



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

June 28, 2007
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
 1. Chuck Acosta, Chairperson Present _____
 2. Vera Mulkey, Vice-chairperson Present _____
 3. Terry Ulaszewski, 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 June 14, 2007** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

REVISE A CLASSIFICATION Library Services Assistant

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Burcham	Campus Security Officer	100% 217 Day
Gompers	Campus Security Officer	100% 217 Day
Information Svcs	Computer Support Technician	100% 12 Month
Information Svcs	Computer Support Technician	100% 12 Month
Information Svcs	Computer Support Technician	100% 12 Month
Information Svcs	Computer Support Technician	100% 12 Month
Coordinated Student Svcs-Hughes Way	Inst Aide-Alternative Schools	47.5% 204 Day
Coordinated Student Svcs-Hughes Way	Inst Aide-Alternative Schools	47.5% 204 Day
Bancroft	Inst Aide-Special	47.5% 202 Day
Bancroft	Inst Aide-Special	47.5% 202 Day
Hill	Inst Aide-Special	47.5% 202 Day
Hill	Inst Aide-Special	47.5% 202 Day
DeMille	Nutrition Svcs Worker	37.5% 204 Day

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Vacant	Inst Aide ADD-V/V Read Clinic	From: 75% 202 Day
	Webster	To: 100% 202 Day

- 8.2 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.13 **Restricted Action**
- 8.3 Revision of Disciplinary Appeal Hearing Procedures (Second Reading) **Action**

9. BULLETINS AND TESTING ACTIONS

- 9.1 Bulletins – Per Personnel Commission Rule 4.6.B **Action**

Food Production Equipment Technician	Dual	07-0231-0476
Instructional Aide – Bilingual Khmer	Dual	08-0002-0440
Intermediate Nutrition Services Worker @ Avalon	Dual	08-0005-5058
Nutrition Services Worker @ Avalon	Dual	08-0004-5068
Speech-Language Pathology Assistant	Dual	08-0001-5024
Substitute Intermediate Office Assistant – Sch – Avalon	Dual	07-0238-3354

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

Administrative Coordinator Facilities, Development and Planning	Dual	07-0199-5097
Campus Security Officer	Open/Cont	07-0226-5011
Campus Security Officer (Limited Term/Substitute)	Open/Cont	07-LTES-5011
Custodian	Open/Cont	07-0205-0139
Custodian (Limited Term/Substitute)	Open/Cont	07-LTES-0139
Custodian – Avalon	Open/Cont	07-0109-0139
Custodian – Avalon (Limited Term/Substitute)	Open/Cont	07-LTES-0139
Facilities Planner	Dual	07-MC50-5098
Heavy Truck Driver	Dual	07-0174-0187
Instructional Aide – Special	Open/Cont	07-0224-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	07-LTES-0448
Instructional Aide – Special	Open/Cont	07-0227-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	07-LTES-0448
Intermediate Nutrition Services Worker	Dual	07-0206-5058
Nutrition Services Worker	Dual	07-0228-5068
Pool Attendant	Open/Cont	07-0191-0245
Research Office Technician	Dual	07-0216-0433
Senior Nutrition Services Worker	Dual	07-0207-5071
Senior Research Office Technician	Dual	07-0217-3369
Truck Driver	Dual	07-MC49-0392

Extend Eligibility Lists

School Community Worker - Bilingual Spanish	Dual	06-0124-0474
Student Evaluation Technician - Bilingual Spanish	Dual	06-0147-0483
Transportation Scheduler	Dual	06-0112-5040
Truck Driver	Prom	06-0052-0392

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, July 12, 2007 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 of the Executive Officer

13. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING June 14, 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 she 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
Susan Leaming, Acting Administrative Coordinator
Alison Maitlen, Personnel Analyst
Vanessa Martinez, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Maria Villalobos, Human Resources Technician
Judy Marshall, Human Resources Assistant
Adriana Araujo-Honorio, Staff Secretary (C)
Maria Lynn Braunstein, Acting Sr. Administrative Secretary

PRELIMINARY

Guests: Mary Brown, CSEA President ; Adrienne Rambo, CSEA Unit A Vice President; Mario Coffman, CSEA Unit B Representative; Kemba Olabisi, Director of Risk Management; John Relich, Risk Management Benefits Coordinator; Catherine Kim-Gibson, Workers' Compensation Program Coordinator; Matt Woods, Network Administrator; Debbie Ecung, Director of Employee Relations; Carmen Guess, Application Support Specialist, appellant; Phaloeuk Loeun, Benefit Assistant; Helena Jamadi, Intermediate Office Assistant; Steve Crothers, Computer Equipment Support Supervisor; Jim Kruse, Computer Support Specialist Assistant.

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 items of interest from the previous Board of Education meeting including the administrative appointments which came from within Long Beach Unified with the exception of one principal. Mr. Curiel also thanked Commissioners Mulkey and Ulaszewski for participating in the presentation of the Co-Employee of the Year at the Board of Education meeting.

