



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

MARCH 11, 2004
THURSDAY
8:15 a.m.

1. CALL TO ORDER
2. ROLL
 1. Terence Ulaszewski, Chairperson Present _____
 2. Chuck Acosta, Vice-chairperson Present _____
 3. Vera Mulkey, 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 February 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-Custodian 50% Powell 12 mo
 - 1-Custodian 50% Sutter 12 mo
 - 1-Custodian 50% Tincher 12 mo
 - 1-Instructional Aide BL Spanish (R) 37.5% Avalon 204 day
 - 1-Intermediate Office Assistant-Schools 100% Cabrillo 217 day
 - 1-Office Assistant 100% International Student Registration 204 day flex
 - ABOLISH A POSITION
 - 1-Food Service Worker 37.5% Gompers 204 day
vacant position
reason: lack of work
 - 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 Rules 4.2.A.6 and 4.2.A.7** **Restricted Action**
- 8.5 **Recommendation to Remove from Eligibility List per PC Rules 4.2.A.6, 4.2.A.7 and 4.2.A.10** **Restricted Action**
- 8.6 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.24** **Restricted Action**
9. BULLETINS AND TESTING ACTIONS
- 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** **Action**
 Glazier – 0111 (dual)
 Instructional Aide-Speech & Language Communication – 3293 (dual)
 Intermediate Office Assistant – 0673 (dual)
 Intermediate Office Assistant-Schools – 3354 (dual)
 Risk Management Director – 0578 (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)
 Human Resources Assistant – 3350 (dual)
 Instructional Aide-Deaf/Hard of Hearing – 3271 (open/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)
 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)
 Intermediate Office Assistant – 0673 (dual)
 Intermediate Office Assistant (Limited Term & Substitute) – 0673 (dual)
 Intermediate Office Assistant-Schools – 3354 (dual)
 Intermediate Office Assistant-Schools (Limited Term & Substitute) – 3354 (dual)
 School Safety Officer – 5014 (open/cont)
Extend Eligibility Lists
 Area Custodial Manager – 0600 (prom)
 ASB Financial Technician – 0751 (dual)
 Grounds Crew Supervisor – 0605 (dual)
 Intermediate Accounting Assistant – 0755 (dual)
 Intermediate Payroll Accounting Technician – 0756 (dual)
 Personnel Analyst – 0236 (dual)
 Pest Control Technician – 0184 (dual)
 Plant Supervisor – High School – 0142 (prom)
 Senior Accounting Assistant – 0760 (dual)
 Senior ASB Financial Assistant – 0761 (dual)
 Transitional Student Services Specialist – 3372 (dual)
 Transportation Aide-BL Spanish – 0491 (open)
 Warehouse Materials Processor – 0712 (dual)
10. OTHER ITEMS
11. The next regular meeting of the Personnel Commission will be held on Thursday, March 25, 2004 at 8:15 a.m., in the **Community Room of the Administration Building @ 1515 Hughes Way**, Long Beach, CA 90810.
12. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING February 26, 2004 MINUTES

Community Room
Administration Building
1515 Hughes Way
Long Beach, CA 90810

Chairperson Terence Ulaszewski 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

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

STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator
Lisa Gardner, Administrative Coordinator
Lynne Karlsen, Personnel Analyst
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: Ralph Weil, CSEA Chapter 2 Unit A Vice-President; George Simpkins, 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 PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM PERSONNEL
COMMISSION ADMINISTRATOR

Ramon Curiel reported that the Teamsters representation election for classified supervisors had been held and the outcome was a vote of 75% against and 25% for Teamster representation. Mr. Curiel stated that although the majority of classified supervisors voted against Teamster representation, the challenge and need remains to establish effective ways of communicating with all supervisory employees. Mr. Curiel has discussed this with District administration.

Mr. Curiel reported that the Budget Advisory Committee, which he is a member of, has proposed budget recommendations for consideration by the Board of Education.

Mr. Curiel informed the Commission that the Director of Risk Management has submitted her resignation effective May 11, 2004. Personnel Commission is working diligently to recruit new candidates for the position.

Mr. Curiel updated the Commission on the progress of the Classified Employee Recognition programs, the Classified Employee of the Year and the annual Classified Employee Celebration event held during Classified Employee Week. He stated that the event will take on a new summer/beach theme this year with a possible date of May 18 or May 21 at the Teacher Resource Center. He told the Commission that he would keep them updated.

Lastly, Mr. Curiel informed the Commission that Vern Gates, CSEA Labor Relations Representative, has accepted another position and will be leaving the middle of March. He commended Mr. Gates for his work with the Personnel Commission and wished him the best in his new position.

PERSONNEL COMMISSION MINUTES

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The minutes of the February 12, 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:

REVISE CLASSIFICATION SPECIFICATIONS

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Fleet Maintenance Manager (M2)

CREATE A NEW POSITION

CREATE A NEW POSITION

1-Instructional Aide-Special 75% Barton 202 day

RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

1-ASB Financial Technician 100% Jefferson 217 day to 50%
1-Instructional Aide-Special 62.5% Jordan 202 day to 75%

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current School Safety Officer eligibility list per Personnel Commission Rule 4.2.A.1. The individual was not present. The Commission acted to remove Steve Baughman from the current School Safety Officer eligibility list.

REMOVAL FROM ELIGIBILITY LIST

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Staff submitted a recommendation to remove a name from the current School Safety Officer eligibility list per Personnel Commission Rule 4.2.A.1. The individual was not present. The Commission acted to remove Steven Marshall from the current School Safety 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 Rules 4.2.A.6 and 4.2.A.7. The individual was present and requested to address the Commission. Commission Chairperson Terry Ulaszewski explained Closed and Open Session to appellant George Simpkins. This item was moved to the end of the agenda for Closed Session.

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 Commission was informed that Leah Tiller requested to appeal the recommendation in person but had mistakenly gone to the Personnel Commission Office. The Commission acted to table this item for the next Commission meeting.

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.

Computer Equipment Support Manager	Prom	04-0126-5049
Library/Media Assistant	Dual	04-0121-0465
Library/Media Center Assistant	Dual	04-0122-5021

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.

Administrative Secretary	Prom	04-0100-3339
Food Service Worker	Open/Cont	04-0114-0595

OTHER ITEMS

OTHER ITEMS

Commissioner Chuck Acosta initiated discussion on the rationale for alternating meetings between the Commission Office and the Administration Building. Chairperson Terry Ulaszewski concluded that a decision to continue to hold meetings at the Administration Building would be made at a later time following further discussion.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, March 11, 2004, at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue, Long Beach, CA 90813.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:40 a.m. to hear the appeal of George Simpkins.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:54 a.m. The following reportable action was taken during Closed Session:

The Commission acted to postponed a final determination on the appeal of George Simpkins pending further information and instructed staff to notify him of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 8:55 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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