



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

OCTOBER 7, 2004
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 PERSONNEL COMMISSION ADMINISTRATOR
6. HEARINGS
None.
7. MINUTES
 - 7.1 **Approval of Minutes of September 23, 2004** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

REVISE CLASSIFICATION/CLASS SPECIFICATION
Food Service Projects and Equipment Production Manager
Purchasing Office Assistant-Food Services
Instructional Warehouse Assistant

RECLASSIFY A POSITION
1-Intermediate Nutrition Services Worker 37.5% Nutrition Services
217 day to Nutrition Services Worker
vacant position
cafeteria funds

ABOLISH A POSITION
1-Assistant Construction Manager 100% Maintenance 12 mo
vacant position – position created 1/20/00 but never filled
reason: lack of funds
general funds
1-Electrician Supervisor 100% Maintenance 12 mo
vacant position – vacant since 8/27/00
reason: lack of funds
general funds

- 1-Electrician Supervisor 100% Maintenance 12 mo
vacant position – vacant since 1/1/00
reason: lack of funds
general funds
- 1-Environmental Health and Safety Worker 100% Maintenance 12 mo
vacant position – vacant since 11/25/98
reason: lack of funds
general funds
- 1-Environmental Health and Safety Worker 100% Maintenance 12 mo
vacant position – position created 7/1/92 but never filled
reason: lack of funds
general funds
- 1-Senior Architectural Drafting Technician 100% Maintenance 12 mo
vacant position – vacant since 3/24/00
reason: lack of funds
general funds
- 1-Senior Electronics Technician 100% Maintenance 12 mo
vacant position – vacant since 11/17/02
reason: lack of funds
general funds
- 1-Senior Office Assistant 100% Maintenance 12 mo
vacant position – vacant since 1/4/99
reason: lack of funds
general funds
- 1-Senior Accounting Assistant 100% Maintenance 12 mo
vacant position – vacant since 1/2/01
reason: lack of funds
general funds
- 1-Telecommunications System Supervisor 100% Maintenance 12 mo
vacant position – position created 7/1/97 but never filled
reason: lack of funds
general funds

- 8.2 **Recommendation to Remove from Eligibility List per PC Rules 4.2.A.5 and 4.2.A.7** **Restricted Action**
- 8.3 **Recommendation to Remove from Eligibility List per PC Rules 4.2.A.7 and 4.2.A.13** **Restricted Action**
- 8.4 **Recommendation to Remove from Eligibility List per PC Rules 4.2.A.7 and 4.2.A.24** **Restricted Action**

9. BULLETINS AND TESTING ACTIONS

- 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
[Kids Club Assistant – 0694 \(dual\)](#)
[Kids Club Lead Assistant – 0515 \(dual\)](#)
[Nutrition Service Worker – 5068 \(open/cont\)](#)
- 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**
 Campus Security Officer – 5011 (dual/cont)
 Campus Security Officer (Limited Term & Substitute) – 5011 (dual/cont)
 Educational Research Analyst I – 3301 (dual)
 Educational Research Analyst II – 3302 (dual)
 Instructional Aide-Alternative Schools – 0221 (dual)
 Instructional Aide-Alternative Schools BL Khmer – 0438 (dual)
 Instructional Aide-Alternative Schools BL Spanish – 0439 (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)
Intermediate Accounting Assistant – 0755 (dual)
Research Office Technician – 0433 (dual)
Senior Research Office Technician – 3369 (dual)
Supervisor – Autism Services – 5046 (dual/cont)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, October 21, 2004 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

12.1 Discussion of Pending Hearing Regarding Disciplinary Action
and Establishment of Hearing Date Discussion

13. ADJOURNMENT



PERSONNEL COMMISSION

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PERSONNEL COMMISSION MEETING September 23, 2004 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 he 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, Personnel Commission Administrator
Lisa Gardner, Administrative Coordinator
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
Denise Petty-Trietsch, Human Resources Assistant
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; Troy McIntosh, 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.

