



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

JUNE 15, 2006  
THURSDAY  
8:15 A.M.

- 1. CALL TO ORDER
- 2. ROLL
  - 1. Terry 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 May 18, 2006** Action
- 8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

REVISE AN EXISTING CLASSIFICATION  
Instruction Aide-Special  
Instructional Aide-Special (R)  
Instructional Aide-Special Bilingual Khmer  
Instructional Aide-Special Bilingual Spanish

ABOLISH A CLASSIFICATION  
Skilled Worker

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>	
Washington	ASB Financial Technician	50%	217 day
Butler	Custodian	50%	12 month
Lafayette	Custodian	50%	12 month
Head Start	Head Start Parent Aide (R)	100%	217 day
Long Beach School for Adults	School Data Technician	100%	202 day

**RESTRUCTURE AN EXISTING POSITION**

<u>Incumbent</u>	<u>Position/Site</u>	<u>Assignment</u>
Araujo-Honorio, Adriana	Staff Secretary Personnel Commission	From: 100% 12 month To: 80% 12 month 20% 12 month
Leaming, Susan	Associate Personnel Analyst Personnel Commission	From: 100% 12 month To: 100% 217 day flex/ 15% 12 month
Mojica, Octavio	Instructional Aide-Parent Res Center Jordan	From: 75% 204 day To: 100% 204 day
Ruiz, Lourdes	Intermediate Office Assistant-Schools Burbank	From: 80% 12 month To: 100% 12 month
Yolton, Laura	Intermediate Office Assistant-Schools DeMille	From: 60% 217 day To: 100% 217 day
Brown, Alicia	Plant Supervisor II Head Start	From: 100% 217 day flex To: 100% 12 month
Stanford, Marilyn	School Support Secretary Wilson	From: 100% 217 day To: 100% 12 month

**8.2 Appeal of Disqualified Applicant** **Restricted Action**

**8.3 Appeal of Disqualified Applicant** **Restricted Action**

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

**8.5 Meeting Dates for Personnel Commission 2006-2007** **Action**  
Staff submits the following dates for the 2006 – 2007 Personnel Commission meetings for approval. All meeting dates are Thursdays at 8:15 a.m. and will be held at the Personnel Commission Office.

July 13, 2006	January 11, 2007
July 27, 2006	January 25, 2007
August 10, 2006	February 8, 2007
August 24, 2006	February 22, 2007
September 7, 2006	March 8, 2007
September 21, 2006	March 22, 2007
October 5, 2006	April 5, 2007
October 19, 2006	April 19, 2007
November 2, 2006	May 3, 2007
November 16, 2006	May 17, 2007
November 30, 2006	May 31, 2007
December 14, 2006	June 14, 2007
December 28, 2006	June 28, 2007

**9. BULLETINS AND TESTING ACTIONS**

**9.1 Bulletins – Per Personnel Commission Rule 4.6.B** **Action**  
[Elementary School Office Supervisor – 3345 \(prom\)](#)  
[Middle School Office Supervisor – 3357 \(prom\)](#)  
[Executive Secretary \(C\) – 0678 \(prom\)](#)  
[Instructional Aide-Speech & Language Communication – 3293 \(dual\)](#)  
[Purchasing Office Assistant – 0708 \(dual\)](#)  
[Senior Purchasing Office Assistant – 0711 \(dual\)](#)  
[School Safety Supervisor – 5016 \(dual\)](#)

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

Benefits Manager – 5087 (dual)  
Campus Security Officer – 5011 (open/cont)  
Campus Security Officer (Limited Term & Substitute) – 5011 (open/cont)  
Head Start Family Services Supervisor – 0781 (dual)  
Instructional Aide-Deaf/Hard of Hearing – 3271 (open/cont)  
Instructional Aide-Deaf/Hard of Hearing (Limited Term & Substitute) – 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)  
Intermediate Nutrition Services Worker – 5058 (dual)  
Intermediate Payroll Accounting Technician – 0756 (dual)  
Nutrition Services Worker – 5068 (open/cont)  
Nutrition Services Worker – 5068 (open/cont)  
Nutrition Services Worker – 5068 (open/cont)  
Pool Attendant – 0245 (open/cont)  
Return To Work Specialist – 5096 (dual)  
Senior Nutrition Services Worker – 5071 (dual)

