



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room
Personnel Commission Building
999 Atlantic Ave.
Long Beach, CA 90813

FEBRUARY 12, 2004
THURSDAY
8:15 a.m.

1. CALL TO ORDER
2. ROLL
 1. Terence Ulaszewski, Chairperson Present _____
 2. Chuck Acosta, Vice-chairperson Present _____
 3. Vera Mulkey, 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 PERSONNEL COMMISSION ADMINISTRATOR
6. HEARINGS - None
7. MINUTES
 - 7.1 **Approval of Minutes of January 29, 2004** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**
 - REVISE CLASSIFICATION SPECIFICATIONS
Supervisor – Autism Services
Computer Equipment Support Supervisor
Computer Equipment Installation and Maintenance Manager
 - NEWLY CLASSIFY A POSITION
1-Maintenance Manager 100% Maintenance 12 mo to
Computer Equipment Support Manager
 - RECLASSIFICATION STUDY
1-Intermediate Office Assistant @ Payroll
 - CREATE A NEW POSITION
1-Food Service Worker 37.5% Lakewood 204 day
1-Instructional Aide-Special 75% Tucker 204 day
 - RESTRUCTURE A POSITION
1-Instructional Aide-Special 47.5% Newcomb 202 day to 62.5%
incumbent in position – Kimberlie Frederick
reason: increased workload

- 1-Instructional Aide-Special 62.5% Wilson 202 day to 75%
incumbent in position – Viola Mae Bledsoe
reason: increased workload
- 1-Intermediate Food Service Worker 62.5% Gompers 204 day to 68.8%
incumbent in position – Dalene Wyatt
reason: increased workload
- 1-Intermediate Office Assistant-Schools 60% Burbank 12 mo to 100%
incumbent in position – Mary Hirsch-Jaeckel
reason: increased workload

8.2 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.13** **Restricted Action**

9. BULLETINS AND TESTING ACTIONS

9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
Instructional Assistant-Intensive Behavioral Treatment – 5035 (open/cont)

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

- Assistant School Safety and Emergency Preparedness Director – 5048 (prom)
- Braille Transcriber – 3340 (open)
- Custodian – 0139 (open/cont)
- Custodian (Limited Term & Substitute) – 0139 (open/cont)
- Fleet Maintenance Supervisor – 0071 (dual)
- Instructional Aide-Special – 0448 (open/cont)
- Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
- Instructional Aide-Special – 0448 (open/cont)
- Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
- Lead Custodian – 0205 (dual)
- Senior Office Assistant – 0677 (dual)
- Senior Office Assistant-Schools – 3363 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, February 26, 2004 at 8:15 a.m., in the **Community Room of the Administration Building @ 1515 Hughes Way**, Long Beach, CA 90810.

12. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING January 29, 2004 MINUTES

Community Room
Administration Building
1515 Hughes Way
Long Beach, CA 90810

Chairperson Terence Ulaszewski 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

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

Ramon Curiel, Personnel Commission Administrator
Lynne Karlsen, Personnel Analyst
Dale Culton, Certification Services Manager
Marilyn Doss, Associate Personnel Analyst
Susan Leaming, Associate Personnel Analyst
Adriana Araujo, Staff Secretary

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joe Schessler, CSEA Chapter 2 Unit B Vice-President; Vern Gates, CSEA Labor Relations Representative.

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

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None.

REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM PERSONNEL
COMMISSION ADMINISTRATOR

Ramon Curiel asked Mr. Dale Culton to update the Commission on compliance with the new law for fingerprinting. Mr. Dale Culton mentioned that staff who fingerprint employees on the Live Scan machine have received certificates issued by the State of California required by a new law which was passed effective January 1, 2004.

Mr. Curiel reported that he had an opportunity to meet with Ruth Ashley regarding Human Resources Services/Personnel Commission responsibilities and that both made a commitment to assist each other in the streamlining efforts and address issues and concerns in a collaborative manner.

Mr. Curiel informed the Commission about upcoming administrative retirements, which would have a major impact in the District.

Mr. Curiel mentioned that the weekend of January 15th he attended the California School Personnel Commissioners Association annual conference in Sacramento. He mentioned that LBUSD was cited as a real model in several areas throughout the conference.

Chairperson Terence Ulaszewski asked about the status of transferring the sub-desk to the Personnel Commission office. Mr. Curiel stated that he is getting an estimate on the cost of transferring the desk and having access to the system from our office. He will keep the Commission updated on further development.

