



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

NOVEMBER 4, 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
 - 6.1 Hearing of Disciplinary Action (Closed Session)
7. MINUTES
 - 7.1 **Approval of Minutes of October 21, 2004** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
 - CREATE A NEW POSITION
 - 1-Intermediate Office Assistant-Schools 70% Cabrillo 217 day
categorical funding
 - RECLASSIFY AN EXISTING POSITION
 - 1-Intermediate Nutrition Services Worker 37.5% Cabrillo 204 day to Nutrition Services Worker
vacant position
reason: reclassification due to scope of work
cafeteria funding
 - RESTRUCTURE AN EXISTING POSITION
 - 1-Instructional Assistant-Intensive Behavioral Treatment 25% The Willows 202 day to 35%
vacant position
reason: increased workload
categorical funding
 - 1-Library/Media Assistant 20% Birney 204 day to 40%
incumbent: Jacqueline Smith
reason: increased workload
general funds
 - RESTRUCTURE AN EXISTING POSITION (continued)
 - 1-Staff Secretary 80% Curriculum 217 day to 100%
incumbent: Christy Hogan
reason: increased workload
50% general funding/50% categorical funding

ABOLISH A POSITION

- 1-Instructional Aide 37.5% MacArthur 204 day
vacant position
reason: lack of funds
categorical funding
- 1-Instructional Aide 37.5% MacArthur 204 day
vacant position
reason: lack of funds
categorical funding
- 1-Instructional Aide (R) 37.5% MacArthur 204 day
vacant position
reason: lack of funds
categorical funding
- 1-Instructional Aide BL Tagalog 45% Robinson 204 day flex
vacant position
reason: lack of work
categorical funding
- 1-School Community Worker BL Spanish 100% Robinson 204 day flex
vacant position
reason: lack of funds
categorical funding
- 1-Staff Secretary 100% Special Projects 217 day
vacant position
reason: lack of funds
categorical funding

9. BULLETINS AND TESTING ACTIONS

- 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
NONE.
- 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**

Associate Research Analyst – 3368 (dual)
Certified Occupational Therapy Assistant/Licensed – 5045 (dual)
Contract Analyst – 0624 (dual)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (LTE & Substitute) – 0448 (open/cont)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (LTE & Substitute) – 0448 (open/cont)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (LTE & Substitute) – 0448 (open/cont)
Nutrition Service Worker – 5068 (open/cont)
Senior Accounting Assistant – 0760 (dual)

Extend Eligibility Lists
Campus Security Officer (LTE & Substitute) – 5011 (dual)
Carpenter Supervisor – 0115 (dual)
Custodian – 0139 (open/cont)
Custodian – 0139 (open/cont)
Custodian – 0139 (open/cont)
Custodian – 0139 (open/cont)
Custodian (LTE & Substitute) – 0139 (dual/cont)
Instructional Aide-Special (LTE & Substitute) 0448 (open/cont)
Instructional Assistant Computer Resources BL Spanish – 0452 (dual)
Instructional Assistant On Campus Program – 0214 (dual)
Intermediate Office Assistant – 0673 (dual/cont)
Intermediate Office Assistant (LTE & Substitute) – 0673 (dual/cont)
Intermediate Office Assistant-Schools – 3354 (dual/cont)
Intermediate Office Assistant-Schools (LTE & Substitute) – 3354 (dual/cont)
Locksmith – 0209 (dual)
Painter Supervisor – 0232 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, November 18, 2004 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

12.1 Hearing of Disciplinary Action

13. RETURN TO OPEN SESSION

14. ADJOURNMENT



PERSONNEL COMMISSION

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PERSONNEL COMMISSION MEETING
October 21, 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 STAFF MEMBERS PRESENT

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

Ramon Curiel, Personnel Commission Administrator
Lisa Gardner, Administrative Coordinator
Dale Culton, Certification Services Manager
Marilyn Doss, Associate Personnel Analyst
Susan Leaming, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Adriana Araujo, Staff Secretary
Maria Alvarez, Human Resources Technician
Vanessa Martinez, Human Resources Technician
Karla Salas-Ramirez, Human Resources Technician
Shelley Scott, Human Resources Technician
Maria Villalobos, Human Resources Technician
Ericka Emery, Human Resources Assistant
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Frank Runkle, CSEA Labor Relations Representative.

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

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None.

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

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COMMISSION ADMINISTRATOR

Ramon Curiel deferred from giving a report for the sake of reserving time for the presentation of the annual report later in the meeting.

HEARINGS

HEARINGS

None.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the October 7, 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:

CREATE A NEW POSITION

CREATE A NEW POSITION

- 1-Instructional Aide-Alternative Schools 75% Tucker 204 day
- 1-Instructional Aide-Alternative Schools 75% Burcham 204 day
- 1-Instructional Aide-Special 75% Community Day School 204 day
- 1-Instructional Assistant-Cross Cultural BL Spanish 80% Palms 217 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

- 1-Instructional Aide-Special 47.5% Hill 202 day to 75%
- 1-Instructional Aide-Special 47.5% McKinley 202 day to 62.5%
- 1-Instructional Aide-Special 62.5% Gompers 202 day to 75%
- 1-Instructional Technology Assistant 100% Harte 12 mo to 217 day flex
- 1-Library/Media Assistant 60% McKinley 204 day to 40%

ABOLISH A POSITION

ABOLISH A POSITION

- 1-Intermediate Accounting Assistant 100% Nutrition Services 12 mo
- 1-School Community Worker BL Spanish 100% Gompers 204 day

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 Joy LaPointe 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 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 Gayle Nathan 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.13. The individual was not present. The Commission acted to remove Bora Sar 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. The Commission acted to ratify the following bulletins:

Lead Custodian	Dual	05-0062-0205
School Safety Supervisor	Prom	05-0053-5016
Speech-Language Pathology Assistant	Dual	05-0046-5024
Warehouse Materials Processor	Dual	05-0063-0712

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:

Accounting Technician	Dual	05-0018-0750
Head Start Family Services Liaison	Dual	05-0041-5075
Instructional Aide-Special	Open/Cont	05-0054-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Deaf/Hard of Hearing	Open/Cont	05-0059-3271
Instructional Aide-Deaf/Hard of Hearing (Limited Term and Substitutes)	Open/Cont	05-LTES-3271
Instructional Aide Interpreter-Deaf/Hard of Hearing	Open/Cont	05-0043-3272
Instructional Aide Interpreter-Deaf/Hard of Hearing (Limited Term and Substitute)	Open/Cont	05-LTES-3272

Extend Eligibility Lists

Credential Services Specialist	Dual	04-0063-3343
Elementary School Office Supervisor	Prom	04-0035-3345
Elementary School Office Supervisor-Multi Track/Year Round	Prom	04-0034-3346
Grounds Keeper (Avalon)	Dual	02-0148-0173
High School Office Supervisor	Prom	04-0032-3349
Middle School Office Supervisor	Prom	04-0033-3357
School Support Secretary	Prom	04-0036-3361

OTHER

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Ramon Curiel explained that the Education Code requires the Personnel Commission to prepare an Annual Report to present to the Board of Education. The Report’s function is to inform the Board of Education about the activities of the Personnel Commission during the preceding fiscal year.

Mr. Curiel delivered a power point presentation of the Annual Report for the Commission’s review and consideration. Following comments and discussion, the Commission approved the Annual Report for presentation to the Board of Education at the upcoming Board Workshop.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, November 4, 2004. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813. It was noted that a Hearing Regarding Disciplinary Action will be conducted during a Closed Session of the meeting immediately following Open Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:48 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator