



PERSONNEL COMMISSION

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MEETING AGENDA

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

APRIL 22, 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
 - 6.1 **Public Hearing – Personnel Commission Budget** **Action**
7. MINUTES
 - 7.1 **Approval of Minutes of April 8, 2004** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**
 - CREATE A NEW CLASSIFICATION/CLASS SPECIFICATION
Administrative Coordinator, Facilities SRS 51 (M2)
 - REVISE A CLASSIFICATION/CLASS SPECIFICATION
Construction Manager (M2)
 - RETRO PAY REQUEST
Plant Supervisor I to Plant Supervisor II @ Monroe
 - RECLASSIFY A POSITION
Assistant Security Director to Assistant School Safety and Emergency Preparedness Director
(salary, FTE and calendar remains the same)
incumbent: Thomas Hickman
reason: title and job description revised effective 12/29/03 –
incumbent hired under previous class code

RESTRUCTURE AN EXISTING POSITION

- 1-Campus Security Officer 100% Franklin 12 mo to 217 day flex
incumbent: Robert Jackson
reason: lack of funds
- 1-Campus Security Officer 100% Franklin 12 mo to 217 day flex
incumbent: Bridgitte Hall
reason: lack of funds
- 1-Instructional Aide BL Spanish 37.5% Migrant Ed Office 12 mo to 100%
incumbent: Luz Canela
reason: increased workload
- 1-Intermediate Office Assistant – Schools 100% Franklin 12 mo to 217 day flex
incumbent: Pola Muller
reason: lack of funds
- 1-Intermediate Office Assistant – Schools 100% Franklin 12 mo to 217 day flex
incumbent: Clarita Zapa
reason: lack of funds
- 1-Intermediate Office Assistant – Schools 80% Gompers 217 day to 60%
incumbent: Rhonda Peltier
reason: lack of funds
- 1-Intermediate Office Assistant – Schools 100% Henry 217 day to 60%
incumbent: Mirna Diaz
reason: lack of funds

ABOLISH A POSITION

- 1-Instructional Aide 31.3% Holmes 204 day
incumbent: June Morris
reason: lack of funds (categorical)
- 1-Instructional Aide (R) 75% Hill 204 day
incumbent: James Sharrar
reason: lack of funds (categorical)
- 1-Instructional Aide ADD-V/V Reading Clinic 100% Webster 202 day
incumbent: Maria Flores
reason: lack of funds (categorical)
- 1-Instructional Aide ADD-V/V Reading Clinic 75% Webster 202 day
incumbent: Milah Jordan
reason: lack of funds (categorical)
- 1-Instructional Aide ADD-V/V Reading Clinic 47.5% Webster 202 day
incumbent: Nastassia Bailey
reason: lack of funds (categorical)
- 1-Instructional Technology Assistant 100% Lafayette 202 day flex
incumbent: Robert Moreira
reason: lack of funds (categorical)
- 1-Intermediate Office Assistant 100% Mentor Teacher Program 217 day
incumbent: Ester Rogers
reason: lack of funds (categorical)
- 1-Intermediate Office Assistant – Schools 50% Holmes 217 day
incumbent: Patricia Holmes
reason: lack of funds (categorical)
- 1-School Community Worker 100% Poly 204 day
incumbent: Bernyce Robinson
reason: lack of funds (general)

8.2	Revision of PC Rule 9.2 Notification of Layoff (Third Reading & Adoption)	Action
8.3	Request For Hearing In Disciplinary Matter (Commission may choose to discuss in Closed Session)	<u>Restricted</u> Action

9. BULLETINS AND TESTING ACTIONS

- | | Bulletins – Per Personnel Commission Rule 4.6.B | Action |
|-----|--|---------------|
| 9.1 | <u>Construction Manager – 0645 (dual)</u> | |
| 9.2 | Eligibility Lists – Per Personnel Commission Rule 5.1.A <u>Restricted</u> Action
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Intermediate Office Assistant – 0673 (dual)
Intermediate Office Assistant (Limited Term & Substitute) – 0673 (dual)
Intermediate Office Assistant – Schools – 3354 (dual)
Intermediate Office Assistant – Schools (Limited Term & Substitute) – 3354 (dual)
Library/Media Assistant – 0465 (dual)
Library/Media Center Assistant – 5021 (dual) | |

10. OTHER ITEMS

11. CLOSED SESSION

- ### 11.1 Possible Discussion of Agenda Item 8.3 – Request For Hearing in Disciplinary Matter

12. 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 at 999 Atlantic Avenue, Long Beach, CA 90813.

13. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING April 8, 2004 MINUTES

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

Chairperson Terence Ulaszewski 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

Terence Ulaszewski, Chairperson
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
Susan Leaming, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; Claudius Clarke, Jr., appellant.

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

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QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None.

REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM PERSONNEL
COMMISSION ADMINISTRATOR

Ramon Curiel reported that he would be chairing the annual CSPCA conference to be held in Long Beach on February 11, 2005. He stated that he may be calling upon the Commission and CSEA Leadership for their participation in the conference. Per Mr. Curiel's request, Alison Maitlen, Associate Personnel Analyst, gave the Commission an update of the Staff Development Program classes. She gave a brief description of some of the classes and stated that the classes have all received excellent ratings from participants. Mr. Curiel extended an invitation to the Commissioners to attend some classes.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the March 25, 2004 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Mr. Curiel clarified that all but two of the positions recommended for abolishment on this agenda are categorically funded positions. He reported that staff is in the process of discussing options with the incumbents and will attempt to place them in vacant positions.

