



MEETING AGENDA

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

JANUARY 8, 2009
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. HEARINGS (Closed Session)
 - 4.1 **Review and Take Action on Hearing Officer's Report Regarding the Demotion of a Classified Employee** **Restricted Action**
5. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
6. REPORT FROM THE EXECUTIVE OFFICER
7. MINUTES
 - 7.1 **Approval of Minutes for December 11, 2008** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**
9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
 - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** **Restricted Action**

| | | |
|--|-----------|--------------|
| Custodian | Open/Cont | 09-0073-0139 |
| Custodian – Substitutes & LTES | Open/Cont | 09-LTES-0139 |
| Grounds Supervisor High School | Dual | 09-0009-5032 |
| Groundskeeper | Open/Cont | 09-0080-0172 |
| Instructional Aide – Special | Open/Cont | 09-0072-0448 |
| Instructional Aide – Special/ Substitutes & LTES | Open/Cont | 09-LTES-0448 |
| Instructional Assistant Intensive Behavioral Treatment | Open/Cont | 09-0071-5035 |
| Locker Room Attendant | Dual | 09-0051-0208 |
| Nutrition Services Worker | Open/Cont | 09-0066-5068 |
| School Safety Officer | Dual | 09-0069-5014 |
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on Thursday, January 22, 2009 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 MEETING
December 11, 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 9:31 a.m. at which time she led the pledge of allegiance to the flag and asked for introductions.

COMMISSION MEMBERS PRESENT STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer
Stephanie Jimenez, Sr. Administrative Secretary
Marilyn Doss, Personnel Analyst
Alison Maitlen, Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Mary Brown, CSEA President; Adrienne Rambo, CSEA Unit A, Vice President and Dan Ewaskey, CSEA Unit B, Vice President; Jermill Pennington, Appellant; and Darrin Victor, Appellant.

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

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QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Mr. Curiel thanked CSEA for this past year's assistance and wished CSEA happy holiday wishes.

The Strategic Planning Goal Team #4 – Workforce Development, met last week to discuss providing training for all managers on the new and improved Performance Evaluation form to be used to evaluate all Classified employees. The training will be a two hour mandated training for all Principals and Managers and could begin as soon as March 2009.

Mr. Curiel informed the Commissioners of the Revised 2008/09 Calendar. December 24, 2008 will be declared a holiday instead of December 26, 2008, therefore, December 26, 2008 will be a working day.

PERSONNEL COMMISSION MINUTES

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The minutes of the November 13, 2008 Personnel Commission Meeting were approved.

CREATE A NEW CLASSIFICATION

Mr. Curiel reported that Susan Leaming, Personnel Analyst has been working with Connie Jensen, Assistant Superintendent, Office of School Support Services regarding a reclassification request for Michael Anderson, Student Intervention Specialist. Ms. Leaming provided an overview of the incumbent's job duties and responsibilities and recommended the incumbent be reclassified into a new classification of Behavior Intervention and Coaching Specialist placed at salary range 24 (C1). The incumbent, his direct manager and the Assistant Superintendent reviewed and approved the new class description. All were

given a copy of the corresponding report with the salary recommendation, and the incumbent did not indicate he wished to appeal the recommendations.

Mary Brown, CSEA President, thanked Ms. Leaming for assisting this employee and requested the Commission again table the item until CSEA could reach the employee to discuss the recommendations of the report. Ms. Brown stated CSEA had not been given enough notice and time to discuss the report with the incumbent. Mr. Curiel explained that according to the contract, seven days notice must be given to CSEA for any new classifications or revisions to existing classifications. In this case, CSEA was only given six days notice and therefore the Commission agreed to table the item at the meeting of November 13th, with the understanding that it would be on the agenda December 11th. Commissioner Ulaszewski asked for clarification of the timelines in question and Ms. Leaming provided a summary of the dates. Mr. Curiel explained that since CSEA now had appropriate notice, the Commission could act on the item. Mr. Curiel explained the Commission has a responsibility to properly classify employees and recommend salary placement but CSEA may choose to negotiate the salary placement with the District.

The Personnel Commission acted to approve the following classification recommendations per Education Code 45256 and according to Personnel Commission Rules, with the understanding that CSEA may choose to notify the District of their intent to negotiate the salary range recommendation for the new classification of Behavior Intervention and Coaching Specialist.

CREATE A NEW CLASSIFICATION

Behavior Intervention and Coaching Specialist (C1) SRS 24

RECLASSIFY AN EXISTING POSITION

| <u>Name</u> | <u>Position</u> | <u>Site</u> |
|------------------|--|-----------------------------------|
| Michael Anderson | From: Student Intervention Specialist To: Behavior Intervention and Coaching Specialist | Office of School Support Services |

REVISE A CLASSIFICATION

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Heavy Truck/Bus/Automotive Mechanic

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 Antoine Mercadel from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.24. The individual was present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.5. and 4.2.A.24. The individual was not present. The Commission acted to remove Jessica Queen 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.11. The appellant, Robert McClure, was not present. The Commission acted to remove Robert McClure 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.24. The appellant, Darrin Victor, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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 bulletins:

None

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:

| | | |
|---|-----------|--------------|
| Custodian | Open/Cont | 09-0057-0139 |
| Custodian /Substitutes & LTES | Open/Cont | 09-LTES-0139 |
| Instructional Aide – Special | Open/Cont | 09-0068-0448 |
| Instructional Aide – Special | Open/Cont | 09-0070-0448 |
| Instructional Aide – Special / Substitutes & LTES | Open/Cont | 09-LTES-0448 |
| Instructional Aide – Special / Substitutes & LTES | Open/Cont | 09-LTES-0448 |
| Intermediate Payroll Accounting Technician | Dual | 09-0041-0756 |
| Plant Supervisor II | Dual | 09-0050-5027 |
| Senior Payroll Accounting Technician | Dual | 09-0042-0762 |
| Senior Purchasing Assistant | Dual | 09-0045-5133 |

OTHER ITEMS

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Chairperson Mulkey wished everyone a happy holiday!

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, January 8, 2009. The meeting will be at 8:15a.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 10:10 a.m. to hear the appeals for Jermill Pennington and Darrin Victor.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 11:07 a.m.

The Commission acted to sustain staff’s recommendation to disqualify Jermill Pennington 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 Darrin Victor from current eligibility lists and instructed the Executive Officer to notify him of this decision.

The Commission reviewed the Hearing Officer’s Report regarding the demotion of a Classified Employee.

ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned at 11:15 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

