



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

AUGUST 13, 2004  
**FRIDAY**  
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
  - 6.1 Hearing of Disciplinary Action (Closed Session)
7. MINUTES
  - 7.1 **Approval of Minutes of July 29, 2004** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

#### CREATE A NEW CLASSIFICATION

Research Testing Materials Supervisor SRS 24 (S1)

#### CREATE A NEW POSITION

2-Groundskeeper 100% Operations 12 month  
1-Grounds Crew Supervisor 100% Operations 12 month  
1-Head Start Instructional Aide 100% Head Start 217 day  
1-School Community Worker BL Spanish 25% Chavez 204 day  
1-Senior Software Applications Engineer-Research, Planning & Evaluation 100% Research 12 month  
1-Supervisor – Autism Services 100% The Willows 12 month

#### RESTRUCTURE AN EXISTING POSITION

1-Food Service Worker 46.8% Newcomb 204 day to 37.5%  
*vacant position*  
*reason: lack of work*  
*cafeteria funds*  
1-Head Start Instructional Aide 100% Head Start 12 month to 217 day  
*vacant position*  
*reason: lack of work*  
*categorical funds*

- 1-Instructional Assistant-Parent Resources Center BL 90% Burnett  
12 month to 85%  
*incumbent: Claudia Rendon*  
*reason: lack of funds*  
*categorical funds*
- 1-Instructional Assistant-Parent Resources Center BL (R) 100%  
Washington 217 day flex to 40%  
*incumbent: Mirna Turcios*  
*reason: lack of funds*  
*categorical funds*
- 1-Intermediate Office Assistant-Schools 100% Mann 217 day to 60%  
*incumbent: Susan Murphy*  
*reason: lack of work*  
*categorical funds*
- 1-Intermediate Office Assistant-Schools 50% Washington 217 day flex  
to 100%  
*incumbent: Irene Arellano*  
*reason: increased workload*  
*categorical funds*
- 1-Legislative Specialist 47.5% Legislative Advocate 12 month to 50%  
*incumbent: Stacey Page*  
*reason: increased workload*  
*general funds*
- 1-Staff Secretary 50% Special Projects 217 day to 100%  
*vacant position*  
*reason: increased workload*  
*categorical funds*

9. BULLETINS AND TESTING ACTIONS

- 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**  
[Associate Educational Research Analyst – 3368 \(dual\)](#)  
[Educational Research Analyst I – 3301 \(dual\)](#)  
[Educational Research Analyst II – 3302 \(dual\)](#)  
[Intermediate Accounting Assistant – 0755 \(dual\)](#)  
[Intermediate Nutrition Services Worker-Catalina Island – 5058 \(dual\)](#)  
[Intermediate Office Assistant – 0673 \(dual\)](#)  
[Intermediate Office Assistant-Schools – 3354 \(dual\)](#)  
[Student Intervention Specialist – 0524 \(dual\)](#)
- 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**  
Intermediate Office Assistant – 0673 (dual)  
Intermediate Office Assistant (LTE & Substitutes) – 0673 (dual)  
Intermediate Office Assistant-Schools – 3354 (dual)  
Intermediate Office Assistant-Schools (LTE & Substitute) – 3354 (dual)  
Supervisor – Autism Services – 5046 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, August 26, 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 Hearing of Disciplinary Action to be Conducted by Hearing Officer  
John Jarboe

13. ADJOURNMENT



## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING July 29, 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

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

#### STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator  
Lynne Karlsen, Personnel Analyst  
Dale Culton, Certification Services Manager  
Alison Maitlen, Associate Personnel Analyst  
Marilyn Doss, Associate Personnel Analyst  
Susan Leaming, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Adriana Araujo, Staff 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; Frank Runkle, CSEA Labor Relations Representative; Jennifer Tyus, appellant; and Du Ron Walker, appellant.

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

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

Commission Chairperson Chuck Acosta explained the difference between Open and Closed Session to appellant Jennifer Tyus and asked her which she would prefer. Ms. Tyus said she would prefer to be heard in Open Session.

#### REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM PERSONNEL  
COMMISSION ADMINISTRATOR

Mr. Ramon Curiel reported that the State budget is expected to be approved and signed before the end of this week. He mentioned that K-12 education is being treated well in the proposed budget.

Mr. Curiel stated that because of the equipment freeze the last couple of years, the Personnel Commission computers have not been able to be replaced. They have become outdated and staff is being affected. Mr. Curiel reported that he has been authorized to purchase 18 new computers from the salary savings of a vacant position.