Commission Chairperson Chuck Acosta explained the difference between Open and Closed Session to appellant Troy McIntosh and asked him which he would prefer. Mr. McIntosh said he would prefer to be heard in Closed Session.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

Ramon Curiel noted that there was an addendum eligibility list for Sr. Executive Secretary (C) to be included in the agenda and confirmed that all appropriate individuals present had received the addendum materials. He also requested that the recommendation for the creation of a new position of Speech-Language Pathology Assistant at Head Start be pulled because it had been approved at the previous meeting.

Mr. Curiel provided the Commission and CSEA Leadership with the Fall Staff Development Catalog and Associate Personnel Analyst Alison Maitlen gave a brief update on the Staff Development Program and a description of the classes offered.

Mr. Curiel reported on the current status of Personnel Commission staffing and introduced Denise Petty-Trietsch, Human Resources Assistant, to the Commission.

HEARINGS

HEARINGS

None.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the September 9, 2004 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

The Personnel Commission acted to approve the following classification recommendations, with the noted deletion of the Speech-Language Pathology Assistant position, 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:

RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

1-Facilities Planning Director 100% Facilities 12 mo to 60%
1-Intermediate Office Assistant-Schools 100% Holmes 217 day to 80%
1-Intermediate Office Assistant-Schools 100% Prisk 217 day to 80%

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 at this time. The Commission acted to remove Jeremy Calhoun 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 Rules 4.2.A.5 and 4.2.A.7. The individual was not present. The Commission acted to remove Roland Mayer 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 Rules 4.2.A.6 and 4.2.A.7. The individual was not present. The Commission acted to remove Lekicia Terrell from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current Campus Security Officer eligibility list per Personnel Commission Rule 4.2.A.24. The individual was not present. The Commission acted to remove Oswaldo Bonilla from the current Campus Security Officer eligibility list.

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 appellant, Troy McIntosh, was present and requested to be heard in Closed Session. The Commission moved this item to 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. The Commission acted to ratify the following bulletins:

Benefits Assistant	Prom	05-0044-0752
Human Resources Technician	Dual	05-0048-3352
Research Testing Materials Supervisor	Prom	05-0045-5076

AGENDA ITEM 8.2

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At 8:30 a.m. appellant Jeremy Calhoun arrived and requested to address the Commission. The Commission rescinded their previous action to remove Mr. Calhoun from eligibility lists pending further consideration and granted Mr. Calhoun's request to present his appeal in Closed Session.

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. The Commission acted to certify the following eligibility lists which included the addendum of the Sr. Executive Secretary eligibility list:

Human Resources Supervisor	Dual	05-0009-3351
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	05-0039-5035
Intermediate Nutrition Services Worker-Avalon	Dual	05-0028-5058
Sr. Executive Secretary (C)	Dual	05-0027-0679

Extend Eligibility Lists

ASB Financial Technician	Dual	03-0085-0751
Pool Attendant	Dual	04-0014-0245
Purchasing Office Assistant	Dual	04-0005-0708
Purchasing Office Assistant-Food Services	Dual	04-0015-0709
Senior ASB Financial Assistant	Dual	03-0086-0761

OTHER

OTHER

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 7, 2004. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:34 a.m. to hear the appeals of Troy McIntosh and Jeremy Calhoun and to discuss a pending Hearing regarding disciplinary action and establish a Hearing date.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:55 a.m. The following reportable actions were taken during the Closed Session:

The Commission acted to deny the appeal of Troy McIntosh and instructed the Personnel Commission Administrator to notify him of this decision.

The Commission acted to deny the appeal of Jeremy Calhoun and instructed the Personnel Commission Administrator to notify him of this decision.

The Commission set a tentative date of October 21, 2004 for the Hearing regarding disciplinary action for Marsden Burton.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:56 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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