Extend Eligibility Lists

Campus Security Officer – 5011 (dual/cont)  
Campus Security Officer – 5011 (dual/cont)  
Campus Security Officer – 5011 (dual/cont)  
Community Liaison Worker BL Spanish – 0155 (dual)  
Computer Support User Representative – 5000 (dual)  
Custodian – 0139 (open/cont)  
Custodian – 0139 (open/cont)  
Groundskeeper – 0172 (dual/cont)  
Grounds Supervisor High School – 5032 (dual)  
Heavy Truck Driver – 0187 (dual)  
Mail Delivery Driver – 0219 (dual)  
Plant Supervisor I – 5026 (prom)  
Plant Supervisor II – 5027 (prom)  
School Community Worker BL Spanish – 0474 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, June 29, 2006 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

Performance Evaluation of the Personnel Commission Administrator

13. ADJOURNMENT



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING May 18, 2006 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 8:18 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  
Lynne Karlsen, Personnel Analyst  
Dale Culton, Certification Services Manager  
Marilyn Doss, Associate Personnel Analyst  
Susan Leaming, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Maria Lynn Alvarez, Human Resources Technician  
Susan Brister, Human Resources Technician  
Ericka Emery-Smith, Human Resources Technician  
Anne Follett, Human Resources Technician  
Jan Medford, Human Resources Technician  
Denise Petty-Trietsch, Human Resources Technician  
Katheryn Shorts, Human Resources Technician  
Silaue Taeleifi, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
Esther Martinez, Human Resources Assistant  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; Adrienne Rambo, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; d'Ann Madore, CSEA Labor Relations Representative; Deborah Stamps, appellant.

Mr. Curiel introduced Esther Martinez, Human Resources Assistant, who transferred to Personnel Commission filling a vacancy.

Commission Chairperson Terry Ulaszewski explained Open and Closed Session to the appellant Deborah Stamps and asked which she preferred. Ms. Stamps requested her appeal be heard in Closed Session. Due to the anticipated length of the meeting, Mr. Ulaszewski suggested moving this agenda item and hearing Ms. Stamp's appeal at this time.

#### CLOSED SESSION

CLOSED SESSION

The Personnel Commission agreed to hear agenda item 8.7 at this time and adjourned to Closed Session at 8:22 a.m. to hear the appeal of Deborah Stamps regarding staff's recommendation to remove her name from current eligibility lists per Personnel Commission rules 4.2.A.6 and 4.2.A.7.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 8:39 a.m.

The Commission tabled action regarding the recommendation to remove Deborah Stamps from current eligibility lists pending employment verification from her current employer. The Personnel Commission Administrator was instructed to notify Ms. Stamps of this decision.

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

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QUESTIONS FROM THE FLOOR ON  
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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 Personnel Commission Employee of the Year Award later in the meeting.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the May 4, 2006 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 CLASSIFICATION

CREATE A NEW CLASSIFICATION

School Support Assistant & School Support Assistant BL (C1) SRS 10

REVISE AN EXISTING CLASSIFICATION

REVISE AN EXISTING CLASSIFICATION

Instructional Aide Interpreter – Deaf/Hard of Hearing  
Supervising Instructional Aide – Deaf/Hard of Hearing

REVISE AND REALLOCATE AN  
EXISTING CLASSIFICATION

REVISE AND REALLOCATE AN  
EXISTING CLASSIFICATION

Head Start Family Services Supervisor (S1) SRS 18 to SRS 19

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Head Start Health Services Supervisor

RECLASSIFY AN EXISTING POSITION

RECLASSIFY AN EXISTING POSITION

<u>Name</u>	<u>Position</u>	<u>Site</u>
Ana Rangel	From: Head Start Health Services Supervisor To: Head Start Family Services Supervisor	Head Start
Yvette Brotherton	From: Transportation Aide To: School Support Assistant	Newcomb

CREATE A NEW POSITION

Site	Position	Assignment	
Hamilton	Intermediate Office Assistant-Schools	100%	12 months
Lowell	Instructional Aide-Special	75%	202 day
Bryant	Instructional Aide-Special	75%	202 day
Facilities	Administrative Coordinator-Facilities, Development & Planning	100%	12 months
Facilities	Facilities Planner	100%	12 months
Lakewood	School Support Secretary	100%	12 months

