



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

MAY 6, 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 April 22, 2004** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

RESTRUCTURE AN EXISTING POSITION

1-Intermediate Office Assistant-Schools 40% Kettering 217 day to 20%
incumbent: Mary Bush

reason: lack of funds (general funds)

1-School Community Worker BL Spanish 25% Bryant/25% Fremont/
25% Mann/25% Naples 204 day to 25% Bryant/25% Fremont/25% Mann
incumbent: Silvia Delgado

reason: lack of funds (general funds)

ABOLISH A POSITION

1-Child Nutrition Specialist 100% Food Services 12 month
vacant position

reason: lack of work (cafeteria-federal)

1-Food & Nutrition Services Manager 100% Food Services 12 mo
vacant position

reason: lack of work (cafeteria-federal)

1-Food Service Worker 37.5% Powell 12 mo
vacant position

reason: lack of work (cafeteria-federal)

1-Heavy Truck Driver 100% Food Services Warehouse 12 mo

vacant position
reason: lack of work (cafeteria-federal)
 1-Intermediate Food Service Worker 37.5% Central Kitchen 204 day
vacant position
reason: lack of work (cafeteria-federal)
 1-Intermediate Food Service Worker 80% Central Kitchen 204 day
vacant position
reason: lack of work (cafeteria-federal)
 1-Intermediate Food Service Worker 87.5% Addams 12 mo
vacant position
reason: lack of work (cafeteria-federal)
 1-Intermediate Food Service Worker 93.8% Central Kitchen 204 day
vacant position
reason: lack of work (cafeteria-federal)
 1-Intermediate Office Assistant-Schools 60% Hill 217 day
incumbent: Brenda Camrin
reason: lack of funds (categorical & general funds)

8.2 Meeting Dates for Personnel Commission 2004-2005 Action

Staff submits the following dates for the 2004 – 2005 Personnel Commission meetings for approval. All meeting dates are Thursdays and will be held at the Personnel Commission Office unless indicated otherwise.

| | |
|------------------------------------|------------------------------------|
| July 1, 2004 (Admin. Building) | January 13, 2005 |
| July 15, 2004 | January 27, 2005 (Admin. Building) |
| July 29, 2004 | |
| | February 10, 2005 |
| August 12, 2004 | February 24, 2005 |
| August 26, 2004 | |
| | March 10, 2005 |
| September 9, 2004 | March 24, 2005 |
| September 23, 2004 | |
| | April 7, 2005 |
| October 7, 2004 | April 21, 2005 (Admin. Building) |
| October 21, 2004 (Admin. Building) | |
| | May 5, 2005 |
| November 4, 2004 | May 19, 2005 |
| November 18, 2004 | |
| | June 2, 2005 |
| December 2, 2004 | June 16, 2005 |
| December 16, 2004 | June 30, 2005 |
| December 29, 2004 (Wednesday) | |

- 8.3 **Recommendation to Remove from Eligibility List per PC Rules 4.2.A.5 and 4.2.A.7 Restricted Action**
- 8.4 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7 Restricted Action**
- 8.5 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7 Restricted Action**
- 8.6 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7 Restricted Action**
- 8.7 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7 Restricted Action**
- 8.8 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.24 Restricted Action**

8.9 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.24** **Restricted Action**

9. BULLETINS AND TESTING ACTIONS

9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**

[Administrative Coordinator, Facilities – 5054 \(prom\)](#)
[Building Maintenance Worker – 0625 \(dual\)](#)
[Carpenter – 0114 \(dual\)](#)
[Emergency Preparedness Program Manager – 3371 \(dual\)](#)
[Food Service Supervisor I – 0589 \(dual\)](#)
[Food Service Supervisor II – 0588 \(dual\)](#)
[Food Service Supervisor III – 0586 \(dual\)](#)
[Plant Supervisor II – 5027 \(prom\)](#)
[Senior Food Service Worker – 0593 \(dual\)](#)
[Intermediate Food Service Worker – 0594 \(dual\)](#)

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

Food Service Worker – 0595 (open/cont)
Healthy Start Assistant BL Spanish – 0882 (prom)
Instructional Assistant-Intensive Behavioral Treatment – 5035 (open/cont)
Risk Management Director – 0578 (dual)

