



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

SEPTEMBER 9, 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

7. MINUTES

7.1 **Approval of Minutes of August 26, 2004** **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

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

CREATE A NEW POSITION

- 1-Community Liaison Worker BL Spanish 100% Robinson 12 mo
categorical funds
- 1-Intermediate Office Assistant-Schools BL Spanish 50% Renaissance
217 day
general funds
- 1-School Community Worker BL Spanish 100% Cabrillo 217 day
categorical funds
- 1-Speech-Language Pathology Assistant 100% Head Start 217 day
categorical funds

RESTRUCTURE AN EXISTING POSITION

- 1-Instructional Aide-Parent Resources Center LB (R) 45% Stevenson
12 mo to 204 day flex
incumbent: Blanca Reyes
reason: lack of funds
categorical funds
- 1-Intermediate Office Assistant-Schools 50% Powell 12 mo to 80%
incumbent: Christine Franco
reason: increased workload
categorical funds

1-Plant Supervisor I at Head Start to Plant Supervisor II
incumbent: Alicia Brown

1-Intermediate Office Assistant-Schools 40% Carver 217 day
Created – PCA 8/26/04

- 8.2 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7** **Restricted Action**
 - 8.3 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7** **Restricted Action**
 - 8.4 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7** **Restricted Action**
 - 8.5 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.15** **Restricted Action**
 9. BULLETINS AND TESTING ACTIONS
 - 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
Head Start Family Services Liaison – 5075 (dual)
Senior Accounting Assistant – 0760 (dual)
Speech-Language Pathology Assistant – 5024 (dual)
Supervisor – Autism Services – 5046 (dual/cont)
 - 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)
Emergency Preparedness Program Supervisor – 5010 (prom)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)
Nutrition Services Worker – 0595 (open/cont)
School Safety Officer – 5014 (dual/cont)
Student Store Operator – 0287 (dual)

Extend Eligibility Lists
Area Custodial Manager – 0600 (prom)
Infant/Toddler Caregiver – 0783 (open)
Intermediate Payroll Accounting Technician – 0756 (dual)
Pest Control Technician – 0184 (dual)
Plant Supervisor – High School – 0142 (prom)
Speech-Language Pathology Assistant – 5024 (dual)
Transportation Aide – Bilingual Spanish – 0491 (open)
 10. OTHER ITEMS
 11. The next regular meeting of the Personnel Commission will be held on Thursday, September 23, 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 **Review and Take Action on the Hearing Officer's Report Regarding the Suspension of a Classified Employee** **Restricted Action**
 13. ADJOURNMENT



PERSONNEL COMMISSION

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PERSONNEL COMMISSION MEETING August 26, 2004 MINUTES

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

Vice-chairperson Vera Mulkey called the meeting of the Personnel Commission to order at 8:15 a.m. at which time she led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

Vera Mulkey, Vice-Chairperson
Terry Ulaszewski, 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
Paula Wiesenhutter, Certification Services Supervisor
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; Christopher Collier, appellant.

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

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ITEMS NOT LISTED ON THE AGENDA

None.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

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COMMISSION ADMINISTRATOR

Ramon Curiel reported on his attendance at the two day Board of Education Workshop and highlighted a few of the topics discussed. He noted that he met Felton Williams, the new Board of Education Member, who expressed interest in meeting the Commissioners and attending a Personnel Commission meeting, as well as meeting with CSEA and TALB leadership. Mr. Curiel stated that Superintendent Steinhauser announced the initiation of a new program in October recognizing three employees each month as the District's Employees of the Month. Mr. Curiel also reported that budget issues were discussed at the Workshop and he confirmed that, as a result of the District's financial circumstances, the Hiring Freeze is back in effect immediately.

HEARINGS

HEARINGS

None.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the August 13, 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-Intermediate Office Assistant-Schools 40% Carver 217 day

RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

1-Nutrition Services Supervisor I 87.5% Burcham 204 day to 75%

RECLASSIFY A POSITION

RECLASSIFY A POSITION

1-School Security Attendance Officer 100% 12 mo to School Safety Officer

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current Instructional Aide-Special eligibility list per Personnel Commission Rule 4.2.A.1. The individual was not present. The Commission acted to remove Patricia Smith from the current Instructional Aide-Special eligibility list.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current Nutrition Services Worker eligibility list per Personnel Commission Rule 4.2.A.1. The individual was not present. The Commission acted to remove Brenda McNeil from the current Nutrition Services Worker 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 Rules 4.2.A.5 and 4.2.A.6. The individual was not present. The Commission acted to remove Oneisha McNeil 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 Rules 4.2.A.6 and 4.2.A.7. The individual was not present. The Commission acted to remove Trina Magee 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 appellant, Christopher Collier, 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:

Accounting Technician	Dual	05-0018-0750
Certified Occupational Therapy Assistant/Licensed	Dual	05-0037-5045
Contract Analyst	Dual	05-0032-0624
Software Applications Engineer	Dual	05-0021-5072
Senior Software Applications Engineer	Dual	05-0022-5073
Supervising Software Applications Engineer	Dual	05-0023-5074

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:

Director of Public and Employee Information	Prom	05-0015-0151
Instructional Aide-Special	Open/Cont	05-0008-0448
Instructional Aide-Special (Substitute & LTE)	Open/Cont	05-LTES-0448
Painter	Dual	05-0003-0113

OTHER

OTHER

None.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, September 9, 2004. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:30 a.m. to hear the appeal of Christopher Collier.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:22 a.m. The following reportable action was taken during the Closed Session:

The Commission acted to grant the appeal of Christopher Collier and instructed the Personnel Commission Administrator to notify him of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:23 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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