONNEL COMMISSION MEETING July 10, 2008 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 8:17 a.m. at which time she led the pledge of allegiance to the flag and introductions of guests were made.

COMMISSION MEMBERS PRESENT STAFF MEMBERS PRESENT

Vera Mulkey, Chairperson
Terry Ulaszewski, Member
Chuck Acosta, Member

Ramon Curiel, Executive Officer
Stephanie Jimenez, Sr. Administrative Secretary
Robert Pfingsthorn, Sr. Personnel Analyst
Alison Maitlen, Personnel Analyst
Maria Lynn Braunstein, Assoc. Personnel Analyst
Dale Culton, Certification Services Manager
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Judy Marshall, Human Resources Technician
Denise Petty-Trietsch, Human Resources Technician
Maria Villalobos, Human Resources Technician
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Mary Brown, CSEA President; Jeremy Flowers, Appellant; Rene Jimenez, Appellant; Cecil Morris, Appellant; and Raymond Sulu, 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

Mr. Curiel informed the Commissioners that additional reductions and abolishments in classified assignments went for Board Action on July 8, 2008. The Commissioners were provided with a copy of the Classified Board Actions for July 8, 2008.

Mr. Curiel asked the Personnel Commission Division heads to give a brief update of their departments' activities. Each manager/supervisor present gave a brief report on the current activities of their units. Dale Culton, Certification Services Manager and Maria Lynn Braunstein, Associate Personnel Analyst gave a brief update on displacements and displacement services being provided.

Mary Brown, CSEA President asked how long would Classified displaced employees receive their benefits. Dale Culton, Certification Services Manager explained that all Classified displaced employees would receive three months of benefits beyond their termination date.

The minutes of the June 12, 2008 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Maria Lynn Braunstein, Associate Personnel Analyst provided a brief overview of the department’s structure and recommended revised classification to Grounds Crew Supervisor and Grounds Supervisor – High School. The revision would assure the requirements to “track”, or increase incrementally along the job family hierarchy with a built-in career ladder for District employees. Applicants will also be required to have possession of a Qualified Pesticide Applicator’s license or certificate issued by the California Department of Pesticide Regulation at the time of appointment rather than by the end of probation.

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 CLASSIFICATION

Grounds Crew Supervisor and Grounds Supervisor – High School

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Financial Services	Asst. Director-Fiscal Services	100% 12 Month
Financial Services	Asst. Director-Fiscal Services	100% 12 Month
Financial Services	Exec Director-Fiscal Services	100% 12 Month
Burcham	Instructional Aide-Special	47.5% 202 Day
Holmes	Instructional Aide-Special	47.5% 202 Day
Naples	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Transportation	Instructional Aide-Special	47.5% 202 Day
Lakewood High School	Intermediate Office Asst/Sch-BL Sp	100% 217 Day
Robinson	Library/Media Assistant	40% 204 Day
Maintenance	Maintenance Manager	100% 12 Month
Information Services	Network Specialist	100% 12 Month
Purchasing	Purchasing Agent	100% 12 Month

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Garvey, Shelagh	Library/Media Assistant	From: 40% 204 Day
	Cubberley	To: 50% 204 Day
Colby, Dorothy	Library/Media Assistant	From: 40% 204 Day
	Gompers	To: 50% 204 Day
	Library/Media Assistant	From: 40% 204 Day
	Hudson	To: 50% 204 Day
Sweeney, Gale	Library/Media Assistant	From: 40% 204 Day
	Monroe	To: 50% 204 Day
	Library/Media Assistant	From: 40% 204 Day
	Tincher	To: 50% 204 Day
Derby, Amber	Library/Media Assistant	From: 20% 204 Day
	Muir	To: 40% 204 Day
Wybenga, Donna	Library/Media Assistant	From: 40% 204 Day
	Newcomb	To: 50% 204 Day

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

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DISCIPLINARY MATTER

Per Personnel Commission Rule 11.6, a permanent Instructional Aide – Special requested a hearing regarding his dismissal from the classified service of the District. The Commission acted to authorize a hearing for Rudy Melgar as provided for in the Rules and Regulations. The

Commission directed the Personnel Commission Executive Officer to notify all parties involved of this decision and to engage a Hearing Officer to conduct the hearing. A tentative date has been set for August 14, 2008.