Mr. Curiel gave the Commission an update on the activities of the District's Strategic Planning Committee surveys which are being distributed throughout the district.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the May 31, 2007 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Ramon Curiel reported Personnel Analyst, Susan Leaming had been working with the Director of Head Start, Dr. Linda James Perry and CSEA representatives, d’Ann Madore, Mary Brown, Patricia Jackson and Adrienne Rambo to approve revised lifting requirements and clarify representative duties for Head Start classifications.

Mr. Curiel gave an overview of the Risk Management department reorganization which has been in development over the last year in an effort to serve employees more effectively and efficiently. Ms. Leaming, Personnel Analyst spoke about the proposed new classification and recommended reclassification of existing staff. Ms. Olabisi discussed the specific needs of the department that are being addressed by the creation of the new classification and explained the need for the confidential designation. Debbie Ecung, Director of Employee Relations spoke to the California State definition of confidentiality and expressed that she is supportive of designating the new classification as confidential.

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
Risk Management Technician

CREATE A NEW CLASSIFICATION

ABOLISH A CLASSIFICATION
Workers’ Compensation Technician
Benefits Assistant
Supervising Benefits Assistant
Workers’ Compensation Manager
Benefits Manager

ABOLISH A CLASSIFICATION

REVISE A CLASSIFICATION
Head Start Family Services Liaison

REVISE A CLASSIFICATION

Head Start Instructional Aide
Site Specialist – Special Projects
Program Supervisor – Special Projects

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Avalon High Sch	Nutrition Services Spv II	100% 204 Day
Facilities	Sr. Administrative Secretary	100% 12 Month

CLASSIFICATION STUDY

CLASSIFICATION STUDY

Ramon Curiel explained over the past few years the District has been reviewing the Information Services Master Plan. Although the planning and assessment is still in progress,

the District requested Commission Staff move forward with the implementation of classification study recommendations. Mr. Curiel asked Personnel Analyst Susan Leaming to give the Commission a brief overview of the study. Ms. Leaming gave a history of the timeline of the study; the resulting classification recommendations and feedback received from study participants. She explained that one formal appeal to the Commission was received from Ms. Carmen Guess, Application Support Specialist, regarding her individual classification recommendation. Matt Woods, Network Administrator – Information Services, thanked Susan Leaming and the Personnel Commission for their work on the study and stated he was pleased with the overall recommendations. Mary Brown, CSEA President, thanked Staff for their work, agreed with the study recommendations and asked for documentation regarding the seniority status of employees being affected by classification title changes and reclassifications.

Ms. Carmen Guess, Application Support Specialist, presented her appeal to the Commission regarding the individual classification recommendation for her position. Mr. Acosta thanked Ms. Guess and stated that the Commission would take her appeal under advisement and will notify her of their decision.

The Commission unanimously adopted the Information Services Classification Study recommendations with the exception of the appeal of the individual classification recommendation for Ms. Carmen Guess.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.6 and 4.2.A.7. The individual, Shirley Boyd, was not present. The Commission moved this item to Closed Session for discussion.

REVISION OF RULES AND REGULATIONS

REVISION OF RULES AND REGULATIONS

Ramon Curiel presented the first reading of the revision to the Rule 11.6 and explained the need for the revision as part of furthering the due process in disciplinary hearings. A second reading and action will take place at the next meeting.

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:

Head Start Instructional Aide	Dual	07-0170-0657
Nutrition Services Supervisor II @ Avalon	Dual	07-0237-5065
Senior Administrative Secretary	Dual	07-0236-3362

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:

Grounds Equipment Operator I	Dual	07-MC12-0175
Grounds Equipment Operator II	Dual	07-0172-0176
Groundskeeper	Dual	07-MC13-0172
Instructional Aide – Special	Open/Cont	07-0218-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide – Special	Open/Cont	07-0220-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Assistant Intensive Behavior Treatment	Open/Cont	07-0202-5035
Intermediate Office Assistant	Open/Cont	07-0192-0673
Intermediate Office Assistant (Limited Term & Substitute)	Open/Cont	07-LTES-0673
Intermediate Office Assistant B/L Spanish	Dual	07-0197-5050
Intermediate Office Assistant - Schools	Open/Cont	07-0193-3354
Intermediate Office Assistant - Schools (Limited Term & Substitute)	Open/Cont	07-LTES-3354
Intermediate Office Assistant Schools – B/L Spanish	Dual	07-0198-5052
Office Assistant	Open/Cont	07-MC16-3359
Office Assistant	Open/Cont	07-MC16-3359
Painter	Dual	07-0194-0113
Return to Work Specialist	Dual	07-0195-5096
Water/Boiler Treatment Specialist	Dual	07-0166-3299

OTHER ITEMS

OTHER ITEMS

Human Resources Supervisor, Mary Cates reported on the status of summer school assignments stating that there were almost 700 placements.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 28, 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.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 10:06 a.m. to review the removal recommendation for Shirley Boyd and to review the appeal of Carmen Guess.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:49a.m. The following reportable actions were taken.

The Commission acted to grant the appeal of Shirley Boyd and instructed the Executive Officer to notify her of this decision.

The Commission acted to deny the appeal of Carmen Guess and instructed the Executive Officer to notify her of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:50 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

mb