



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

MARCH 25, 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 March 11, 2004** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

#### CLASSIFICATION SPECIFICATION REVISIONS

Chief Business & Financial Officer SRS 70 M2

69 classifications modified to include physical demands and/or working conditions

#### RECLASSIFY A POSITION

1-Groundskeeper (SRS16) 100% Operations 12 mo to Chemical Application Technician  
*vacant position*

#### CREATE A NEW POSITION

1-Custodian 50% Harte 12 mo

1-Food Service Supervisor I 75% K-5 Broadway/Golden (Elementary pending completion) 204 day  
*to be filled fiscal year 04/05*

#### RESTRUCTURE A POSITION

1-Heavy Truck Driver 100% Food Services 204 day to 12 mo  
*incumbent in position – James Shoemaker*  
*reason: increased workload*

1-Instructional Aide Interpreter – Deaf/Hard of Hearing 75% The Willows 202 day to 81.3%  
*incumbent in position – Kristi Mock*  
*reason: increased workload*

- 1-Instructional Aide Interpreter – Deaf/Hard of Hearing 75% The Willows  
202 day to 81.3%  
*incumbent in position – Ginny Otsuka*  
*reason: increased workload*
- 1-Instructional Aide-Instrumental Music 30% Burnett 202 day flex to 12 mo  
*incumbent in position – Joanne Harrison*  
*reason: increased workload*

**ABOLISH A POSITION**

- 1-Healthy Start Site Coordinator 100% Cabrillo 217 day  
*incumbent in position – Vaniethia Hubbard*  
*reason: lack of funds*
- 1-Healthy Start Site Coordinator 100% Cabrillo 217 day  
*incumbent in position – Bitu Damavandi*  
*reason: lack of funds*
- 1-Healthy Start Site Specialist 50% Lee/50% Willard 12 mo  
*incumbent in position – Elizabeth Jimenez*  
*reason: lack of funds*
- 1-Heavy Truck Driver 100% Food Services 12 mo  
*vacant position*  
*reason: lack of work*
- 1-Heavy Truck Driver 100% Food Services 12 mo  
*vacant position*  
*reason: lack of work*
- 1-Instructional Aide BL Vietnamese 100% International Student  
Registration 204 day flex  
*vacant position*  
*reason: lack of work*

**8.2 Revision of PC Rule 9.2 Notification of Layoff (First Reading)Discussion**

**8.3 Recommendation to Remove from Eligibility List per  
PC Rules 4.2.A.6 and 4.2.A.7 Restricted Action**

**9. BULLETINS AND TESTING ACTIONS**

**9.1 Bulletins – Per Personnel Commission Rule 4.6.B Action**  
Chief Business and Financial Officer – 0689 (open)  
Grounds Equipment Operator II – 0176 (dual)  
Healthy Start Assistant BL Spanish – 0882 (prom)  
Student Evaluation Technician – 0399 (dual)

**9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**  
Computer Equipment Support Manager – 5049 (prom)  
Custodian – 0139 (open/cont)  
Custodian (Limited Term & Substitute) – 0139 (open/cont)  
Food Service Worker – 0595 (open/cont)  
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)

**10. OTHER ITEMS**

11. The next regular meeting of the Personnel Commission will be held on Thursday, April 8, 2004 at 8:15 a.m., in the Testing Room of the Personnel Commission Office @ 999 Atlantic Avenue, Long Beach, CA 90813.

**12. ADJOURNMENT**



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING March 11, 2004 MINUTES

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

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

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

#### STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator  
Lisa Gardner, Administrative Coordinator  
Lynne Karlsen, Personnel Analyst  
Dale Culton, Certification Services Manager  
Marilyn Doss, Associate Personnel Analyst  
Susan Leaming, Associate Personnel Analyst  
Alison Maitlen, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Adriana Araujo, Staff Secretary  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Mary Brown, CSEA Chapter 2 First Vice-President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; Vern Gates, CSEA Labor Relations Representative; Frank Runkell, CSEA Labor Relations Representative; Marshall Seay, Jr., appellant; Leah Tiller, appellant; Rowena Mabini, appellant.

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

None.

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#### REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

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Ramon Curiel reported that Liwayway (Lonnie) Mines, a former Human Resources Assistant at Personnel Commission, passed away after a long battle with cancer. He spoke of the visit staff had made to Ms. Mines the week before and of the memorial services and funeral attended by many of the staff. The Commissioners also commented on their experiences at the services they attended. It was decided that this meeting would be adjourned in memory of Liwayway Mines.

Mr. Curiel reported that the Budget Advisory Committee's proposed budget cuts will be presented to the Board of Education for their consideration at the next Board meeting on March 16<sup>th</sup>. Mr. Curiel detailed some of the proposed cuts for the Commission.