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 present. The Commission moved this item to Closed Session. The Commission acted to remove Jeremy Flowers from current eligibility lists.

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.5. The individual was not present. The Commission acted to remove Frankie Gayle from current eligibility lists.

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, Robert Graves, was not present. The Commission acted to remove Robert Graves from current eligibility lists.

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, Michael Hammer, was not present. The Commission acted to remove Michael Hammer from current eligibility lists.

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, Cecil Morris, 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.5 and 4.2.A.6. The individual was not present. The Commission acted to remove Nelson Santiago from current eligibility lists.

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, Brenton Scott, was not present. The Commission acted to remove Brenton Scott from current eligibility lists.

APPEAL OF DISQUALIFIED APPLICANT APPEAL OF DISQUALIFIED APPLICANT

Staff submitted a recommendation to disqualify an applicant from the examination process per Personnel Commission Rule 4.2.A.6. The appellant, Rene Jimenez, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

APPEAL OF DISQUALIFIED APPLICANT APPEAL OF DISQUALIFIED APPLICANT

Staff submitted a recommendation to disqualify an applicant from the examination process per Personnel Commission Rule 4.2.A.10. The appellant, Raymond Sulu, 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 Commission Executive Officer 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:

ASB Financial Technician	Promo	09-0003-0751
Production Center Supervisor	Promo	08-0192-5070
Speech/Language Pathology Assistant	Dual	09-0001-5024

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer 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:

<u>TITLE</u>	<u>TYPE</u>	<u>NUMBER</u>
Assistant Director – Fiscal Services	Open/Prom	08-0180-5136
Campus Security Officer	Open/Cont	08-0181-5011
Campus Security Officer – Limited Term and Substitute	Open/Cont	08-LTES-5011
Custodian	Open/Cont	08-0173-0139
Custodian – Limited Term and Substitute	Open/Cont	08-LTES-0139
Executive Director – Fiscal Services	Open/Prom	08-0179-5135
Groundskeeper	Open/Cont	08-0193-0172
Instructional Assistant – Intensive Behavioral Treatment	Open/Cont	08-0157-5035
Instructional Aide – Special	Open/Cont	08-0182-0448
Instructional Aide – Special Substitute & LTES	Open/Cont	08-LTES-0448
Intermediate Nutrition Services Worker	Dual	08-0165-5058
Intermediate Office Assistant	Open/Cont	08-0175-0673
Intermediate Office Assistant – Schools	Open/Cont	08-0176-3354
Intermediate Office Assistant – Substitute & LTES	Open/Cont	08-LTES-0673
Nutrition Services Supervisor I	Dual	08-1069-5064
Nutrition Services Supervisor II	Dual	08-0170-5065
Nutrition Services Supervisor III	Dual	08-0171-5066
School Safety Officer	Open/Cont	08-0161-5014
School Support Secretary	Prom	08-1053-3361
Senior Nutrition Services Worker	Dual	08-0166-5071

OTHER ITEMS

OTHER ITEMS

Mary Brown, CSEA President thanked Dale Culton, Certification Services Manager and staff involved with displacement efforts for their hard work and dedication. Ramon Curiel, Executive Officer thanked CSEA for their patience and understanding.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, July 24, 2008. 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 8:50 a.m. to hear the appeals for Jeremy Flowers, Rene Jimenez, Cecil Morris and Raymond Sulu.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:30 a.m..

The following reportable actions were taken during Closed Session:

The Commission acted to sustain staff's recommendation to disqualify Jeremy Flowers from current eligibility lists and instructed the Executive Officer to notify him of this decision.

The Commission decided to postpone action pending receipt of additional documentation related to the appeal of Cecil Morris and instructed the Executive Officer to inform him of the need to submit the required documentation.

The Commission acted to sustain staff's recommendation to disqualify Rene Jimenez from current eligibility lists and instructed the Executive Officer to notify him of this decision.

The Commission acted to sustain staff's recommendation to disqualify Raymond Sulu from current eligibility lists and instructed the Executive Officer to notify him of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned at 10:35 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

sj