



PERSONNEL COMMISSION

MEETING AGENDA

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

JULY 13, 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 June 29, 2006 **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

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

REVISE AN EXISTING CLASSIFICATION

School Safety Officer
Instruction Aide-Special
Instructional Aide-Special (R)
Instructional Aide-Special Bilingual Khmer
Instructional Aide-Special Bilingual Spanish

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Superintendent Office	Educational Research Analyst I	100% 12 month

9. BULLETINS AND TESTING ACTIONS

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

Associate Personnel Analyst – 3270 (dual)
Personnel Analyst – 0236 (dual)
Budget Advisor/Analyst – 0753 (dual)
Electronics Technician – 0110 (dual)
School Support Assistant – 5099 (dual)
School Support Assistant Bilingual Spanish/Khmer – 5100 (dual)
Speech-Language Pathology Assistant – 5024 (dual)

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

Assistant Transportation Director – 0633 (dual)

Custodian – 0139 (open/cont)

Custodian (Limited Term & Substitute) – 0139 (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)

Nutrition Services Worker – 5068 (open/cont)

School Safety Supervisor – 5016 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, July 27, 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 June 29, 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 8:16 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

Lisa Gardner, Administrative Coordinator
Lynne Karlsen, Personnel Analyst
Marilyn Doss, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Anne Follett, Human Resources Technician
Shelley Scott, Human Resources Technician
Esther Martinez, Human Resources Assistant
Adriana Araujo-Honorio, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Adrianne Rambo, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President.

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

None.

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

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Administrative Coordinator Lisa Gardner reported that Personnel Commission Administrator Ramon Curiel was out ill.

Ms. Gardner updated the Commission on a recent Plant Supervisors meeting that Mr. Curiel and the Personnel Commission management team attended where they answered questions and addressed concerns. She reported that Mr. Curiel has received positive feedback from many Plant Supervisors who attended the meeting.

Ms. Gardner reported on various Administrative changes and retirements within the District. She also informed the Commission that Personnel Analyst Lynne Karlsen announced that she will retire in September.

Ms. Gardner reported that CSEA is currently in negotiations with the District and asked CSEA Unit B Vice president Joseph Schessler if he had any comments. Mr. Schessler stated that

negotiations are proceeding well and reported on CSEA’s request for additional funding for Classified Staff Development. The Commission thanked Mr. Schessler for advocating for the Classified Staff Development Program and at Ms. Gardner’s request, Associate Personnel Analyst Alison Maitlen updated the Commission on new classes and services that will be offered.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the June 15, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Administrative Coordinator Lisa Gardner stated that CSEA had again requested that the recommended classification revisions for Instructional Aide-Special, Instructional Aide-Special (R), Instructional Aide-Special Bilingual Khmer and Instructional Aide-Special Bilingual Spanish be pulled for further review.

Commissioner Chuck Acosta voiced concerns with the minimum experience requirement in the recommended classification revision for School Safety Officer. Ms. Gardner suggested the item be pulled pending additional information and input from Chief Charles Clark. Mr. Acosta directed Ms. Gardner to request Chief Clark attend the next Commission meeting to discuss the suggested changes.

The Commission moved to pull the above items.

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 A CLASSIFICATION

REVISE A CLASSIFICATION

Electronics Technician
Senior Personnel Analyst
Associate Personnel Analyst – HRS
Associate Personnel Analyst

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
LBCC LAC/PCC	Instructional Aide-Deaf/Hard of Hearing	75% 202 day flex
LBCC LAC/PCC	Instructional Aide Interpreter-Deaf/HH	75% 202 day flex
Longfellow	Instructional Aide-Special	75% 202 day
Monroe	Instructional Aide-Special	75% 202 day

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.6. The individual was not present. The Commission acted to remove Naaman Mel 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, Frederick Carmichael, 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.7. The individual was not present. The Commission acted to remove Brenda Davis 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 Patti Arthur 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.15. The individual was not present. The Commission acted to remove Koshawn Holt 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 Ivonne Munoz from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff resubmitted 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, Deborah Stamps, was not present. The Commission moved this item to Closed Session for discussion.

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:

Associate Analyst – Human Resource Services	Prom	07-0004-3298
Contract Analyst	Dual	06-0199-0624
Instructional Aide-Speech & Language Communication	Dual/Cont	07-0002-3293
Senior Personnel Analyst	Prom	07-0005-0855
Speech-Language Pathology Assistant	Dual	07-0001-5024

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:

Accounting Director	Dual	06-0157-0120
Administrative Coordinator – Facilities, Development and Planning	Dual	06-0174-5097
Braille Transcriber	Dual	06-0086-3340
Building Maintenance Worker	Dual	06-0176-0625
Building Maintenance Worker/Driver	Dual	06-0177-0880
Instructional Aide-Special	Open/Cont	06-0198-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	06-LTES-0448
Instructional Aide-Speech & Language Communication	Dual	06-0191-3293
Nutrition Services Worker	Open/Cont	06-0200-5068

Extend Eligibility List(s)

Head Start Instructional Aide	Dual	06-0001-0657
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NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, July 13, 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.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 8:43 a.m. to discuss the recommendations to remove Frederick Carmichael and Deborah Stamps from current eligibility lists.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:05 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove Frederick Carmichael from current eligibility lists but determined that this would not be a permanent bar from future employment with the District. They instructed Ms. Gardner to notify Mr. Carmichael of this decision.

The Commission acted to sustain staff's recommendation to remove Deborah Stamps from current eligibility lists and instructed Ms. Gardner to notify her of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:06 a.m.

Respectfully submitted,

Lisa Gardner
Administrative Coordinator
Personnel Commission

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