CREATE A NEW POSITION

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 Gary Spoonmore 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 KeyJuan Parker 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.13. The individual was not present. The Commission acted to remove Michelle Partida 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.5 and 4.2.A.7. The individual was not present. The Commission acted to remove Miesha Fite 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 Janet Hall 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, 4.2.A.7 and 4.2.A.10. The individual was not present. The Commission acted to remove Ramone Adams 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:

Assistant Transportation Director	Dual	06-0170-0633
Building Maintenance Worker	Dual	06-0176-0625

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:

Campus Security Officer	Open/Cont	06-0166-5011
Campus Security Officer (Limited Term & Substitute)	Open/Cont	06-LTES-5011
Custodian	Open/Cont	06-0159-0139
Custodian (Limited Term & Substitute)	Open/Cont	06-LTES-0139
Instructional Aide-Special	Open/Cont	06-0168-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Special	Open/Cont	06-0179-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Assistant-Computer Resources	Dual	06-0149-0603
Instructional Assistant-Intensive Behavioral Treatment	Open/Cont	06-0175-5035
Kids Club Assistant	Dual	06-0141-0694
Kids Club Lead Assistant	Dual	06-0142-0515
Kids Club Supervisor I	Dual	06-0143-3266
Kids Club Supervisor II	Dual	06-0144-3267
Kids Club Supervisor III	Dual	06-0145-3268
Maintenance Manager	Dual	06-0113-0567
Network Support Specialist	Dual	06-0140-3337
Nutrition Services Worker	Open/Cont	06-0178-5068
Painter	Dual	06-0148-0113
Plumber	Dual	06-0125-0242
School Safety Officer	Open/Cont	06-0152-5014
Student Evaluation Technician BL Spanish	Dual	06-0147-0483

Extend Eligibility List

Assistant Purchasing and Contracts Director	Dual	05-0112-0777
Bus Driver	Dual	05-0107-0101
Campus Security Officer	Dual/Cont	05-0146-5011
Campus Security Officer	Dual/Cont	05-0166-5011
Chemical Application Technician	Dual	04-0044-5030
Custodian	Open/Cont	05-0125-0139
Custodian	Open/Cont	05-0150-0139
Custodian	Open/Cont	05-0169-0139
Laborer	Prom	05-0129-0204
Lead Custodian	Dual	05-0062-0205
Plant Supervisor – Avalon	Dual	05-0155-5081
Water/Boiler Treatment Specialist	Dual	05-0130-3299

RESOLUTION HONORING

CLASSIFIED EMPLOYEES

RESOLUTION HONORING

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 by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; 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 21-27, 2006 as CLASSIFIED SCHOOL EMPLOYEES WEEK.**

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Terry Ulaszewski	Chuck Acosta	Vera Mulkey
Chairperson	Vice-Chairperson	Member

<u>PRESENTATION OF PERSONNEL</u>	<u>PRESENTATION OF PERSONNEL</u>
<u>COMMISSION EMPLOYEE OF THE YEAR</u>	<u>COMMISSION EMPLOYEE OF THE YEAR</u>

Mr. Curiel explained that the Personnel Commission has a Staff Recognition Award Program that provides staff members the opportunity to receive recognition for their commitment to excellence, exemplary service and development of innovative and creative processes, program or projects. Each year the recipient of the award receives recognition by means of an individual award trophy and his/her name added to the permanent Personnel Commission Special Award Trophy displayed in the Commission Office.

Mr. Curiel stated that this year he again solicited staff's input in the selection of the award winner by nominations. He announced that Silaue Taeleifi, Human Resources Technician, received the majority of staff's votes and is the recipient of the 2006 Staff Recognition Award. Commissioners Vera Mulkey, Chuck Acosta and Terence Ulaszewski, along with Personnel Commission Administrator Ramon Curiel, presented the Personnel Commission Employee of the Year plaque to Ms. Taeleifi.



The Personnel Commission staff was then shown a slide show presentation highlighting staff members at various Personnel Commission events and activities over the past years.

#### NEXT MEETING

#### NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 15, 2006. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, 90813.

#### ADJOURNMENT

#### ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:12 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

gr