Extend Eligibility Lists

Custodian – 0139 (open/cont)
Custodian – 0139 (open/cont)
Custodian – 0139 (open/cont)
Custodian – 0139 (open/cont)
Grounds Crew Supervisor – 0605 (dual)
Infant/Toddler Caregiver – 0783 (open)
Instructional Aide-Special (Avalon) – 0448 (open)
Intermediate Office Assistant – 0673 (dual/cont)
Intermediate Office Assistant-Schools – 3354 (dual/cont)
Intermediate Office Assistant-Schools – 3354 (dual/cont)
Plant Supervisor I – 0140 (prom)
School Safety/Security Specialist – 5015 (dual)
Student Evaluation Technician BL Tagalog – 0484 (dual)

10. OTHER ITEMS

10.1 **Annual Election of Officers per PC Rule 2.1.A** **Action**

10.2 **Adoption of Resolution Regarding Classified Employee Week** **Action**

**RESOLUTION
CLASSIFIED SCHOOL EMPLOYEE WEEK**

WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and

WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and

WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and

WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and

WHEREAS, the Chapter II of the California School Employees Association, the Confidential

And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and

WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District, is committed to being a team player and a positive role model for students, strives for excellence in personal performance, and contributes significantly to the classroom support and business operations of the District; and

WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it

RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 16-22, 2004 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Terence Ulaszewski
Chairperson

Chuck Acosta
Vice-Chairperson

Vera Mulkey
Member

11. The next regular meeting of the Personnel Commission will be held on Thursday, May 20, 2004 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.
12. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING April 22, 2004 MINUTES

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

Vice-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, 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
Paula Wiesenhutter, Certification Services Supervisor
Adriana Araujo, Staff Secretary
Vanessa Martinez, Human Resources Technician
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; Frank Runkle, CSEA Labor Relations Representative.

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

REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel updated the Commission on the Chief Business and Financial Officer recruitment, giving proposed timelines for the processes. He also reported on highlights from the Board of Education Workshop he attended, stating that much emphasis of the Workshop was placed on High School reform. Mr. Curiel reminded the Commission of the upcoming Southern California Personnel Commissioners Association conference in February, stating that, as chairperson, he would like to involve the Commission, CSEA leadership and staff in the conference. Lastly, Mr. Curiel reported that the Personnel Commission agendas and minutes are now located on the Personnel Commission web page and thanked Staff Secretary Adriana Araujo for her efforts in completing this undertaking.

PUBLIC HEARING FOR THE
PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2004-2005

PUBLIC HEARING FOR THE
PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2004-2005

Commission Vice-Chairperson Chuck Acosta opened the public hearing for the 2004-2005 Personnel Commission budget at 8:29 a.m.

Ramon Curiel explained the process of the Personnel Commission's budget as required by the Education Code. He noted that the recommended budget for the 04-05 fiscal year reflects an increase from the current 03-04 budget due largely to increased benefits costs. He reported that there could be a future 10% to 15% reduction to this proposed budget based on Superintendent Steinhauser's recommendation.

Mr. Curiel recommended the Commission approve the proposed budget and direct staff to submit it to the Board of Education for concurrence and the Los Angeles County Office of Education for final approval.

Mr. Acosta asked if there were any questions or comments from the floor regarding the proposed budget. Hearing no comments, Mr. Acosta closed the public hearing at 8:42 a.m. The Commission acted to approve the 2004-2005 Personnel Commission budget as submitted.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the April 8, 2004 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Ramon Curiel noted that there was an addendum to agenda item 8.1 and confirmed that all appropriate individuals present had received the addendum materials.