PERSONNEL COMMISSION MINUTES

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The minutes of the January 8, 2004 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:

CREATE A NEW POSITION

CREATE A NEW POSITION

1-Instructional Aide-Special 75% Garfield 202 day
1-Instructional Aide-Special 62.5% Tincher 202 day
1-Instructional Aide-Special 75% The Willows 202 day
1-Instructional Aide-Special 47.5% The Willows 202 day
1-Instructional Assistant-Computer Resources BL Spanish 87.5% Lindbergh 204 day flex
1-Instructional Assistant-On Campus Program 40% Jordan 204 day
1-Intermediate Office Assistant 100% Head Start 12 mo
2-School Safety Officer 45% Security 12 mo

RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

1-ASB Financial Technician 50% Powell 12 mo to 100%
1-Instructional Aide-Special 47.5% Lakewood 202 day to 62.5%
1-Instructional Assistant-After School Program 62.5% Washington 217 day flex to 75%
1-Instructional Assistant-Computer Resources 80% Gompers 204 day to 100%
1-Intermediate Office Assistant-Schools 40% Sutter 217 day to 80%

ABOLISH A POSITION

ABOLISH A POSITION

1-Intermediate Office Assistant 100% Facilities 12 mo

RECLASSIFY A POSITION

RECLASSIFY A POSITION

1-Carpenter Supervisor (SRS 38 S1) 100% Maintenance 12 mo to
Painter Supervisor (SRS 38 S1)
1-Plant Supervisor II (SRS 21 S1) 100% Burnett 12 mo to
Plant Supervisor I (SRS 18 S1)

RECLASSIFY A POSITION AND RETRO PAY RECOMMENDATION

RECLASSIFY A POSITION AND_
RETRO PAY RECOMMENDATION

1-Intermediate Office Assistant-Schools (SRS 15 C1) 100% Harte 12 mo to
Instructional Technology Assistant (SRS 20 C1)

RECLASSIFY POSITIONS AND ABOLISH CLASSIFICATION

RECLASSIFY POSITIONS AND_
ABOLISH CLASSIFICATION

2-Keypunch Operators (SRS 15 C1) 100% Payroll 12 mo to
Intermediate Office Assistant (SRS 15 C1)

Abolish Keypunch Operator Classification

REVISION OF PERSONNEL COMMISSION RULE 3.3 RECLASSIFICATION

REVISION OF PERSONNEL COMMISSION RULE 3.3 RECLASSIFICATION

Staff submitted recommended revisions to Personnel Commission Rule 3.3 regarding the reclassification of incumbents for the third reading and adoption. The revisions were due to bill AB1070 which decreased the three year time requirements of incumbents in reclassified positions to two years.

The Commission acted to approve the rule revision and Personnel Commission Rule 3.3 now reads as follows:

3.3 RECLASSIFICATION

EDUCATION CODE 45285 RECLASSIFICATION. When all of the positions in a class are reclassified to a higher class, the incumbents of the positions who have been in the class for two or more years may be reclassified with their positions by the Personnel Commission. When a portion of the positions within a class are reclassified to a higher class, an incumbent who has continuous employment record of two or more years in one or more of the positions being reclassified may be reclassified with his position as provided by Personnel Commission rule.

The basis for reclassification of the position must be a gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities. Determinations as to gradual accretion will be on the basis of guidelines provided by Personnel Commission rules.

An employee who has been reclassified with his position shall be ineligible for subsequent reclassification with his position for a period of at least two years from the initial action.

The remainder of Personnel Commission Rule 3.3 remains unchanged.

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 was not present. The Commission acted to remove Raphael Reeves 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.24. The individual was not present. The Commission acted to remove Joseph Avila from current eligibility lists.

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Administrator 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.

Groundskeeper

Dual 04-0110-0172

Human Resources Assistant	Dual	04-0102-3350
Intermediate Office Assistant	Dual	04-0112-0673
Intermediate Office Assistant-Schools	Dual	04-0113-3354
Truck Driver	Dual	04-0111-0392

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Administrator 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.

Campus Security Officer	Dual/Cont	04-0104-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	04-LTES-5011
Food Service Worker	Open/Cont	04-0098-0595
Food Service Worker	Open/Cont	04-0107-0595
Heavy Truck Driver	Dual	04-0084-0187
Human Resource Services Operations Manager	Prom	04-0088-0737
Instructional Aide-Special	Open/Cont	04-0097-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448
Instructional Aide-Special	Open/Cont	04-0103-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448
Instructional Aide-Special	Open/Cont	04-0106-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448
Intermediate Office Assistant	Dual	04-0050-0673
Intermediate Office Assistant (Limited Term & Substitute)	Dual	04-LTES-0673
Intermediate Office Assistant-Schools (Avalon)	Dual	04-0105-3354
Intermediate Office Assistant-Schools	Dual	04-0051-3354
Intermediate Office Assistant-Schools (Limited Term & Substitute)	Dual	04-LTES-3354
School Data Technician	Prom	04-0079-3360
School Safety Officer	Open/Cont	04-0108-5014
Supervisor – Autism Services	Dual	04-0094-5046

Extend Eligibility Lists

Campus Security Officer	Dual	03-0052-5011
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OTHER ITEMS

OTHER ITEMS

CSEA Chapter 2 Unit B Vice-President Joe Schessler gave a personal account of a supervisory exam he recently participated in. He was very impressed with how rapidly and efficiently the Testing and Recruitment department now operates. He commended staff for their efficiency and the Commission for improving the timeliness of the testing process.

CSEA Chapter 2 Unit A Vice-President Ralph Weil also commended Commission staff for the similar professionalism and efficiency shown by staff in an exam his daughter participated in recently.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, February 12, 2004, at 8:15 a.m. at the Personnel Commission Office, 999 Atlantic Ave. Third Floor, Long Beach, CA 90813.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 8:55 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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