



PERSONNEL COMMISSION

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MEETING AGENDA

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

NOVEMBER 18, 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
 - None
- 7. MINUTES
 - 7.1 **Approval of Minutes of November 4, 2004** Action
- 8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
 - CREATE A NEW CLASSIFICATION
Translator-Interpreter – BL Spanish
C1 Salary Range 20
 - ABOLISH A CLASSIFICATION
Marketing and Recruitment Specialist – Magnet Schools
 - RECLASSIFICATION STUDY
1-Human Resources Assistant @ CDC
 - CREATE A NEW POSITION
1-Instructional Assistant-Computer Resources BL Spanish 100% Lee 12 mo
categorical funds
1-Instructional Assistant-Intensive Behavioral Treatment 35% The Willows 202 day
categorical funds
 - RESTRUCTURE AN EXISTING POSITION
1-Head Start Instructional Aide 100% Head Start 12 mo to 217 day
vacant position
reason: lack of funds
categorical funds

- 1-Instructional Aide BL Spanish (R) 45% Burbank 12 mo to 47.5%
vacant position
reason: increased workload
categorical funds
- 1-Instructional Aide-Special 47.5% Barton 202 day to 62.5%
incumbent: Victoria Mogharabi
reason: increased workload
categorical funds
- 1-Instructional Aide-Special 75% Jordan 202 day to 100%
incumbent: Juan Ochoa
reason: increased workload
categorical funds
- 1-Instructional Aide-Special 87.5% Lakewood 202 day to 100%
incumbent: Linka Rosas
reason: increased workload
categorical funds
- 1-Library/Media Assistant 20% Gant 204 day to 40%
incumbent: Julie Wyborny
reason: increased workload
50% general funds/50% categorical funds
- 1-Senior Nutrition Services Worker 100% Millikan 204 day to 84.3%
incumbent: Barbara Chostner (through 12/30/04)
reason: lack of work
cafeteria funds
(Restructure effective after 12/30/04)

ABOLISH A POSITION

- 1-Head Start Parent Aide (R) 100% Head Start 217 day
vacant position
reason: lack of funds
categorical funds
- 1-Head Start Parent Aide (R) 100% Head Start 217 day
vacant position
reason: lack of funds
categorical funds
- 1-Head Start Parent Aide (R) 100% Head Start 217 day
vacant position
reason: lack of funds
categorical funds
- 1-Head Start Parent Aide (R) 100% Head Start 217 day
vacant position
reason: lack of funds
categorical funds
- 1-Head Start Instructional Aide 100% Head Start 217 day
vacant position
reason: lack of funds
categorical funds
- 1-Head Start Instructional Aide 100% Head Start 217 day
vacant position
reason: lack of funds
categorical funds
- 1-Head Start Instructional Aide 100% Head Start 217 day
vacant position
reason: lack of funds
categorical funds
- 1-Intermediate Office Assistant-Schools 20% Kettering 217 day
vacant position
reason: lack of funds
general funds

8.2 **Request For Hearing In Disciplinary Matter** **Restricted Action**
 (Commission may choose to discuss in Closed Session)

8.3 **Request For Hearing In Disciplinary Matter** **Restricted Action**
 (Commission may choose to discuss in Closed Session)

9. BULLETINS AND TESTING ACTIONS

9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**

Child Nutrition Specialist – 3322 (dual)
School Community Worker BL Spanish – 0474 (dual)

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

Benefits Assistant – 0752 (dual)
Human Resources Technician – 3352 (dual)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Substitute & LTE) – 0448 (open/cont)
Instructional Aide-Special – 0448 (open/cont)
Instructional Aide-Special (Substitute & LTE) – 0448 (open/cont)
Instructional Assistant-Intensive Behavioral Treatment – 5035 (open/cont)
Kids Club Assistant – 0694 (dual)
Kids Club Lead Assistant – 0515 (dual)
Nutrition Service Worker – 5068 (open/cont)
Research Testing Materials Supervisor – 5076 (prom)
Supervisor – Autism Services – 5046 (dual/cont)

Extend Eligibility Lists
Plant Supervisor I – 0140 (prom)

Rescind Previous Action
Locksmith – 0209 (dual)
Eligibility list extended PCA 11/4/04

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, December 2, 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 Possible Discussion of Agenda Items 8.2 and 8.3 – Request For Hearing in Disciplinary Matter

13. ADJOURNMENT



PERSONNEL COMMISSION

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PERSONNEL COMMISSION MEETING November 4, 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

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

STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator
Lisa Gardner, Administrative Coordinator
Dale Culton, Certification Services Manager
Marilyn Doss, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Adriana Araujo, Staff Secretary
Vanessa Martinez, Human Resources Technician
Judy Marshall, 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; 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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Ralph Weil, CSEA Chapter 2 Unit A Vice-President, inquired about the establishment of a hiring freeze committee to oversee the District's certificated positions. Mr. Curiel responded that Deputy Superintendent Karen DeVries has been given the responsibility to review all requests to fill vacant certificated positions outside the collective bargaining agreement.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

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Ramon Curiel had distributed copies of the Board of Education Workshop agenda to the Commissioners and updated them on the presentation of the Personnel Commission's Annual Report at the workshop.

