



PERSONNEL COMMISSION

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MEETING AGENDA

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

JULY 29, 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
None.
7. MINUTES
 - 7.1 **Approval of Minutes of July 15, 2004** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

CREATE A NEW POSITION
1-Administrative Secretary 100% Risk Management 12 mo
1-Choral Accompanist 75% Renaissance 204 day
1-Instructional Technology Assistant 75% Webster 202 day
1-Intermediate Office Assistant-Schools 60% Chavez 217 day
1-Library/Media Assistant 20% International 204 day
1-Supervisor-Autism Services 100% The Willows 12 mo

RESTRUCTURE AN EXISTING POSITION
1-Intermediate Office Assistant-Schools 100% Burcham 217 day to 80%
incumbent: Donna Schultz
reason: lack of work
80% categorical funds/20% general funds
1-School Community Worker (R) 7.5% 202 day to 45%
incumbent: Delsie Barajas
reason: increased work
categorical funds

ABOLISH A POSITION
1-Choral Accompanist 75% Barton 204 day
incumbent: Lori Grace
reason: lack of funds
categorical funds

- 3-Head Start Family Service Worker 100% Head Start 12 mo
vacant position
reason: lack of work
categorical funds
- 1-Head Start Family Service Worker 100% Head Start 204 day
vacant position
reason: lack of work
categorical funds
- 1-Instructional Assistant-Cross Cultural BL Spanish 100% Franklin 12 mo
incumbent: Anna Echegaray
reason: lack of funds
categorical funds
- 1-Marketing and Recruitment Specialist-Magnet Schools
100% Magnet Schools 204 day
incumbent: Laurann Wakefield
reason: lack of funds
categorical funds
- 1-Staff Secretary 100% Risk Management 12 mo
vacant position
reason: lack of work
categorical funds

RESCIND PREVIOUS ACTION

- 1-School Community Worker (R) 50% Rogers 217 day to 65%
incumbent: Patricia Pollock
reason: increased workload
categorical funds
Restructured – PCA 7/15/04
- 1-School Community Worker 100% Bancroft 202 day
categorical funds
Created – PCA 7/1/04

8.2 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.5** **Restricted Action**

8.3 **Appeal of Disqualified Applicant** **Restricted Action**

9. BULLETINS AND TESTING ACTIONS

9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
[Choral Accompanist – 0122 \(dual\)](#)
[Emergency Preparedness Program Supervisor – 5010 \(prom\)](#)
[Human Resources Supervisor – 3351 \(dual\)](#)
[Instructional Aide-Alternative Schools – 0221 \(dual\)](#)
[Instructional Aide-Alternative Schools BL Khmer – 0438 \(dual\)](#)
[Instructional Aide-Alternative Schools BL Spanish – 0439 \(dual\)](#)
[Public Information Director – 0000 \(prom\)](#)
[Research Office Technician – 0433 \(dual\)](#)
[Senior Research Office Technician – 3369 \(dual\)](#)
[Student Store Operator – 0287 \(dual\)](#)

9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**
[Carpenter – 0114 \(dual\)](#)
[Instructional Aide-Special – 0448 \(open/cont\)](#)
[Instructional Aide-Special \(Substitute & LTE\) – 0488 \(open/cont\)](#)
[Instructional Assistant-Intensive Behavioral Treatment – 5035 \(open/cont\)](#)
[Speech-Language Pathology Assistant – 5024 \(dual\)](#)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, August 12, 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 July 15, 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 8:15 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

Chuck Acosta, Chairperson
Vera Mulkey, Vice-Chairperson
Terry Ulaszewski, 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
Paula Wiesenhutter, Certification Services Supervisor
Adriana Araujo, Staff Secretary
Anne Follett, Human Resources Technician
Vanessa Martinez, Human Resources Technician
Silaue Taeleifi, Human Resources Assistant
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Luanne Mauro-Atkinson, Assistant Director, Head Start Program; Valeeta Pharr, CSEA Chapter 2 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; Demetrius Camper, appellant.

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

None.

REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel gave the Commission a brief report on staffing matters of the District and the Personnel Commission Office. He informed the Commission that Kim Stallings had been selected as the District's new Chief Business and Financial Officer and that Dick van der Laan, Executive Director of Communications and Community Relations, is retiring from the District in August. Mr. Curiel also introduced Human Resources Assistant Silaue Taeleifi as the new recipient of the Personnel Commission's Leap of Excellence Award.

PERSONNEL COMMISSION MINUTES

The minutes of the July 1, 2004 Personnel Commission Meeting were approved.

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

REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

PERSONNEL COMMISSION MINUTES

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Administrative Coordinator Lisa Gardner gave the Commission a brief report on the Head Start Services and the Research, Planning & Evaluation classification studies. Luanne Mauro-Atkinson, Assistant Director of the Head Start Program, was present to answer questions regarding the Head Start Services Program.

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

Head Start Family Services Liaison SRS 15 C1
Software Applications Engineer, Research, Planning & Evaluation
SRS 42 M2
Senior Software Applications Engineer, Research, Planning & Evaluation
SRS 45 M2
Supervising Software Applications Engineer, Research, Planning & Evaluation
SRS 49 M2

REVISE A CLASSIFICATION

REVISE A CLASSIFICATION

Head Start Family Services Supervisor
Head Start Health Services Supervisor
Research Office Technician

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Head Start Family Service Worker
Head Start Health Assistant

RECLASSIFY AN EXISTING POSITION

RECLASSIFY AN EXISTING POSITION

11-Head Start Health Assistant to Head Start Family Services Liaison
24-Head Start Family Service Worker to Head Start Family Services Liaison

RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

1-Food Service Supervisor I 93.8% Lee 12 mo to 100%
1-School Community Worker (R) 50% Rogers 217 day to 65%

ABOLISH A POSITION

ABOLISH A POSITION

1-Head Start Instructional Aide 100% 12 mo
1-Head Start Instructional Aide 100% 12 mo
1-Head Start Parent Aide (R) 100% 12 mo

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.7. The

individual was not present. The Commission acted to remove Gary Lenoir 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.7. The individual was not present. The Commission acted to remove Brian Bennett from current eligibility lists.

APPEAL OF DISQUALIFIED APPLICANT

APPEAL OF DISQUALIFIED APPLICANT

An applicant had been disqualified from continuing in the examination process for the classification of Campus Security Officer per Personnel Commission Rule 4.2.A.6 and appealed to the Personnel Commission. The appellant, Demetrius Camper, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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:

None.

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	04-0179-5011
Campus Security Officer (Limited Term & Substitute)	Dual/Cont	04-LTES-5011
Community Liaison Worker BL Spanish	Dual	04-0180-0155
Food Service Supervisor I	Dual	04-0158-0589
Food Service Supervisor II	Dual	04-0159-0588
Food Service Supervisor III	Dual	04-0160-0586
Glazier	Dual	04-0137-0111
Grounds Equipment Operator II	Dual	04-0141-0176
Head Start Instructional Aide	Open	04-0176-0657
Plumber	Dual	04-0167-0242

OTHER

OTHER

CSEA Chapter 2 Unit B Vice President Joe Schessler informed the Commission that the CSEA Annual Conference was scheduled for the first week in August in Las Vegas.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, July 29, 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 8:48 a.m. to hear the appeal of Mr. Camper.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:04 a.m. The following reportable action was taken during the Closed Session:

The Commission acted to grant Demetrius Camper's appeal. The Personnel Commission Administrator was instructed to notify Mr. Camper that he is eligible to continue in the examination process for the classification of Campus Security Officer.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:05 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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