



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

JANUARY 8, 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 December 18, 2003** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
    - REVISE CLASSIFICATION SPECIFICATION  
Chemical Application Technician
    - CREATE A NEW POSITION  
1-Intermediate Office Assistant 80% Special Projects 217 day
    - RESTRUCTURE A POSITION  
1-Instructional Aide-Instrumental Music 55% 202 day flex to 30%  
*no incumbent*  
*reason: lack of funds*  
1-Instructional Assistant-Parent Resources Center 100% 12 mo to 90%  
*incumbent in position – Claudia Rendon*  
*reason: lack of funds*  
*employee chooses to remain in reduced position – letter pending*
  - 8.2 **Revision of PC Rule 3.3 Reclassification (Second Reading)** Discussion
  - 8.3 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.1** Restricted Action

## 9. BULLETINS AND TESTING ACTIONS

- |     | <b>Bulletins – Per Personnel Commission Rule 4.6.B</b>   | <b>Action</b> |
|-----|--|---------------|
| 9.1 | Administrative Secretary – 3339 (prom)   |               |
| 9.2 | <b>Eligibility Lists – Per Personnel Commission Rule 5.1.A <u>Restricted</u> Action</b><br>Campus Security Officer – 5011 (dual/cont)<br>Campus Security Officer (Limited Term & Substitute) – 5011 (dual/cont)<br>Custodian – 0139 (open/cont)<br>Custodian (Limited Term & Substitute) – 0139 (open/cont)<br>Instructional Aide-Special – 0448 (open/cont)<br>Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)<br>Intermediate Office Assistant – 0673 (dual)<br>Intermediate Office Assistant (Limited Term & Substitute) – 0673 (dual)<br>Intermediate Office Assistant – Schools – 3354 (dual)<br>Intermediate Office Assistant – Schools (Limited Term & Substitute) – 3354 (dual)<br>Locksmith – 0209 (dual) |               |

## 10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, January 29, 2004 at 8:15 a.m., in the **Community Room of the Administration Building @ 1515 Hughes Way**, Long Beach, CA **90810**.
12. ADJOURNMENT



## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING December 18, 2003 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; Joe Schessler, CSEA Chapter 2 Unit B 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 stated that this was the last Commission meeting of the 2003 year and therefore requested each Personnel Commission division head give a brief update of their departments' activities. Dale Culton, Certification Services Manager, updated the Commission on staff's compliance with the new legislation requiring anyone involved in fingerprinting employment applicants be certified. He stated that a portion of staff has already processed for certification with the remaining staff scheduled to go before the end of the year in order to be in compliance with the new legislation. Susan Leaming, the Associate Personnel Analyst in the Classification Unit, updated the Commission on the Food Service Job Family Study giving positive comments on the employees' participation in the study. She also presented the Commission with a spreadsheet detailing the status of reclassification requests. Lynne Karlsen, Personnel Analyst in the Recruitment and Testing Unit, reported on the department's research for an on-line application system that inputs the application information directly

into a data base. Marilyn Doss, the Associate Personnel Analyst in Recruitment and Testing, updated the Commission on the status of candidates' testing for the priority hiring lists established to comply with the LTE settlement agreement. Alison Maitlen, the Associate Personnel Analyst in the Staff Development Unit, reported on the new catalog of staff development courses being offered beginning January, 2004. She reported that a memo from the Superintendent regarding employee release time for classes has been sent to all sites and the catalog of courses will be distributed in January to sites as well as being posted on the Personnel Commission web site. Lastly, Lisa Gardner, Administrative Coordinator, reported on staff's ongoing technology enhancement efforts and the assimilation of the classified sub desk into Personnel Commission responsibilities. She also reported on the status of Personnel Commission's application process for the Baldrige California Challenger Award.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the December 4, 2003 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

Val Pharr, CSEA Chapter 2 President, voiced concern regarding the reduction of FTE for the eight Infant/Toddler Caregiver positions at Reid because of the resulting loss of benefits for the incumbents. Ramon Curiel reported that the reduction isn't effective until March 1<sup>st</sup> and he has been given an agreement that the incumbents will be allowed to maintain their benefits for an additional three months after that date. He said that staff is currently working with the incumbents regarding career development and the possibility of testing for other classifications.

