



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

DECEMBER 2, 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 November 18, 2004** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

REVISE A CLASSIFICATION/CLASS SPECIFICATION
Assistant Purchasing and Contracts Director
Maintenance Director
Assistant Maintenance Director

CREATE A NEW POSITION
1-Community Liaison Worker 30% Newcomb 217 day
category funds

RESTRUCTURE AN EXISTING POSITION
1-Instructional Aide ADD-V/V Reading Clinic 47.5% Webster 202 day
to 75%
vacant position
reason: increased work load
category funds

1-Intermediate Office Assistant 50% Payroll 12 mo to 100%
incumbent: Unita Donahue

*reason: increased workload
general funds*

1-School Community Worker (R) 45% Lee 202 day to 30%

incumbent: Delsie Barajas

reason: lack of funds

categorical funds

1-Senior Payroll Accounting Technician 50% Payroll 12 mo to 100%

incumbent: Corliss Lundy

reason: increased workload

general funds

9. BULLETINS AND TESTING ACTIONS

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

Action

[Translator-Interpreter BL Spanish – 0000 \(prom\)](#)

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)

Instructional Aide-Special – 0448 (open/cont)

Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)

School Safety Supervisor – 5016 (prom)

Extend Eligibility Lists

Intermediate Office Assistant – 0673 (dual/cont)

Intermediate Office Assistant – 0673 (dual)

Intermediate Office Assistant – 0673 (dual)

Intermediate Office Assistant-Schools – 3354 (dual/cont)

Intermediate Office Assistant-Schools – 3354 (dual/cont)

Intermediate Office Assistant-Schools – 3354 (dual)

Intermediate Office Assistant-Schools – 3354 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, December 16, 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 November 18, 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
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
Karla Salas-Ramirez, Human Resources Technician
Adriana Araujo, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: None.

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

None.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

Ramon Curiel commented on the presentation of the Personnel Commission's Annual Report to the Board of Education at the Board Workshop on Monday. He stated that the presentation was a success and he received many positive remarks on the accomplishments of the Personnel Commission. Mr. Curiel thanked the Commission for their support over the past year and commended staff for all their efforts.

Mr. Curiel recommended the Commission discuss the two requests for hearings regarding disciplinary action in Closed Session.

Mr. Curiel updated the Commission on the progress of the planning and preparations for the CSPCA Annual Conference scheduled for February, 2005.

HEARINGS

HEARINGS

None.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the November 4, 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 CLASSIFICATION

CREATE A NEW CLASSIFICATION

Translator-Interpreter – BL Spanish
C1 Salary Range 20

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Marketing and Recruitment Specialist – Magnet Schools

RECLASSIFICATION STUDY

RECLASSIFICATION STUDY

The Commission acted to affirm that the Human Resources Assistant position at CDC is appropriately classified.

CREATE A NEW POSITION

CREATE A NEW POSITION

1-Instructional Assistant-Computer Resources BL Spanish 100% Lee 12 mo
1-Instructional Assistant-Intensive Behavioral Treatment 35% The Willows 202 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

1-Head Start Instructional Aide 100% Head Start 12 mo to 217 day
1-Instructional Aide BL Spanish (R) 45% Burbank 12 mo to 47.5%
1-Instructional Aide-Special 47.5% Barton 202 day to 62.5%
1-Instructional Aide-Special 75% Jordan 202 day to 100%
1-Instructional Aide-Special 87.5% Lakewood 202 day to 100%
1-Library/Media Assistant 20% Gant 204 day to 40%
1-Senior Nutrition Services Worker 100% Millikan 204 day to 84.3%

ABOLISH A POSITION

ABOLISH A POSITION

1-Head Start Parent Aide (R) 100% Head Start 217 day
1-Head Start Parent Aide (R) 100% Head Start 217 day
1-Head Start Parent Aide (R) 100% Head Start 217 day
1-Head Start Parent Aide (R) 100% Head Start 217 day
1-Head Start Instructional Aide 100% Head Start 217 day
1-Head Start Instructional Aide 100% Head Start 217 day
1-Head Start Instructional Aide 100% Head Start 217 day
1-Intermediate Office Assistant-Schools 20% Kettering 217 day

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

Per Personnel Commission Rule 11.6, a permanent Groundskeeper requested a hearing regarding his dismissal from the classified service of the District. The Commission moved this item to Closed Session for discussion.

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

Per Personnel Commission Rule 11.6, a permanent Heavy Truck Driver requested a hearing regarding his demotion to his former classification. 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:

Child Nutrition Specialist	Dual	05-0074-3322
School Community Worker BL Spanish	Dual	05-0073-0474

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:

Benefits Assistant	Dual	05-0044-0752
Human Resources Technician	Dual	05-0048-3352
Instructional Aide-Special	Open/Cont	05-0065-0448
Instructional Aide-Special (Substitute & LTE)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0069-0448
Instructional Aide-Special (Substitute & LTE)	Open/Cont	05-LTES-0448
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	05-0055-5035
Kids Club Assistant	Dual	05-0051-0694
Kids Club Lead Assistant	Dual	05-0052-0515
Nutrition Service Worker	Open/Cont	05-0060-5068
Research Testing Materials Supervisor	Prom	05-0045-5076
Supervisor – Autism Services	Dual/Cont	05-0066-5046

Extend Eligibility Lists

Plant Supervisor I	Prom	03-0043-0140
--------------------	------	--------------

Rescind Previous Action

Locksmith <i>Eligibility list extended PCA 11/4/04</i>	Dual	04-0081-0209
---	------	--------------

OTHER

OTHER

Ramon Curiel reported that a suggestion had been brought up at the Board of Education Workshop by Board Member James Choura regarding possible Personnel Commission involvement with worker compensation and return to work issues. Mr. Curiel and the Commission discussed the matter and concluded that further dialogue with Mr. Choura is required before Personnel

Commission commit to undertake any responsibility of the matter. The Commission directed Mr. Curiel to invite Mr. Choura to a Personnel Commission meeting for further discussion.

Mr. Curiel reported that the issue of additional technology for Personnel Commission was also discussed at the Board Workshop. At Mr. Curiel's request Personnel Analyst Lynne Karlsen updated the Commission on the current SIGMA Program being used and the options for an updated version. Discussion followed and Mr. Curiel concluded that he will submit a written proposal to Superintendent Steinhauser for Personnel Commission's technology plan.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, December 2, 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 8:53 a.m. to discuss the Requests for Hearings in Disciplinary Matter.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:42 a.m. The following reportable actions were taken during the Closed Session:

The Commission acted to authorize a hearing for Carl Lambrinck as provided for in the Rules and Regulations. Mr. Curiel was directed to schedule a hearing, appoint a Hearing Officer to conduct the hearing and notify all parties involved of the time and place.

The Commission acted to authorize a hearing for Jeffery Singleton as provided for in the Rules and Regulations. The Commission determined to conduct the hearing themselves. Mr. Curiel was directed to schedule a hearing and notify all parties involved of the time and place.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:43 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

gr