



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING

July 12, 2007

MINUTES

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

Chairperson Chuck Acosta called the meeting of the Personnel Commission to order at 8:15 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer
Maria Lynn Braunstein, Acting Sr. Admin. Secretary
Marilyn Doss, Personnel Analyst
Dale Culton, Certification Services Manager
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Judy Marshall, Acting Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary (C)

PRELIMINARY

Guests: Mary Brown, CSEA President ; Adrienne Rambo, CSEA Unit A Vice President;
Dan Ewaskey, CSEA Unit B Vice President.

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

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

None.

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel reported on the response received from the parent discussed at the previous Commission meeting regarding comments by a classified employee. The Commissioners unanimously decided that no further comment was necessary as the response was directed to the Board of Education.

Mr. Curiel updated the Commission on the Secretarial Task Force. Mr. Curiel explained the objectives of the Task Force are to create a training program, a mentor program and a secretarial desk manual.

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.

Mr. Curiel invited the Commissioners to the upcoming hearing scheduled for July 24, 2007.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the June 28, 2007 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:

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Business Branch Director

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:

Program Supervisor – Special Projects

Dual

08-0003-5056

Mary Brown, CSEA President asked the Commission to please note that she is requesting the next job family to be studied be the Child Care and Instructional job family. Ms. Brown also wanted the Commission to know CSEA would like for the next employee of the

year to consist of two categories, one for supervisory employees and the other for non-supervisory employees. Chairperson Acosta expressed that he supports the idea. Dan Ewaskey, CSEA Unit B Vice President, explained he was on the employee of the year selection committee and expressed often times the supervisors receive nominations from administrators who may be more articulate in expressing their support for the nominee. Ramon Curiel explained the selection process and invited CSEA to make recommendations and assist in making employees aware of the process and criteria for submitting nominations.

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:

Administrative Coordinator Personnel Commission	Dual	07-0214-0079
Area Custodial Manager	Prom	07-0225-0600
Campus Security Officer	Open/Cont	07-0234-5011
Campus Security Officer (Limited Term/Substitute)	Open/Cont	07-LTES-5011
Custodian	Open/Cont	07-0233-0139
Custodian (Limited Term/Substitute)	Open/Cont	07-LTES-0139
Instructional Aide Interpreter – Deaf/Hard of Hearing	Open/Cont	07-0241-3272
Instructional Aide – Special	Open/Cont	07-0239-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	07-LTES-0448
Instructional Assistant – Intensive Behavioral Treatment	Open/Cont	07-0221-5035
Locksmith	Dual	07-0213-0209
Plant Supervisor II	Prom	07-MC42-5027
Plant Supervisor Head Quarters	Prom	07-MC43-5028
Plant Supervisor High School	Prom	07-MC41-5029
School Safety Officer	Open/Cont	07-0235-5014
Senior Personnel Analyst	Dual	07-0215-0855

OTHER ITEMS

OTHER ITEMS

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, July 26, 2007. 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 adjourned at 9:00 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

mb