



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

AUGUST 26, 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
7. MINUTES
  - 7.1 **Approval of Minutes of August 13, 2004** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**  
  
CREATE A NEW POSITION  
1-Intermediate Office Assistant-Schools 40% Carver 217 day  
*category funds*  
  
RESTRUCTURE AN EXISTING POSITION  
1-Nutrition Services Supervisor I 87.5% Burcham 204 day to 75%  
*vacant position*  
*reason: lack of work*  
*cafeteria funds*  
  
RECLASSIFY A POSITION  
1-School Security Attendance Officer 100% 12 mo to School Safety Officer  
*vacant position*  
*general funds*  
  
8.2 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.1** **Restricted Action**  
  
8.3 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.1** **Restricted Action**

- 8.4 **Recommendation to Remove from Eligibility List per PC Rules 4.2.A.5 and 4.2.A.6** **Restricted Action**
- 8.5 **Recommendation to Remove from Eligibility List per PC Rules 4.2.A.6 and 4.2.A.7** **Restricted Action**
- 8.6 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7** **Restricted Action**
- 9. BULLETINS AND TESTING ACTIONS
  - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
    - Accounting Technician – 0750 (dual)
    - Certified Occupational Therapy Assistant/Licensed – 5045 (dual)
    - Contract Analyst – 0624 (dual)
    - Software Applications Engineer – 5072 (dual)
    - Senior Software Applications Engineer – 5073 (dual)
    - Supervising Software Applications Engineer – 5074 (dual)
  - 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**
    - Director of Public and Employee Information – 0151 (prom)
    - Instructional Aide-Special – 0448 (open/cont)
    - Instructional Aide-Special (Substitute & LTE) – 0448 (open/cont)
    - Painter – 0113 (dual)
- 10. OTHER ITEMS
- 11. The next regular meeting of the Personnel Commission will be held on Thursday, September 9, 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

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### PERSONNEL COMMISSION MEETING August 13, 2004 MINUTES

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

Vice-chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:15 a.m. at which time she led the pledge of allegiance to the flag.

#### COMMISSION MEMBERS PRESENT    STAFF MEMBERS PRESENT

Vera Mulkey, Vice-Chairperson  
Terry Ulaszewski, Member

Lisa Gardner, Administrative Coordinator  
Dale Culton, Certification Services Manager  
Marilyn Doss, Associate Personnel Analyst  
Susan Leaming, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President.

#### 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 PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM PERSONNEL  
COMMISSION ADMINISTRATOR

Administrative Coordinator Lisa Gardner reported that Ramon Curiel, Personnel Commission Administrator, was on vacation. She stated that she would keep the report brief for the sake of time due to the Hearing scheduled.

Ms. Gardner reported that Superintendent Steinhauser announced at the Assistant Superintendents' Meeting that the District's budget conditions require the Hiring Freeze to remain in effect. She stated that the Superintendent did not discuss any details at the meeting but she or Mr. Curiel would keep the Commission updated as details were acquired. CSEA President Val Pharr expressed concern over this and stated that she would discuss this matter with the Superintendent at their scheduled meeting.

#### HEARINGS

HEARINGS

It was noted that there was a Hearing of Disciplinary Action scheduled for Closed Session.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the July 29, 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

Research Testing Materials Supervisor SRS 24 (S1)

CREATE A NEW POSITION

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 A POSITION

RESTRUCTURE A POSITION

- 1-Food Service Worker 46.8% Newcomb 204 day to 37.5%
- 1-Head Start Instructional Aide 100% Head Start 12 month to 217 day
- 1-Instructional Assistant-Parent Resources Center BL 90% Burnett 12 month
- 1-Instructional Assistant-Parent Resources Center BL (R) 100% Washington
- 1-Intermediate Office Assistant-Schools 100% Mann 217 day to 60%
- 1-Intermediate Office Assistant-Schools 50% Washington 217 day flex to 100%
- 1-Legislative Specialist 47.5% Legislative Advocate 12 month to 50%
- 1-Staff Secretary 50% Special Projects 217 day to 100%

BULLETINS

BULLETINS

Associate Personnel Analyst Marilyn Doss requested that the Student Intervention Specialist bulletin be pulled per the request of the school site.

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 pull the Student Intervention Specialist bulletin and to ratify the following bulletins:

Associate Educational Research Analyst	Dual	05-0029-3368
Educational Research Analyst I	Dual	05-0030-3301
Educational Research Analyst II	Dual	05-0031-3302
Intermediate Accounting Assistant	Dual	05-0019-0755
Intermediate Nutrition Services Worker-Catalina Island	Dual	05-0028-5058
Intermediate Office Assistant	Dual	05-0034-0673
Intermediate Office Assistant-Schools	Dual	05-0035-3354

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Associate Personnel Analyst Marilyn Doss reported corrections to the Exam Statistics of the Intermediate Office Assistant, Limited Term & Substitutes Eligibility List. The Commission noted the stated corrections.

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 with noted corrections:

Intermediate Office Assistant	Dual	04-0135-0673
Intermediate Office Assistant (LTE & Substitutes)	Dual	04-LTES-0673
Intermediate Office Assistant-Schools	Dual	04-0136-3354
Intermediate Office Assistant-Schools (LTE & Substitute)	Dual	04-LTES-3354
Supervisor – Autism Services	Dual	05-0005-5046

OTHER

OTHER

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, August 26, 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 8:26 a.m. for the Hearing of Disciplinary Action. The Commission relocated the meeting to the Staff Development Training Room and the Hearing began at 8:45 a.m.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 6:27 p.m. No reportable action was taken during the Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 6:28 p.m.

Respectfully submitted,

Lisa Gardner  
Administrative Coordinator - Personnel Commission

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