Mr. Curiel reported on a partnership opportunity program between LBUSD and the City of Long Beach Civil Service Commission. He stated that there have been discussions regarding possible shared activities such as recruiting, testing and training.

Mr. Curiel asked Associate Personnel Analyst, Alison Maitlen, to give the Commission a brief update of the Staff Development program and plans for future training offerings. Ms. Maitlen gave a brief report and stated that she is currently creating a new catalog of classes for Fall 2004 that will be released in September.

#### PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the July 15, 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-Administrative Secretary 100% Risk Management 12 mo
- 1-Choral Accompanist 75% Renaissance 204 day
- 1-Instructional Technology Assistant 75% Webster 202 day
- 1-Intermediate Office Assistant-Schools 60% Chavez 217 day
- 1-Library/Media Assistant 20% International 204 day
- 1-Supervisor-Autism Services 100% The Willows 12 mo

#### RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

- 1-Intermediate Office Assistant-Schools 100% Burcham 217 day to 80%
- 1-School Community Worker (R) 7.5% 202 day to 45%

#### ABOLISH A POSITION

ABOLISH A POSITION

- 1-Choral Accompanist 75% Barton 204 day
- 3-Head Start Family Service Worker 100% Head Start 12 mo
- 1-Head Start Family Service Worker 100% Head Start 204 day
- 1-Instructional Assistant-Cross Cultural BL Spanish 100% Franklin 12 mo
- 1-Marketing and Recruitment Specialist-Magnet Schools
- 1-Staff Secretary 100% Risk Management 12 mo

#### RESCIND PREVIOUS ACTION

RESCIND PREVIOUS ACTION

- 1-School Community Worker (R) 50% Rogers 217 day to 65%  
*Restructured – PCA 7/15/04*
- 1-School Community Worker 100% Bancroft 202 day  
*Created – PCA 7/1/04*

#### 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 at this time. The Commission acted to remove Du Ron Walker from current eligibility lists.

#### APPEAL OF DISQUALIFIED APPLICANT

APPEAL OF DISQUALIFIED APPLICANT

An applicant had been disqualified from continuing in the examination process for the classification of Intermediate Office Assistant and Intermediate Office Assistant-Schools per Personnel

Commission Rule 4.2.A.15 and appealed to the Personnel Commission. The appellant, Jennifer Tyus, was present and requested to be heard in Open Session.

Ms. Tyus explained to the Commission the circumstances regarding her convictions and answered questions from the Commissioners. The Commission told Ms. Tyus that she will be informed of their decision in writing within ten days.

#### 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:

Choral Accompanist	Dual	05-0013-0122
Emergency Preparedness Program Supervisor	Prom	05-0016-5010
Human Resources Supervisor	Dual	05-0009-3351
Instructional Aide-Alternative Schools	Dual	05-0010-0221
Instructional Aide-Alternative Schools BL Khmer	Dual	05-0011-0438
Instructional Aide-Alternative Schools BL Spanish	Dual	05-0012-0439
Public Information Director	Prom	05-0015-0000
Research Office Technician	Dual	05-0017-0433
Senior Research Office Technician	Dual	05-0024-3369
Student Store Operator	Dual	05-0007-0287

#### 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:

Carpenter	Dual	04-0164-0114
Instructional Aide-Special	Open/Cont	04-0004-0448
Instructional Aide-Special (Substitute & LTE)	Open/Cont	04-LTES-0448
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	04-0006-5035
Speech-Language Pathology Assistant	Dual	05-0001-5024

#### OTHER

OTHER

None.

#### NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, August 12, 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 9:07 a.m. to consider the appeal of Ms. Tyus. During Closed Session, appellant Du Ron Walker arrived and requested to address the Commission. The Commission granted Mr. Walker his request to present his appeal in Closed Session.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:23 a.m. The following reportable actions were taken during the Closed Session:

The Commission acted to deny the appeal of Du Ron Walker and instructed the Personnel Commission Administrator to notify him of this decision. His name will be removed from current eligibility lists at this time. However, the Commission determined that this removal should not be a permanent bar to future consideration for employment. Upon completion of his probation period Mr. Walker may reapply for employment with the district.

The Commission acted to deny the appeal of Jennifer Tyus and instructed the Personnel Commission Administrator to notify her of this decision. However, the Commission determined that this removal should not be a permanent bar for future consideration for employment. Ms. Tyus may reapply for employment with the district after July 29, 2005.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:26 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

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