Commissioner Chuck Acosta asked for clarification regarding the creation of the Intermediate Office Assistant Bilingual classifications questioning why these classifications had not had prior Bilingual status. Following discussion of Bilingual status of classifications in general, the issue of bilingual compensation was raised. Commissioner Acosta suggested that the compensation issue was one that would be more appropriate for CSEA to address in the future.

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

Intermediate Office Assistant Bilingual Spanish
Intermediate Office Assistant Bilingual Khmer
Intermediate Office Assistant-Schools Bilingual Spanish
Intermediate Office Assistant-Schools Bilingual Khmer

CREATE A NEW POSITION

CREATE A NEW POSITION

2-Food Service Worker 37.5% K-5 Broadway & Golden 204 day
1-Instructional Aide BL Spanish (R) 37.5% Avalon 204 day

RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

1-Instructional Assistant-Computer Resources 87.5% Prisk 204 day to 75%
1-Intermediate Office Assistant-Schools 70% Jordan 217 day to 100%
1-School Community Worker 100% Sutter 204 day to 80%

ABOLISH A POSITION

RESTRUCTURE A POSITION

1-Instructional Aide (R) 45% Carver 202 day
1-Instructional Aide (R) 45% Carver 202 day
1-Instructional Aide (R) 45% Carver 202 day
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1-Instructional Aide (R) 45% Carver 202 day
1-Instructional Aide (R) 45% Carver 202 day
1-Instructional Aide (R) 45% King 204 day flex
1-Instructional Aide BL Spanish 45% King 12 mo
1-Instructional Aide BL Spanish 45% King 12 mo
1-Instructional Aide BL Spanish (R) 45% King 204 day flex
1-Instructional Aide BL Spanish (R) 45% King 204 day flex
1-Instructional Aide-Mobile Classroom 50% Special Projects 204 day
1-Instructional Assistant-Computer Resources BL Spanish 100% Millikan 204 day
1-Intermediate Office Assistant-Schools 20% Prisk 217 day
1-Intermediate Office Assistant-Schools 20% Carver 217 day

1-Intermediate Office Assistant-Schools 50% Stephens 217 day
1-Library Services Assistant 100% Library Services 217 day flex
1-Staff Secretary 100% Curriculum 217 day

PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2004-2005

PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2004-2005

Ramon Curiel explained the budget process of the Personnel Commission as required by the Education Code and recommended the Commission set the date for the public hearing to be the next Commission meeting. The Commission set the time and place for the public hearing to be Thursday, April 22, 2004 at 8:15 a.m. in the Testing Room of the Personnel Commission Office.

REVISION OF PERSONNEL COMMISSION
RULE 3.3

REVISION OF PERSONNEL COMMISSION
RULE 3.3

The Commission approved the second reading of the revision recommendations of P.C. Rule 9.2 – Notification of Layoff. 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.

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. The Commission acted to remove Rodney Davis from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.5 and 4.2.A.6. Claudius Clarke, Jr. was present and requested to be heard in Open Session. Mr. Clarke explained to the Commission the circumstances regarding his conviction and answered questions from the Commissioners. The Commission told Mr. Clarke that he would be informed of their decision in writing within ten days.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.6 and 4.2.A.7. The individual was not present. The Commission acted to remove Janice Parker from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.6 and 4.2.A.7. The individual was not present. The Commission acted to remove Eloise Parker from current eligibility lists.

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.13. The individual was not present. The Commission acted to remove Velta Quintana from current eligibility lists.

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:

Kids Club Supervisor I	Dual	04-0145-3266
Kids Club Supervisor II	Dual	04-0146-3267
Kids Club Supervisor III	Dual	04-0147-3268
Painter	Dual	04-0143-0113

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Ramon Curiel stated that there was an addendum to the Groundskeeper eligibility list and verified that all appropriate individuals had a copy of the addendum.

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 the inclusion of the Groundskeeper addendum:

Campus Security Officer	Dual/Cont	04-0131-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	04-LTES-5011
Groundskeeper	Dual	04-0110-0172
Instructional Aide-Special	Open/Cont	04-0140-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448
Instructional Aide-Special	Open/Cont	04-0149-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	04-LTES-0448
Instructional Aide-Speech & Language Communication	Dual	04-0127-3293
Instructional Assistant – Intensive Behavioral Treatment	Dual	04-0125-5035
School Safety Officer	Open/Cont	04-0148-5014
Truck Driver	Dual	04-0111-0392

OTHER ITEMS

OTHER ITEMS

Chairperson Terry Ulaszewski stated that he would not be present at the April 22, 2004 Commission Meeting.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, April 22, 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 9:10 a.m. to consider the appeal of Claudius Clarke, Jr.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:24 a.m. The following reportable action was taken during the Closed Session:

The Commission acted to deny the appeal of Claudius Clarke, Jr. with the modification that he be allowed to reapply for employment with the District after February, 2005 provided he clear the second conviction in question from his record with the Department of Justice. The Personnel Commission Administrator was instructed to notify him of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:25 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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