



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

MAY 17, 2004  
**MONDAY**  
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 May 6, 2004** **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

CREATE A NEW POSITION

1-Computer Support Specialist Assistant 100% Information Services  
12 mo

RESTRUCTURE AN EXISTING POSITION

- 1-ASB Financial Technician 100% Franklin 12 mo to 50% 217 day flex  
*incumbent – Valerie Bradford*  
*reason – lack of funds (general)*
- 1-Custodian 100% Long Beach School for Adults 12 mo to 217 day  
*incumbent – Rafaela Romero*  
*reason – lack of funds (categorical)*
- 1-Instructional Aide 50% Jordan 204 day to 35%  
*incumbent – Jean Hammond*  
*reason – lack of funds (categorical)*
- 1-Intermediate Office Assistant-Schools 100% Franklin 12 mo to 217 day flex  
*incumbent – Jenny Enriquez Pacheco*  
*reason – lack of funds (general)*
- 1-Intermediate Office Assistant-Schools 100% Lafayette 12 mo to 80%  
*incumbent – Marilyn Hummel*  
*reason – lack of funds (categorical)*
- 1-Intermediate Office Assistant-Schools 100% Riley 217 day to 60%  
*incumbent – Wendy Smith*  
*reason – lack of funds (general)*

#### ABOLISH A POSITION

- 1-Clerk 100% Head Start 12 mo  
*vacant position*  
*reason – lack of work (categorical)*
- 1-Computer Electronic Technician 100% Information Services 12 mo  
*vacant position*  
*reason – lack of work (general)*
- 1-Food Service Worker 32% Whittier Comb/Child Development Center 12 mo  
*vacant position*  
*reason – lack of funds (categorical)*
- 1-Head Start Support Services Assistant 100% Head Start 12 mo  
*vacant position*  
*reason – lack of work (categorical)*
- 1-Head Start Support Services Assistant 100% Head Start 12 mo  
*vacant position*  
*reason – lack of work (categorical)*
- 1-Instructional Aide 100% Child Development Center 12 mo  
*vacant position*  
*reason – lack of funds (categorical)*
- 1-Instructional Aide-Special 100% The Willows 202 day  
*vacant position*  
*reason – lack of work (categorical)*
- 1-Instructional Aide-Special 31.3% The Willows 202 day  
*vacant position*  
*reason – lack of work (categorical)*
- 1-Instructional Aide-Special 47.5% The Willows 202 day  
*vacant position*  
*reason – lack of work (categorical)*
- 1-Instructional Aide-Special 47.5% The Willows 202 day  
*vacant position*  
*reason – lack of work (categorical)*
- 1-Instructional Aide-Special 75% The Willows 202 day  
*vacant position*  
*reason – lack of work (categorical)*
- 1-Instructional Assistant-Ballet Folklorico BL Spanish 47.5% Jordan 202 day  
*vacant position*  
*reason – lack of funds (categorical)*
- 1-Intermediate Office Assistant 100% Special Ed 217 day  
*vacant position*  
*reason – lack of funds (categorical)*
- 1-Intermediate Office Assistant 100% Special Ed 12 mo  
*vacant position*  
*reason – lack of funds (categorical)*
- 1-Intermediate Office Assistant-Schools 50% Lakewood 217 day  
*incumbent – Karen Derouso*  
*reason – lack of funds (general)*
- 1-Receptionist 100% Head Start 12 mo  
*vacant position*  
*reason – lack of work (categorical)*

#### RESCINION OF PREVIOUS ACTION

- 1-Instructional Aide ADD-V/V Reading Clinic 47.5% Webster 202 day  
*incumbent: Nastassia Bailey*  
*reason: lack of funds (categorical)*  
*Abolished - PCA 4/22/04*
- 1-Instructional Aide ADD-V/V Reading Clinic 100% Webster 202 day  
*incumbent: Maria Flores*  
*reason: lack of funds (categorical)*  
*Abolished - PCA 4/22/04*

## 9. BULLETINS AND TESTING ACTIONS

### 9.1 Bulletins – Per Personnel Commission Rule 4.6.B

Action

[Intermediate Office Assistant – 0673 \(dual\)](#)  
[Intermediate Office Assistant-Schools – 3354 \(dual\)](#)  
[Plumber – 0242 \(dual\)](#)  
[Speech-Language Pathology Assistant – 5024 \(dual\)](#)

**9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**

Campus Security Officer – 5011 (dual/cont)  
Campus Security Officer (Limited Term & Substitute) – 5011 (dual/cont)  
Instructional Aide-Special – 0448 (open/cont)  
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)  
Instructional Aide-Special – 0448 (open/cont)  
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)

