



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING February 8, 2007 MINUTES

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

Chairperson Terry Ulaszewski 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

Terry Ulaszewski, Chairperson
Chuck Acosta, Vice-Chairperson

Ramon Curiel, Executive Officer
Susan Leaming, Acting Administrative Coordinator
Marilyn Doss, Personnel Analyst
Alison Maitlen, Personnel Analyst
Dale Culton, Certification Services Manager
Vanessa Martinez, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Maria Lynn Braunstein, Human Resources Technician
Susan Brister, Human Resources Technician
Ericka Emery-Smith, Human Resources Technician
Silaue Taeleifi, Human Resources Technician
Maria Villalobos, Human Resources Technician
Judy Marshall, Human Resources Assistant
Adriana Araujo-Honorio, Staff Secretary (C)
Gail Rainwater, Senior Administrative Secretary (C)

PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; Adrienne Rambo, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President.

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

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None.

REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel announced Human Resources Technician Ericka Emery-Smith's pregnancy and Ms. Smith received congratulations from the Commission.

Ramon Curiel reported on items of interest from the previous Board of Education Meeting that he attended. He stated that the Board of Education approved Vera Mulkey's reappointment to the Commission for another term of office. Mr. Curiel also informed the Commission that the Board of Education discussed issues regarding staffing of school libraries and the funding source used for their salaries.

Mr. Curiel thanked CSEA for their assistance in presenting the Merit System 101 Staff Development Workshop. He stated that other school districts have looked at LBUSD's Classified Staff Development Program and have made requests to allow their staff to attend various workshops.

Mr. Curiel updated the Commission on the new school being constructed at the Dooley site. At Mr. Curiel's directive, Certification Services Manager Dale Culton reported on the effect the Dooley site school will have on Sutter School regarding classified staffing and answered CSEA Chapter 2 President Mary Brown's questions regarding transfer options for current classified staff at Sutter.

PERSONNEL COMMISSION MINUTES

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The minutes of the January 25, 2007 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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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

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Roosevelt	Transportation Aide BL Spanish	100% 204 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Williams, Jennie	Intermediate Office Assistant-Schools	From: 100% 217 day
	Millikan	To: 100% 12 month

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 Donald Johnson from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

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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 Arthur Kolat from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.5, 4.2.A.6 and 4.2.A.7. The individual was not present. The Commission acted to remove Brian Williams from current eligibility lists.

APPEAL OF DISQUALIFIED APPLICANT

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Mr. Curiel requested that agenda item 8.5 be pulled from the agenda.

BULLETINS

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Personnel Commission Rule 4.6.B.1, states that the Personnel Commission 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:

Buyer	Dual	07-0144-0104
Groundskeeper	Dual	07-0139-0172
Instructional Aide-Instrumental Music	Dual	07-0137-0447
Instructional Assistant Ballet Folklorico BL Spanish	Dual	07-0141-0244
Site Specialist-Special Projects	Dual	07-0135-5055
Student Evaluation Technician BL Khmer	Dual	07-0136-0480

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission 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:

Accounting Technician	Dual	07-0105-0750
ASB Financial Technician	Dual	07-MC35-0751
Campus Security Officer	Open/Cont	07-0131-5011
Campus Security Officer (Limited Term & Substitute)	Open/Cont	07-LTES-5011
Custodian	Open/Cont	07-0121-0139
Custodian (Limited Term & Substitute)	Open/Cont	07-LTES-0139
Instructional Aide-Special	Open/Cont	07-0138-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Intermediate Accounting Assistant	Dual	07-0099-0755
Intermediate Accounting Assistant	Dual	07-MC03-0755
Intermediate Office Assistant	Dual	07-MC24-0673
Intermediate Office Assistant-Schools	Dual	07-MC25-3354
Intermediate Office Assistant	Dual	07-MC24-0673
Intermediate Office Assistant-Schools	Dual	07-MC25-3354
Intermediate Payroll Accounting Technician	Dual	07-MC02-0756
Library Services Assistant	Dual	07-MC22-3355
Multimedia Services Assistant	Dual	07-MC23-3358
Multimedia Services Assistant	Dual	07-MC23-3358
Office Assistant	Dual	07-MC16-3359
Position Control Technician	Dual	07-MC29-0758
Records Office Assistant	Dual	07-MC27-0675
School Safety Officer	Open/Cont	07-0132-5014
School Support Assistant	Dual	07-MC28-5099
School Support Assistant – Avalon (Amended)	Dual	07-0106-5099
Senior Accounting Assistant	Dual	07-MC33-0706
Senior ASB Financial Technician	Dual	07-MC30-0761
Senior Office Assistant	Dual	07-MC20-0677

Senior Office Assistant – Schools	Dual	07-MC21-3363
Senior Office Assistant	Dual	07-0103-0677
Senior Office Assistant – Schools	Dual	07-0104-3363
Senior Payroll Accounting Technician	Dual	07-MC31-0762
Staff Secretary BL Spanish (Amended)	Dual	07-0073-5085
Student Financial Technician – Avalon	Dual	07-MC32-0763

OTHER ITEMS

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Personnel Analyst Alison Maitlen briefly reported on enrollment for the Winter/Spring Classified Staff Development workshops stating that there has been a tremendous increase in registration for the upcoming workshops.

CSEA Chapter 2 President Mary Brown informed the Commission and staff present of a workshop entitled Know Your Rights that is being presented by CSEA.

CSEA Unit B Vice President Joseph Schessler reported on a committee for collaboration of construction trades in the high schools that he has been given the opportunity to be part of.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, February 22, 2007. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, 90813.

ADJOURNMENT

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There being no further business, the Personnel Commission adjourned at 9:03 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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