



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING January 10, 2008 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 8:18 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, Member  
Terry Ulaszewski, Member

Ramon Curiel, Executive Officer  
Stephanie Jimenez, Sr. Administrative Secretary  
Marilyn Doss, Personnel Analyst  
Rob Pfingsthorn, Sr. Personnel Analyst  
Alison Maitlen, Personnel Analyst  
Dale Culton, Certification Services Manager  
Paula Wiesenhutter, Certification Services Supervisor  
Maria Braunstein, Associate Personnel Analyst  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Ericka Emery-Smith, Human Resources Technician  
Anne Follett, Human Resources Technician  
Tammie Hirth, Human Resources Technician  
Judy Marshall, Human Resources Technician  
Vanessa Martinez, Human Resources Technician  
Jan Medford, Human Resources Technician  
Shelly Scott, Human Resources Technician  
Silaue Taelifi, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary  
Esther Martinez, Human Resources Assistant

#### PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Kathy Catroppa, Administrative Coordinator, Special Education; Joseph Marsala, Painter, Maintenance; Mary Brown, CSEA President; Dan Ewaskey, CSEA Unit B, Vice President.

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

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None.

#### REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel welcomed and introduced Stephanie Jimenez as a Commission staff member in a new role as Senior Administrative Secretary.

At Mr. Curiel's request, Alison Maitlen, Personnel Analyst, provided the Commission with an updated report of the Winter/Spring Staff Development Catalog. Ms. Maitlen will provide a rough draft of the Winter/Spring Staff Development Catalog at the next Commission

meeting on January 24, 2008. Mary Brown, CSEA President, asked if the Commission can offer the “True Colors’ class in the near future and additional training on Genesis for clerical staff at school sites. Ms. Maitlen stated she would explore the possibility of offering these courses in the future.

Mr. Curiel asked Mary Cates, Human Resources Supervisor, to provide an update on the AESOP substitute system. Ms. Cates reported to the Commission the overall success of the system. Mr. Curiel asked Les Leahy, Business Services Administrator, to encourage Nutrition Services and Operations to use the AESOP substitute system. Mr. Curiel shared with the Commission how AESOP can produce data reports with ease. Dale Culton, Certificated Services Manager offered to re-introduce the AESOP system to the Business Services office.

Mr. Curiel provided the Commissioners with a current handout of the Recruitment and Testing Services Activity calendar.

Mr. Curiel discussed the budget briefly. Mr. Curiel informed the Commissioners that Long Beach Unified School District is in a Hiring Freeze and will place a hold on any permanent replacements at the request of Superintendent Steinhauser. Substitutes will be available to fill the vacancies but cannot exceed the 6 month limitation. The reasoning for the current Hiring Freeze is due to an anticipated State Budget reduction of approximately three billion dollars for schools and also due to the conversion of year round calendar employees being converted to traditional school year for the 2008-2009 school year.

Ramon Curiel informed the Commission of Lynne Karlsen’s passing on January 2, 2008. Mr. Curiel expressed the shock in hearing of the passing of Ms. Karlsen, Personnel Analyst. Ms. Karlsen retired just over a year ago in September 2006.

Chairperson Chuck Acosta acknowledged and thanked Dan Ewaskey, CSEA, Unit B, Vice President for his CSEA assistance via school sites.

PERSONNEL COMMISSION MINUTES

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The minutes of the December 13, 2007 Personnel Commission Meeting were approved.

CREATE A NEW POSITION

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<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Dooley	Nutrition Services Worker	37.5% 204 Day
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Poly	School Community Worker-BL Sp	100% 204 Day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Limbocker, Denise	Intermediate Nutrition ServicesWrkr	From: 62.5% 204 Day To: 75% 204 Day
	Dooley	
Dixon, Rebecca	Inst Aide-Special Hughes	From: 30% 202 Day To: 75% 202 Day
Myles, Rosalind	Inst Aide-Special Lakewood	From: 47.5% 202 Day To: 62.5% 202 Day
Gowin, Becky	Nutrition Services Supervisor I Dooley	From: 87.5% 204 Day To: 100% 204 Day

REQUEST FOR HEARING IN  
DISCIPLINARY MATTER

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Per Personnel Commission Rule 11.6, a permanent Intermediate Office Assistant requested a hearing regarding her dismissal from the classified service of the District. The Commission moved this item to Closed Session for discussion.

BULLETINS

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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 bulletin:

Braille Transcriber	Dual	08-0104-3340
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ELIGIBILITY LISTS

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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:

Building Maintenance Worker	Dual	08-0052-0625
Custodian	Open/Cont	08-0088-0139
Custodian (Limited Term/Substitute)	Open/Cont	08-LTES-0139
Intermediate Office Assistant	Dual	08-MC09-0673
Intermediate Office Assistant - Schools	Dual	08-MC10-3354
Instructional Aide-Special	Open/Cont	08-0103-0448
Instructional Aide-Special	Open/Cont	08-0092-0448
Instructional Aide-Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide Speech & Language Communication	Open/Cont	08-0105-3243
Nutrition Services Worker	Open/Cont	08-0097-5068
Office Assistant	Dual	08-MC03-3359
Plant Supervisor I	Prom	08-0075-5026
Plant Supervisor II	Prom	08-0076-5027
Plant Supervisor II	Prom	08-MC06-5026
Plant Supervisor - HQ	Prom	08-MC05-5028
Pool Attendant	Open/Cont	08-0102-0245
Receptionist	Dual	08-MC11-0674
Senior Office Assistant	Dual	08-MC08-0677
Senior Office Assistant – Schools	Dual	08-MC07-3363
Student Evaluation Tech B/L Spanish	Dual	08-0082-0483

Extend Eligibility Lists

Associate Educational Research Analyst	Dual	07-0122-3368
Custodian (Avalon)	Dual	07-0109-0139
Educational Research Analyst I	Dual	07-0123-3301
Educational Research Analyst II	Dual	07-0124-3302
Maintenance Supervisor	Prom	07-0043-0531
School Safety Security Specialist	Dual	07-0102-5015
School Support Assistant (Avalon)	Dual	07-0106-5099
Staff Secretary Bilingual	Dual	07-0073-5085
Student Evaluation Technician Bilingual Khmer	Dual	07-0136-0480

### OTHER ITEMS

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Dan Ewaskey, CSEA Unit B, Vice President, invited Mr. Curiel and the Commissioners to the CSEA, Area "G" Chapter Officers Installation Breakfast on January 26, 2008.

Dan Ewaskey, CSEA Unit B, Vice President, reported to the Commissioners that the CSEA secretary is preparing a letter of support recommending Chairperson Chuck Acosta for re-appointment.

Chairperson Chuck Acosta thanked CSEA for their recommendation.

The Recruitment and Testing Department presented a slide show in memory of Lynn Karlsen. The slide show highlighted Ms. Karlsen's years employed at the Personnel Commission.

### CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 9:01 a.m. to hear the hearing request of Kris Donald.

### RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:25 a.m.

The following reportable actions were taken during Closed Session:

The Commission acted to authorize a hearing for Kris Donald 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.

### NEXT MEETING

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

### ADJOURNMENT

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There being no further business, Chairperson Acosta adjourned at 9:26 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

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