



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

DECEMBER 13, 2004
MONDAY
10:00 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 December 2, 2004** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

ABOLISH A CLASSIFICATION
Special Projects Fiscal Officer

CREATE A NEW POSITION
1-Nutrition Services Worker 37.5% Robinson 12 mo
cafeteria funds
1-Nutrition Services Worker 37.5% Sutter 204 day
cafeteria funds
1-Nutrition Services Worker 37.5% Tincher 204 day
cafeteria funds

RESTRUCTURE AN EXISTING POSITION
1-Instructional Aide-Special 20% The Willows 202 day to 41.3%
vacant position
reason: increased work load
categorical funds
1-Instructional Aide-Special 47.5% The Willows 202 day to 75%
incumbent: Flexie Silpa
reason: increased work load
categorical funds

- 1-Intermediate Office Assistant-Schools 50% Garfield 217 day to 60%
incumbent: Teresa Alcantara
reason: increased work load
categorical funds
- 1-Nutrition Services Supervisor I 75% Burcham 204 day to 87.5%
incumbent: Sheri Crew
reason: increased work load
cafeteria funds
- 1-Nutrition Services Supervisor I 75% Chavez 204 day to 87.5%
incumbent: Mary Castro
reason: increased work load
cafeteria funds

ABOLISH AN EXISTING POSITION

- 1-Gang Awareness Assistant (R) 100% Franklin 204 day flex
vacant position (created 3/15/01 – never filled)
reason: lack of work/funds
categorical funds
- 1-Gang Awareness Assistant (R) 100% Franklin 204 day flex
vacant position (created 3/15/01 – never filled)
reason: lack of work/funds
categorical funds

- 8.1A **Nutrition Services Compensation Study** **Restricted Action**
- 8.2 **Recommendation to Remove from Eligibility List per PC Rules 4.2.A.7 and 4.2.A.15** **Restricted Action**

9. BULLETINS AND TESTING ACTIONS

- 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
[Assistant Maintenance Director – 0504 \(dual\)](#)
[Maintenance Director – 0083 \(dual\)](#)
[Grounds Equipment Operator II/Driver – 5031 \(dual\)](#)
- 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** **Restricted Action**
 Instructional Aide-Special – 0448 (open/cont)
 Instructional Aide-Special (Substitute & LTE) – 0448 (open/cont)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, January 13, 2005 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.

12. CLOSED SESSION

Discussion of Hearing Regarding Disciplinary Action

13. ADJOURNMENT



PERSONNEL COMMISSION

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PERSONNEL COMMISSION MEETING December 2, 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 8:16 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT STAFF MEMBERS PRESENT

Chuck Acosta, Chairperson
Vera Mulkey, Vice-Chairperson
Terry Ulaszewski, Member

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
Ericka Emery, Human Resources Technician
Diana Galindo, Human Resources Technician
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Debra Ecung, Director, Employee Relations Services; Valeeta Pharr, CSEA Chapter 2 President; Mary Brown, CSEA Chapter 2 First Vice-President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; Frank Runkle, 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 THE PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

Ramon Curiel introduced Diana Galindo, the new Human Resources Technician assigned to the recruitment, testing and certification for Nutrition Services classifications. Ms. Galindo gave the Commission a brief background of her employment with Long Beach Unified School District at the request of Mr. Curiel. Debra Ecung, Director of Employee Relations Services, was also introduced to the Commission by Mr. Curiel.

Mr. Curiel reported that the process for requesting the reappointment of Commissioner Chuck Acosta for another 3 year term had been initiated and is scheduled to be presented to the Board of Education at the December 7 meeting for their endorsement. He stated that although Mr. Acosta's current term expired December 1, 2004, the Education Code provides a 90 day

grace period for a Commissioner whose term has expired to continue to discharge the duties of the office. Mr. Acosta thanked his fellow Commissioners and CSEA for their support of his reappointment.