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 CLASSIFICATION/
CLASS SPECIFICATION

CREATE A NEW CLASSIFICATION/
CLASS SPECIFICATION

Administrative Coordinator, Facilities SRS 51 (M2)

REVISE A CLASSIFICATION/
CLASS SPECIFICATION

REVISE A CLASSIFICATION/
CLASS SPECIFICATION

Construction Manager (M2)

RETRO PAY REQUEST

RETRO PAY REQUEST

Plant Supervisor I to Plant Supervisor II @ Monroe

RECLASSIFY A POSITION

RECLASSIFY A POSITION

Assistant Security Director to Assistant School Safety and Emergency Preparedness Director

CREATE A NEW POSITION

CREATE A NEW POSITION

3-Instructional Assistant-Intensive Behavioral Treatment
75% The Willows 202 day

RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

1-Campus Security Officer 100% Franklin 12 mo to 217 day flex
1-Campus Security Officer 100% Franklin 12 mo to 217 day flex
1-Instructional Aide BL Spanish 37.5% Migrant Ed Office 12 mo to 100%
1-Intermediate Office Assistant – Schools 100% Franklin 12 mo to 217 day flex
1-Intermediate Office Assistant – Schools 100% Franklin 12 mo to 217 day flex
1-Intermediate Office Assistant – Schools 80% Gompers 217 day to 60%
1-Intermediate Office Assistant – Schools 100% Henry 217 day to 60%

ABOLISH A POSITION

RESTRUCTURE A POSITION

1-Instructional Aide 31.3% Holmes 204 day
1-Instructional Aide (R) 75% Hill 204 day
1-Instructional Aide ADD-V/V Reading Clinic 100% Webster 202 day
1-Instructional Aide ADD-V/V Reading Clinic 75% Webster 202 day
1-Instructional Aide ADD-V/V Reading Clinic 47.5% Webster 202 day
1-Instructional Technology Assistant 100% Lafayette 202 day flex
1-Intermediate Office Assistant 100% Mentor Teacher Program 217 day
1-Intermediate Office Assistant – Schools 50% Holmes 217 day
1-School Community Worker 100% Poly 204 day

REVISION OF PERSONNEL COMMISSION

REVISION OF PERSONNEL COMMISSION

RULE 9.2

RULE 9.2

Staff submitted recommended revisions to Personnel Commission Rule 9.2 regarding Notification of Layoff for a third reading and adoption. The revision amends the language of the Rule to reflect the language of the new legislation concerning the number of days required for written notice of layoff.

The Commission acted to approve the rule revision and Personnel Commission Rule 9.2 now reads as follows:

Education Code 45117 Notification of Layoff

(a) When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of such school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of such school year and of their displacement rights, if any, and reemployment rights. However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than 45 days prior to the effective date of their layoff.

(b) When, as a result of a bona fide reduction or elimination of the service being performed by any department, classified employees shall be subject to layoff for lack of work, affected employees shall

be given notice of layoff not less than 45 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights.

The remainder of Personnel Commission Rule 9.2 remains unchanged.

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

Per Personnel Commission Rule 11.6, a permanent School Safety Supervisor requested a hearing regarding his suspension without pay for a period of 2 working days from the classified service of the District. The Commission moved this item to Closed Session for discussion.

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:

| | | |
|----------------------|------|--------------|
| Construction Manager | Dual | 04-0153-0645 |
|----------------------|------|--------------|

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:

| | | |
|---|-----------|--------------|
| Instructional Aide-Special | Open/Cont | 04-0151-0448 |
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 04-LTES-0448 |
| Instructional Aide-Special | Open/Cont | 04-0155-0448 |
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 04-LTES-0448 |
| Intermediate Office Assistant | Dual | 04-0112-0673 |
| Intermediate Office Assistant (Limited Term & Substitute) | Dual | 04-LTES-0673 |
| Intermediate Office Assistant – Schools | Dual | 04-0113-3354 |
| Intermediate Office Assistant – Schools (Limited Term & Substitute) | Dual | 04-LTES-3354 |
| Library/Media Assistant | Dual | 04-0121-0465 |
| Library/Media Center Assistant | Dual | 04-0122-5021 |

OTHER ITEMS

OTHER ITEMS

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 6, 2004, 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 8:48 to discuss the request from an employee for a Hearing in a Disciplinary Matter.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:59 a.m. The following reportable action was taken during the Closed Session:

The Commission acted to authorize a Hearing Officer to conduct a hearing as provided for in the Rules and Regulations. Mr. Curiel was first directed to request a pre-hearing conference between the appellant, James Wooley, and the District and then, if appropriate, schedule a hearing and notify the parties of the time and place.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:00 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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