Mr. Curiel also distributed information to the Commissioners regarding the CSPCA Annual Conference being held in February. He noted that the first day of the conference is going to be a Staff Development Day for Personnel Commission support staffs. Mr. Curiel stated that he is attempting to secure Baldrige funds for staff's registration expenses and asked the Commissioners to notify the office if they are planning to attend the conference. Mr. Curiel, as Chairperson of the conference, commended Administrative

Coordinator Lisa Gardner and Associate Personnel Analyst Alison Maitlen for all their efforts and assistance in coordinating the conference.

CSEA Chapter 2 President Val Pharr informed Mr. Curiel that at the CSEA conference it had been voted to form a new committee entitled Merit System Committee.

HEARINGS

HEARINGS

Ramon Curiel informed the Commission that the Hearing Regarding Disciplinary Action scheduled for today was postponed per the request of the appellant. Mr. Curiel asked CSEA Labor Relations Representative Frank Runkle if the appellant still wished to pursue the appeal and Mr. Runkle responded affirmatively. The Commission, with agreement from Mr. Runkle, rescheduled the hearing to take place at the Personnel Commission meeting scheduled for January 27, 2005.

PERSONNEL COMMISSION MINUTES

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The minutes of the October 21, 2004 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Ramon Curiel noted that there was an addendum item to be included in the agenda and confirmed that all appropriate individuals present had received the addendum materials. 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 70% Cabrillo 217 day
- 1-Student Store Operator 100% Jordan 217 day

RECLASSIFY AN EXISTING POSITION

RECLASSIFY AN EXISTING POSITION

- 1-Intermediate Nutrition Services Worker 37.5% Cabrillo 204 day to Nutrition Services Worker

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

- 1-Instructional Assistant-Intensive Behavioral Treatment 25% The Willows 202 day to 35%
- 1-Library/Media Assistant 20% Birney 204 day to 40%
- 1-Staff Secretary 80% Curriculum 217 day to 100%

ABOLISH A POSITION

ABOLISH A POSITION

- 1-Instructional Aide 37.5% MacArthur 204 day
- 1-Instructional Aide 37.5% MacArthur 204 day
- 1-Instructional Aide (R) 37.5% MacArthur 204 day
- 1-Instructional Aide BL Tagalog 45% Robinson 204 day flex
- 1-School Community Worker BL Spanish 100% Robinson 204 day flex
- 1-Staff Secretary 100% Special Projects 217 day

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:

Associate Research Analyst	Dual	05-0029-3368	2
Certified Occupational Therapy Assistant/Licensed	Dual	05-0037-5045	4
Contract Analyst	Dual	05-0032-0624	6
Instructional Aide-Special	Open/Cont	05-0056-0448	8
Instructional Aide-Special (LTE & Substitute)	Open/Cont	05-LTES-0448	10
Instructional Aide-Special	Open/Cont	05-0061-0448	12
Instructional Aide-Special (LTE & Substitute)	Open/Cont	05-LTES-0448	14
Instructional Aide-Special	Open/Cont	05-0064-0448	16
Instructional Aide-Special (LTE & Substitute)	Open/Cont	05-LTES-0448	18
Nutrition Service Worker	Open/Cont	05-0036-5068	20
Senior Accounting Assistant	Dual	05-0020-0760	22

Extend Eligibility Lists

Campus Security Officer (LTE & Substitute)	Dual	03-LTES-5011	24
Carpenter Supervisor	Dual	04-0059-0115	24
Custodian	Open/Cont	04-0043-0139	24
Custodian	Open/Cont	04-0001-0139	24
Custodian	Open/Cont	04-0065-0139	24
Custodian	Open/Cont	04-0017-0139	24
Custodian (LTE & Substitute)	Dual/Cont	03-LTES-0139	24
Instructional Aide-Special (LTE & Substitute)	Open/Cont	03-LTES-0448	24
Instructional Assistant Computer Resources BL Spanish	Dual	04-0056-0452	24
Instructional Assistant On Campus Program	Dual	03-0034-0214	24
Intermediate Office Assistant	Dual/Cont	03-0031-0673	24
Intermediate Office Assistant (LTE & Substitute)	Dual/Cont	03-LTES-0673	24
Intermediate Office Assistant-Schools	Dual/Cont	03-0032-3354	25
Intermediate Office Assistant-Schools (LTE & Substitute)	Dual/Cont	03-LTES-3354	25
Locksmith	Dual	04-0081-0209	25
Painter Supervisor	Dual	04-0062-0232	25

OTHER

OTHER

Administrative Coordinator Lisa Gardner acknowledged the Human Resource Assistants at the front lobby for their excellent service. She stated that 100% of the front lobby/reception survey responses received were positive with many of the surveys including additional complimentary comments of the staff. The Commissioners thanked the front office staff for all their efforts and great service.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, November 18, 2004. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 8:49 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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