Mr. Curiel updated the Commission on the progress of both the Classified Employee of the Year recognition program and the

annual Classified Employee Barbecue. He thanked the Commission and CSEA for their past support and asked for their support again this year.

At Mr. Curiel's request, the staff managers gave individual brief reports to the Commission on the current activities in their units.

Mr. Curiel reported that TALB had settled on a tentative agreement with the District.

Ms. Pharr reported that CSEA Labor Relations Representative Vern Gates is leaving Long Beach and will be replaced by Frank Runkell. Mr. Curiel and the Commission commended Mr. Gates for his professionalism over the years and wished him well on his new endeavor.

#### PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the February 26, 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-Custodian 50% Powell 12 mo  
1-Custodian 50% Sutter 12 mo  
1-Custodian 50% Tincher 12 mo  
1-Instructional Aide BL Spanish (R) 37.5% Avalon 204 day  
1-Intermediate Office Assistant-Schools 100% Cabrillo 217 day  
1-Office Assistant 100% International Student Registration 204 day flex

#### ABOLISH A POSITION

RESTRUCTURE A POSITION

1-Food Service Worker 37.5% Gompers 204 day

#### 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.7. The individual was not present. The Commission acted to remove Ray Mendoza 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.7. Marshall Seay, Jr. was present and requested to be heard in Open Session. Mr. Seay explained to the Commission the circumstances regarding his conviction and answered questions from the Commissioners. The Commission told Mr. Seay that he would be informed of their decision in writing within ten days.

#### 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. Rowena Mabini was present and requested to be heard in Closed Session. The Commission moved this item to the end of the agenda for Closed Session.

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, 4.2.A.7 and 4.2.A.10. The individual was not present. The Commission acted to remove Alexander Jordan 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. Leah Tiller was present and requested to be heard in Closed Session. The Commission moved this item to the end of the agenda for Closed Session.

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.

Glazier	Dual	04-0137-0111
Instructional Aide-Speech & Language Communication	Dual	04-0127-3293
Intermediate Office Assistant	Dual	04-0135-0673
Intermediate Office Assistant-Schools	Dual	04-0136-3354
Risk Management Director	Dual	04-0133-0578

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	04-0115-5011	2
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	04-LTES-5011	4
Human Resources Assistant	Dual	04-0102-3350	6
Instructional Aide-Deaf/Hard of Hearing	Open/Cont	04-0132-3271	8
Instructional Aide-Special	Open/Cont	04-0188-0448	10
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448	12
Instructional Aide-Special	Open/Cont	04-0128-0448	14
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448	16
Instructional Aide-Special	Open/Cont	04-0124-0448	18
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448	20
Instructional Aide-Special	Open/Cont	04-0129-0448	22
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448	24
Intermediate Office Assistant	Dual	04-0085-0673	26
Intermediate Office Assistant (Limited Term & Substitute)	Dual	04-LTES-0673	28
Intermediate Office Assistant-Schools	Dual	04-0086-3354	30
Intermediate Office Assistant-Schools (Limited Term & Substitute)	Dual	04-LTES-3354	32
School Safety Officer	Open/Cont	04-0116-5014	34

Extend Eligibility Lists

Area Custodial Manager	Prom	03-0075-0600
ASB Financial Technician	Dual	03-0085-0751
Grounds Crew Supervisor	Dual	03-0062-0605

Intermediate Accounting Assistant	Dual	03-0073-0755
Intermediate Payroll Accounting Technician	Dual	03-0063-0756
Personnel Analyst	Dual	02-0085-0236
Pest Control Technician	Dual	02-0103-0184
Plant Supervisor – High School	Prom	03-0045-0142
Senior Accounting Assistant	Dual	03-0074-0760
Senior ASB Financial Assistant	Dual	03-0086-0761
Transitional Student Services Specialist	Dual	02-0175-3372
Transportation Aide-BL Spanish	Open	03-0106-0491
Warehouse Materials Processor	Dual	03-0014-0712

OTHER ITEMS

OTHER ITEMS

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, March 25, 2004, at 8:15 a.m. in the Community Room of the Administration Building, 1515 Hughes Way, Long Beach, CA 90810.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 9:07 a.m. to hear the appeals of Rowena Mabini and Leah Tiller and to consider the appeal of Marshall Seay, Jr.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:54 a.m. The following reportable actions were taken during the Closed Session:

The Commission acted to deny the appeal of Marshall Seay, Jr. and instructed the Personnel Commission Administrator to notify him of this decision. His name will be removed from current eligibility lists.

The Commission acted to deny the appeal of Rowena Mabini but instructed the Personnel Commission Administrator to provide Ms. Mabini with information to assist her in communicating with the Department of Justice regarding her conviction report.

The Commission acted to grant the appeal of Leah Tiller and instructed the Personnel Commission Administrator to notify her of this decision. Her name will remain on the Custodian eligibility list.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:55 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

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