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 POSITION

CREATE A NEW POSITION

- 2-Instructional Aide-Instrumental Music 45% Wilson 204 day
- 3-Instructional Assistant-Intensive Behavioral Treatment 25% The Willows 202 day
- 3-Instructional Assistant-Intensive Behavioral Treatment 75% The Willows 202 day
- 1-Intermediate Office Assistant 50% International Student Registration 12 mo

RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

- 1-Infant/Toddler Caregiver 75% Reid 204 day to 45%
- 1-Infant/Toddler Caregiver 75% Reid 204 day to 45%
- 1-Infant/Toddler Caregiver 75% Reid 204 day to 45%
- 1-Infant/Toddler Caregiver 75% Reid 204 day to 45%
- 1-Infant/Toddler Caregiver 75% Reid 204 day to 45%
- 1-Infant/Toddler Caregiver 75% Reid 204 day to 45%
- 1-Infant/Toddler Caregiver 75% Reid 204 day to 45%
- 1-Infant/Toddler Caregiver 75% Reid 204 day to 45%
- 1-Instructional Aide-Special 75% Hoover 202 day to 100%
- 1-Intermediate Office Assistant-Schools 80% Sutter 217 day to 100%
- 1-Intermediate Office Assistant-Schools 60% Barton 217 day to 100%

1-School Community Worker BL Spanish 60% MacArthur 204 day to 80%  
1-Senior Office Assistant-Schools 62.5% Burnett 12 mo to 217 day

ABOLISH A POSITION

ABOLISH A POSITION

1-Head Start Family Child Care Manager 100% Head Start 12 mo  
1-Instructional Aide-Foreign Language Lab 100% Wilson 204 day  
1-School Support Secretary 100% PAAL 12 mo

REVISION OF PERSONNEL COMMISSION  
RULE 3.3

REVISION OF PERSONNEL COMMISSION  
RULE 3.3

The current Education Code states that incumbents of reclassified positions who have had a continuous employment record of three or more years in the position may be reclassified with the position. New legislation was passed effective January 1, 2004 decreasing the three year time requirement to two years. Staff submitted a revision to Personnel Commission Rule 3.3 – Reclassification to reflect the amended language of the new legislation for a first reading and discussion. The Commission approved the first reading of the revision recommendation of Rule 3.3.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current Food Service Worker eligibility list per Personnel Commission Rule 4.2.A.1. The individual was not present. The Commission acted to remove Daniel Newman from the current Food Service Worker eligibility list.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current Food Service Worker eligibility list per Personnel Commission Rule 4.2.A.1. The individual was not present. The Commission acted to remove Antoinette Guillory from the current Food Service Worker eligibility list.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current Campus Security Officer eligibility list per Personnel Commission Rule 4.2.A.1. The individual was not present. The Commission acted to remove Cynthia Allen from the current Campus Security Officer eligibility list.

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 Jason Paulette 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.7. The individual was not present. The Commission acted to move this item to the end of the agenda to discuss in Closed Session.

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 Kelly Walsh 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.

|  |      |              |
|--|------|--------------|
| Assistant School Safety & Emergency Preparedness |      |              |
| Director   | Prom | 04-0099-5048 |
| Braille Transcriber                              | Dual | 04-0095-3340 |
| Fleet Maintenance Supervisor                     | Dual | 04-0096-0071 |

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.

|  |           |               |
|--|-----------|---------------|
| Chemical Application Technician                        | Dual      | 04-0044-5030  |
| Choral Accompanist                                     | Dual      | 04-0038-0122  |
| Food Service Worker                                    | Open/Cont | 04-0077-0595  |
| Food Service Worker                                    | Open/Cont | 04-0090-0595  |
| Food Service Worker                                    | Open      | 04-0068-PRRTY |
| Human Resources Technician                             | Dual      | 04-0080-3352  |
| Instructional Aide-Special                             | Open/Cont | 04-0089-0448  |
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 04-LTES-0448  |
| Instructional Assistant-Computer Resources             | Dual      | 04-0048-0603  |
| Painter Supervisor                                     | Dual      | 04-0062-0232  |

OTHER ITEMS

OTHER ITEMS

None.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:59 a.m. to discuss the recommendation to remove an individual from current eligibility lists and to discuss the process of an upcoming disciplinary hearing.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:39 a.m. The following reportable action was taken during the Closed Session:

The Commission acted to remove Juanita Galbreath from current eligibility lists.

#### NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, January 8, 2004, at 8:15 a.m. at the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, CA 90813.

#### ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:40 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

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NEXT MEETING

ADJOURNMENT