



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING September 20, 2007 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 STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer
Maria Lynn Braunstein, Acting Sr. Admin. Secretary
Robert Pfingsthorn, Senior Personnel Analyst
Susan Leaming, Personnel Analyst
Marilyn Doss, Personnel Analyst
Alison Maitlen, Personnel Analyst
Dale Culton, Certification Services Manager
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Judy Marshall, Acting Human Resources Technician
Maria Villalobos, Human Resources Technician
Therese Waltower, Incoming Sr. Admin. Secretary

PRELIMINARY

Guests: Kathy Catroppa, Administrative Coordinator, Special Education; Adrienne Rambo, CSEA Unit A, Vice President; Andre Stewart, appellant; Arliss Moore, appellant.

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 welcomed Therese Waltower back as a Commission staff member in new role as Senior Administrative Secretary. Mr. Curiel also thanked Maria Lynn Braunstein for her exceptional service as Acting Senior Administrative Secretary and announced her promotion to Associate Personnel Analyst.

Mr. Curiel presented to the Commission a recent Los Angeles Times article entitled "The Long Beach Way", acknowledging and commending the unique and effective way the Long Beach Unified School District is managed.

Mr. Curiel reported to the Commission, enrollment numbers are approximately 2,000 lower than last year. Mr. Curiel noted most of the loss of students is being seen at the elementary school level.

Mr. Curiel asked Dale Culton, Certification Services Manager to give an update on the AESOP substitute system. Mr. Culton reported to the Commission of the overall success of the system and reported initial challenges in the start up process are being overcome. Adrienne Rambo, CSEA Unit A, Vice President asked Mr. Culton if the Commission is working on the Instructional Aide Special substitute pool needs. Mr. Culton informed Ms. Rambo, staff is working on increasing the number of substitutes.

PERSONNEL COMMISSION MINUTES

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The minutes of the September 6, 2007 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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Mr. Curiel reported that Personnel Analyst, Susan Leaming has been working with Kathy Catroppa, Administrative Coordinator, Special Education to address changes in staffing necessary due to the sudden reorganization that took place in Special Education in July of 2007. Ms. Leaming spoke about the proposed new classification and recommended reclassification of the current incumbent. Ms. Catroppa discussed the specific needs of the department and the creation of the new structure being developed to support the District's growing autism services needs.

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 AN EXISTING
CLASSIFICATION SPECIFICATION

REVISE AN EXISTING
CLASSIFICATION SPECIFICATION

Head Start Parent Aide (R)
Human Resources Technician

CREATE A NEW CLASSIFICATION

CREATE A NEW CLASSIFICATION

Autism Services Manager SRS 46 M2

RECLASSIFY A POSITION

RECLASSIFY A POSITION

Incumbent

Classification

Site

Dennis Sweningson

Fr: Coordinator – Autism Services
To: Autism Services Manager

Special Education

CREATE A NEW POSITION

CREATE A NEW POSITION

SITE

POSITION

ASSIGNMENT

Bancroft

Instructional Aide-Special

45% 202 Day

Barton

Instructional Aide-Special

47.5% 202 Day

Los Altos Plaza

Transition

Instructional Aide-Special

47.5% 202 Day

Los Cerritos

Instructional Aide-Special

47.5% 202 Day

Burnett

Nutrition Services Worker

37.5% 204 Day Flex

Jordan Academy

Nutrition Services Worker

37.5% 204 Day

Information Srvs

Senior Systems Analyst

100% 12 Month

Information Srvs

Systems Analyst

100% 12 Month

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

NAME

POSITION

ASSIGNMENT

Grant, Bonnie

Inst Asst-Comp Resources BL Sp
Grant

From: 87.5% 204 Day

To: 100% 204 Day

French, Felicia

Job Developer
The Willows

From: 100% 204 Day Flex

To: 100% 12 Month

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 appellant, Andre Stewart, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

APPEAL OF DISQUALIFIED APPLICANT

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Staff submitted a recommendation to disqualify an applicant from continuing in the examination process per Personnel Commission Rule 4.2.A.24. The appellant, Arliss Moore, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

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Per Personnel Commission Rule 11.6, a permanent Bus Driver requested a hearing regarding her dismissal from the classified service of the District. The Commission moved this item to Closed Session for discussion.

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Per Personnel Commission Rule 11.6, a permanent Campus Security Officer requested a hearing regarding his dismissal from the classified service of the District. The Commission moved this item to Closed Session for discussion.

BULLETINS

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

Contract Analyst

Dual

08-0050-0624

ELIGIBILITY LISTS

ELIGIBILITY LISTS

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

Assistant Facilities Project Manager	Dual	08-0013-5104
Assistant Student Store Operator	Dual	08-MC01-0091

OTHER ITEMS

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None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 4, 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.

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:45 a.m. to hear the appeals of Andre Stewart, Arliss Moore and to review the hearing requests of Paula VanBuren and Brian Wilson.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:45 a.m.

The following reportable actions were taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove Andre Stewart from current eligibility lists and instructed the Executive Officer to notify him of this decision.

The Commission acted to sustain staff's recommendation to disqualify Arliss Moore from current eligibility lists and instructed the Executive Officer to notify him of this decision.

The Commission acted to authorize a hearing for Paula VanBuren as provided for in the Rules and Regulations. Mr. Curiel was first directed to request a pre-hearing conference between the appellant, Ms. VanBuren, and the District and then, if appropriate, schedule a hearing and notify the parties of the time and place.

The Commission acted to authorize a hearing for Brian Wilson as provided for in the Rules and Regulations. The Commission directed the Personnel Commission Executive Officer to notify all parties involved of this decision and to engage a Hearing Officer to conduct the hearing.

ADJOURNMENT

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There being no further business, the Personnel Commission adjourned at 9:49 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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