Extend Eligibility Lists

Grounds Keeper (Avalon) – 0173 (dual)  
Head Start Family Service Worker – 0791 (dual)  
Intermediate Office Assistant – 0673 (dual/cont)  
Intermediate Office Assistant – 0673 (dual)  
Intermediate Office Assistant-Schools – 3354 (dual/cont)  
Intermediate Office Assistant-Schools – 3354 (dual)

**10. OTHER ITEMS**

**10.1 Presentation of Personnel Commission Employee of the Year Action**

11. The next regular meeting of the Personnel Commission will be held on Thursday, June 3, 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

PLEASE POST

### PERSONNEL COMMISSION MEETING May 6, 2004 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 8:17 a.m. at which time he led the pledge of allegiance to the flag.

#### COMMISSION MEMBERS PRESENT

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

#### STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator  
Alison Maitlen, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Adriana Araujo, Staff Secretary  
Vanessa Martinez, Human Resources Technician  
Ericka Emery, Human Resources Assistant  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Mary Brown, CSEA Chapter 2 First Vice-President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; Karen Foote, CSEA Chapter 2 Treasurer; Frank Runkle, CSEA Labor Relations Representative; Sharon Hollis, appellant; Jean Ingram, visitor; Eli Ingram, visitor.

#### 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 informed the Commission of the different activities scheduled this month for Classified Employee Week. He reported that the Employee Recognition Committee is meeting to select the Classified Employee of the Year Award winner and finalists. He stated that the finalists will be announced at the Barbecue on May 21<sup>st</sup> and the winner will be announced at the Board of Education meeting on June 1<sup>st</sup>. Mr. Curiel also informed the Commission that the Personnel Commission's Employee of the Year will be announced at the next Commission meeting.

Mr. Curiel reported on the CSPCA annual conference scheduled for February 10<sup>th</sup> – 13<sup>th</sup> which will be hosted by Long Beach Unified. He asked the Commissioners for ideas or suggestions for the conference sessions.

Mr. Curiel and Commissioners Terry Ulaszewski and Chuck Acosta commented on the Most Inspiring Student Award dinner they attended and commended the Long Beach Education Foundation for their efforts and the guest speaker, John Wooden.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the April 22, 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:

RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

1-Intermediate Office Assistant-Schools 40% Kettering 217 day to 20%  
1-School Community Worker BL Spanish 25% Bryant/25% Fremont/25% Mann/  
25% Naples 204 day to 25% Bryant/25% Fremont/25% Mann

ABOLISH A POSITION

RESTRUCTURE A POSITION

1-Child Nutrition Specialist 100% Food Services 12 month  
1-Food & Nutrition Services Manager 100% Food Services 12 mo  
1-Food Service Worker 37.5% Powell 12 mo  
1-Heavy Truck Driver 100% Food Services Warehouse 12 mo  
1-Intermediate Food Service Worker 37.5% Central Kitchen 204 day  
1-Intermediate Food Service Worker 80% Central Kitchen 204 day  
1-Intermediate Food Service Worker 87.5% Addams 12 mo  
1-Intermediate Food Service Worker 93.8% Central Kitchen 204 day  
1-Intermediate Office Assistant-Schools 60% Hill 217 day

PERSONNEL COMMISSION  
MEETING DATES

PERSONNEL COMMISSION  
MEETING DATES

The Personnel Commission acted to approve the following dates for regular Commission meetings for the 2004-2005 school year. It was noted that the meetings have been scheduled to be held at the Administration Building on a quarterly basis.

July 1, 2004 (Admin. Building)	January 13, 2005
July 15, 2004	January 27, 2005 (Admin. Building)
July 29, 2004	
	February 10, 2005
August 12, 2004	February 24, 2005
August 26, 2004	
	March 10, 2005
September 9, 2004	March 24, 2005
September 23, 2004	
	April 7, 2005
October 7, 2004	April 21, 2005 (Admin. Building)
October 21, 2004 (Admin. Building)	
	May 5, 2005
November 4, 2004	May 19, 2005
November 18, 2004	
	June 2, 2005
December 2, 2004	June 16, 2005
December 16, 2004	June 30, 2005
December 29, 2004 (Wednesday)	

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 Kim Glover 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 remove Joseph Puckett 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 remove Christopher Caleb 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 remove Rick Richardson 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 remove Jean Mendoza 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.24. The individual was not present. The Commission moved this item to Closed Session for discussion.

