



PERSONNEL COMMISSION

PLEASE POST

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

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None.

REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

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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

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

PERSONNEL COMMISSION MINUTES

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The minutes of the July 29, 2004 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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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

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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

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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

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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

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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

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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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