CSEA Chapter 2 President Val Pharr reaffirmed her support of Mr. Acosta's reappointment and stated that her term as CSEA President will expire at the end of the year and Mr. Shamusideen Aliu, Computer Support Specialist Assistant, will assume the duties effective January 1, 2005.

Mr. Curiel updated the Commission on the preparations for the upcoming 2005 CSPCA Conference. He reported that Baldrige funds have been authorized to pay for conference registration fees for the attendees.

Mr. Curiel discussed the possible rescheduling of the remaining December Commission meetings with the Commissioners. The Commission acted to reschedule the meeting of Thursday, December 16 to Monday, December 13 and to cancel the scheduled December 29 meeting.

Mr. Curiel requested each Personnel Commission division head give a brief update of their departments' activities as is the custom for the end of a year. The staff managers gave individual brief reports to the Commission on the current activities of their units. Mr. Curiel interjected information received from Chief Clark regarding the new state requirement of additional annual training for the School Security Officer classification series.

HEARINGS

HEARINGS

None.

PERSONNEL COMMISSION MINUTES

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The minutes of the November 18, 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 A CLASSIFICATION/ CLASS SPECIFICATION

REVISE A CLASSIFICATION/
CLASS SPECIFICATION

Assistant Purchasing and Contracts Director
Maintenance Director
Assistant Maintenance Director

CREATE A NEW POSITION

CREATE A NEW POSITION

1-Community Liaison Worker 30% Newcomb 217 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

- 1-Instructional Aide ADD-V/V Reading Clinic 47.5% Webster 202 day to 75%
- 1-Intermediate Office Assistant 50% Payroll 12 mo to 100%
- 1-School Community Worker (R) 45% Lee 202 day to 30%
- 1-Senior Payroll Accounting Technician 50% Payroll 12 mo to 100%

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:

Translator-Interpreter BL Spanish	Prom	05-0072-0000
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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:

Campus Security Officer	Dual/Cont	05-0068-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	05-LTES-5011
Instructional Aide-Special	Open/Cont	05-0070-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
School Safety Supervisor	Prom	05-0053-5016

Extend Eligibility Lists

Intermediate Office Assistant	Dual/Cont	03-0069-0673
Intermediate Office Assistant	Dual	03-0116-0673
Intermediate Office Assistant	Dual	04-0039-0673
Intermediate Office Assistant-Schools	Dual/Cont	03-0024-3354
Intermediate Office Assistant-Schools	Dual/Cont	03-0070-3354
Intermediate Office Assistant-Schools	Dual	03-0117-3354
Intermediate Office Assistant-Schools	Dual	04-0040-3354

OTHER

OTHER

CSEA Chapter 2 President Val Pharr invited the Commission and Mr. Curiel to the upcoming CSEA Leadership Installation ceremony as guests of CSEA Chapter 2.

CSEA Chapter 2 Unit A Vice President Ralph Weil asked Mr. Curiel about the status of the Certificated Hiring Freeze. Mr. Curiel responded that Deputy Superintendent Karen DeVries had been given the responsibility for the Certificated employees and questions should be directed to her.

Mr. Curiel reported that a meeting is being scheduled between Employee Relations Services Director Debra Ecung, CSEA Labor Relations Representative Frank Runkle, appropriate CSEA Leadership and himself regarding the status of the LTE Settlement Agreement.

Mr. Curiel discussed the upcoming Disciplinary Action Hearings and reported to the Commission that he had received additional information from CSEA regarding the case the Commission had decided to hear themselves. CSEA Labor Relations Representative Frank Runkle stated that it was a complex case and said that CSEA was agreeable to the Commission conducting an investigation prior to the Hearing if they chose to do so. Commission Chairperson Chuck Acosta suggested that a Closed Session be held at the next Commission meeting to discuss specifics.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on **Monday, December 13, 2004**. The meeting will be at **10:00 a.m.** in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:11 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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