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.24. The individual 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:

Administrative Coordinator, Facilities	Prom	04-0166-5054
Building Maintenance Worker	Dual	04-0154-0625
Carpenter	Dual	04-0164-0114
Emergency Preparedness Program Manager	Dual	04-0162-3371
Food Service Supervisor I	Dual	04-0158-0589
Food Service Supervisor II	Dual	04-0159-0588

Food Service Supervisor III	Dual	04-0160-0586
Plant Supervisor II	Prom	04-0165-5027
Senior Food Service Worker	Dual	04-0157-0593
Intermediate Food Service Worker	Dual	04-0156-0594

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:

Food Service Worker	Open/Cont	04-0161-0595
Healthy Start Assistant BL Spanish	Prom	04-0138-0882
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	04-0150-5035
Risk Management Director	Dual	04-0133-0578

Extend Eligibility Lists

Custodian	Open/Cont	03-0115-0139
Custodian	Open/Cont	03-0098-0139
Custodian	Open/Cont	03-0132-0139
Custodian	Open/Cont	03-0151-0139
Grounds Crew Supervisor	Dual	03-0062-0605
Infant/Toddler Caregiver	Open	03-0107-0783
Instructional Aide-Special (Avalon)	Open	03-0093-0448
Intermediate Office Assistant	Dual/Cont	03-0069-0673
Intermediate Office Assistant-Schools	Dual/Cont	03-0070-3354
Intermediate Office Assistant-Schools	Dual/Cont	03-0024-3354
Plant Supervisor I	Prom	03-0043-0140
School Safety/Security Specialist	Dual	03-0026-5015
Student Evaluation Technician BL Tagalog	Dual	03-0099-0484

ANNUAL ELECTION
ANNUAL ELECTION

Personnel Commission Rule 2.1.A states that “the Commission shall elect one of its members as Chairperson and another as Vice-chairperson at the first meeting of each May.” In accordance with this rule Commission Chairperson Terry Ulaszewski asked for nominations for Chairperson. Having heard nominations from the floor, Terry Ulaszewski confirmed the nomination of Chuck Acosta for Chairperson. Commissioner Vera Mulkey seconded the nomination and the Commission voted unanimously to elect Chuck Acosta as the new Chairperson. Mr. Ulaszewski then asked for nominations for Vice-Chairperson. Having heard nominations from the floor, Mr. Ulaszewski confirmed the nomination of Vera Mulkey for Vice-Chairperson. Commissioner Chuck Acosta seconded the nomination and the Commission voted unanimously to elect Vera Mulkey as the new Vice-Chairperson.

RESOLUTION HONORING CLASSIFIED EMPLOYEES
RESOLUTION HONORING CLASSIFIED EMPLOYEES

The Commissioners each expressed their acknowledgment and appreciation for all the work and efforts of the District’s classified employees.

The Personnel Commission acted to adopt the following Resolution honoring Classified Employees during Classified Employee Week:

**RESOLUTION**

**CLASSIFIED SCHOOL EMPLOYEE WEEK**

- WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and
- WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and
- WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and
- WHEREAS, the Chapter II of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and
- WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District, is committed to being a team player and a positive role model for students, strives for excellence in personal performance, and contributes significantly to the classroom support and business operations of the District; and
- WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it
- RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 16-22, 2004 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Terence Ulaszewski	Chuck Acosta	Vera Mulkey
Chairperson	Vice-Chairperson	Member

<b><u>NEXT MEETING</u></b>	<b>NEXT MEETING</b>
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The Commission approved rescheduling the next regular Personnel Commission meeting to Monday, May 17, 2004. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

<b><u>CLOSED SESSION</u></b>	<b>CLOSED SESSION</b>
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The Personnel Commission adjourned to Closed Session at 8:45 a.m. to discuss the recommendation to remove Melvina Mikes from eligibility lists and to hear the appeal of Sharon Hollis.

<b><u>RETURN TO OPEN SESSION</u></b>	<b>RETURN TO OPEN SESSION</b>
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The Personnel Commission returned to Open Session at 9:29 a.m. The following reportable actions were taken during the Closed Session:

The Commission acted to hold a decision on the recommendation to remove Melvina Mikes from eligibility lists pending further information from the Department of Motor Vehicles. The Personnel Commission Administrator was instructed to notify Ms. Mikes of this



decision.

The Commission acted to hold a decision on the appeal of Sharon Hollis pending further information from the Department of Motor Vehicles. The Personnel Commission Administrator was instructed to notify Ms. Hollis of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:30 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

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