



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

**Community Room  
Administration Building  
1515 Hughes Way  
Long Beach, CA 90810**

FEBRUARY 26, 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 February 12, 2004** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**  
  
REVISE AN EXISTING CLASSIFICATION/CLASS SPECIFICATION  
Fleet Maintenance Manager (M2)  
  
CREATE A NEW POSITION  
1-Instructional Aide-Special 75% Barton 202 day  
  
RESTRUCTURE A POSITION  
1-ASB Financial Technician 100% Jefferson 217 day to 50%  
*vacant position*  
*reason: lack of funds*  
1-Instructional Aide-Special 62.5% Jordan 202 day to 75%  
*incumbent in position – Denell Joseph*  
*reason: increased work load*
  - 8.2 **Recommendation to Remove from Eligibility List per PC Rules 4.2.A.1 and 4.2.A.3** **Restricted Action**
  - 8.3 **Recommendation to Remove from Eligibility List per PC Rules 4.2.A.1 and 4.2.A.3** **Restricted Action**

8.4 **Recommendation to Remove from Eligibility List per PC Rules 4.2.A.6 and 4.2.A.7** **Restricted Action**

8.5 **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**  
Computer Equipment Support Manager – 5049 (prom)  
Library/Media Assistant – 0465 (dual)  
Library/Media Center Assistant – 5021 (dual)

9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** **Restricted Action**  
Administrative Secretary – 3339 (prom)  
Food Service Worker – 0595 (open/cont)

10. OTHER ITEMS

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

12. ADJOURNMENT



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING February 12, 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  
Susan Leaming, Associate Personnel Analyst  
Alison Maitlen, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Adriana Araujo, Staff Secretary  
Stacy Turner, Human Resources Technician  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Vern Gates, CSEA Labor Relations Representative.

#### 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

Ramon Curiel reported that Personnel Analyst Lynne Karlsen and Associate Personnel Analyst Marilyn Doss were presently attending a CASSA meeting to review the promotional application with them. He explained that CASSA had served an important role in the inception of the promotional application and this office wanted their input on tentative changes to the application.

Mr. Curiel introduced Stacy Turner, the new Human Resources Technician in Recruitment and Testing, to the Commission. On his request, Ms. Turner described her background in Human Resources.

Mr. Curiel asked Alison Maitlen, Associate Personnel Analyst in the Classified Staff Development Unit, to give the Commission an update on the Classified Staff Development Program. Ms. Maitlen reported on the current classes being offered and the numbers of classified employees participating in the program. She informed

the Commission that the Classified Staff Development Committee, comprised of individuals from various District offices, will meet again in March for evaluation and brainstorming of the program.

Mr. Curiel reported that the Personnel Commission office had begun the application process for the Prospector Award through the California Association for Excellence Program. He explained that this is a State Baldrige award. On Mr. Curiel's request, Lisa Gardner, Administrative Coordinator, described the criteria for the award and the application process in more detail.

Mr. Curiel reported that the committees for the Classified Employee Recognition Program and the Classified Employee Week Celebration Barbecue are being organized and that he would keep the Commission updated on the events.

#### PERSONNEL COMMISSION MINUTES

#### PERSONNEL COMMISSION MINUTES

The minutes of the January 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:

#### REVISE CLASSIFICATION SPECIFICATIONS

#### REVISE CLASSIFICATION SPECIFICATIONS

Supervisor – Autism Services  
Computer Equipment Support Supervisor  
Computer Equipment Installation and Maintenance Manager to  
Computer Equipment Support Manager

#### NEWLY CLASSIFY A POSITION

#### NEWLY CLASSIFY A POSITION

1-Maintenance Manager 100% Maintenance 12 mo to  
Computer Equipment Support Manager

#### RECLASSIFICATION STUDY

#### RECLASSIFICATION STUDY

The Commission acted to affirm the Intermediate Office Assistant position at Payroll was appropriately classified.

#### CREATE A NEW POSITION

#### CREATE A NEW POSITION

1-Food Service Worker 37.5% Lakewood 204 day  
1-Instructional Aide-Special 75% Tucker 204 day

#### RESTRUCTURE A POSITION

#### RESTRUCTURE A POSITION

1-Instructional Aide-Special 47.5% Newcomb 202 day to 62.5%  
1-Instructional Aide-Special 62.5% Wilson 202 day to 75%  
1-Intermediate Food Service Worker 62.5% Gompers 204 day to 68.8%  
1-Intermediate Office Assistant-Schools 60% Burbank 12 mo to 100%

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 Japaul Adams 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.

Instructional Assistant-Intensive Behavioral Treatment    Open/Cont    04-0125-5035

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.

|   |           |              |
|---|-----------|--------------|
| Assistant School Safety and Emergency Preparedness Director | Prom      | 04-0099-5048 |
| Braille Transcriber   | Open      | 04-0095-3340 |
| Custodian   | Open/Cont | 04-0101-0139 |
| Custodian (Limited Term & Substitute)                       | Open/Cont | 04-LTES-0139 |
| Fleet Maintenance Supervisor                                | Dual      | 04-0096-0071 |
| Instructional Aide-Special                                  | Open/Cont | 04-0109-0448 |
| Instructional Aide-Special (Limited Term & Substitute)      | Open/Cont | 04-LTES-0448 |
| Instructional Aide-Special                                  | Open/Cont | 04-0114-0448 |
| Instructional Aide-Special (Limited Term & Substitute)      | Open/Cont | 04-LTES-0448 |
| Lead Custodian  | Dual      | 04-0078-0205 |
| Senior Office Assistant                                     | Dual      | 04-0119-0677 |
| Senior Office Assistant-Schools                             | Dual      | 04-0120-3363 |

OTHER ITEMS

OTHER ITEMS

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, February 26, 2004, at 8:15 a.m. in the Community Room of the Administration Building, 1515 Hughes Way, Long Beach, CA 90810.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 8:52 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

gr