



## PERSONNEL COMMISSION

### MEETING AGENDA

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

MAY 4, 2006  
THURSDAY  
8:15 A.M.

1. CALL TO ORDER
2. ROLL
  1. Vera Mulkey, Chairperson Present \_\_\_\_\_
  2. Terry Ulaszewski, Vice-chairperson Present \_\_\_\_\_
  3. Chuck Acosta, 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 April 20, 2006** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

#### REVISE AN EXISTING CLASSIFICATION SPECIFICATIONS

Assistant Transportation Director

#### CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>	
Risk Management	Benefits Manager	100%	12 month
Assistant Superintendent- Elementary School	Executive Secretary (C)	100%	12 month
Human Resource Services	Human Resources Technician	100%	12 month
Avalon	Instructional Aide BL Spanish	16.7%	204 day
Twain	Instructional Aide-Special	47.5%	202 day
Twain	Instructional Aide-Special	47.5%	202 day
Risk Management	Return to Work Specialist (C)	100%	12 month
Risk Management	Workers' Compensation Manager	100%	12 month

9. BULLETINS AND TESTING ACTIONS

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

**Action**

Administrative Coordinator – Facilities,  
Development and Planning – 5054 (dual)  
Boiler and Gas Appliance Technician – 0285 (dual)  
Facilities Planner – 0599 (dual)

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

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)  
Nutrition Services Worker – 5068 (open/cont)  
School Data Technician – 3360 (prom)  
School Safety/Security Specialist – 5015 (prom)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, May 18, 2006 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.

12. ADJOURNMENT



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING April 20, 2006 MINUTES

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

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, Chairperson  
Terry Ulaszewski, Vice-Chairperson  
Chuck Acosta, 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  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

Guests: Kemba Olabisi, Director, Risk Management; Charles Clark, Chief, School Safety and Emergency Preparedness; 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; Robert Sepulveda, appellant; Takimya Gipson, appellant.

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

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Marilyn Doss, Associate Personnel Analyst, expressed gratitude from herself and her family for the expressions of sympathy from the Commissioners and staff at the death of her mother.

#### REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

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Ramon Curiel announced that Commissioner Chuck Acosta had been honored at the recent statewide CSPCA conference for his years of service. Mr. Curiel presented Commissioner Acosta with the plaque that was sent to him from the Association.

Mr. Curiel commented on the quality of the presentations at the Board of Education Workshop and highlighted some of the matters discussed.

Mr. Curiel reported that The Long Beach Education Foundation had solicited support for the Most Inspiring Student Dinner through advertisement in their Tribute Book. He asked the Commission to consider providing a congratulatory note to the honorees in the tribute book. The Commission took action to purchase a half page ad and directed the Personnel Commission Administrator to prepare it.

PERSONNEL COMMISSION MINUTES

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The minutes of the April 6, 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:

REVISE AN EXISTING CLASSIFICATION

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Head Start Parent Involvement Manager  
Administrative Coordinator – Facilities, Development and Planning  
Facilities Planner

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Assistant Facilities Director  
Facilities Coordinator/Planner  
Assistant Construction Manager

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>	
DeMille	Instructional Aide Special	100%	202 day
Garfield	Instructional Aide Special	47.5%	202 day
Reid	Instructional Aide Special	47.5%	202 day
Stephens	Instructional Aide Special	75%	202 day
Lee	School Community Worker	50%	12 month

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Mandalia, Nisha	Job Developer	From: 75% 202 day flex
	The Willows	To: 100% 204 day flex

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 appellant, Robert Sepulveda, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

APPEAL OF DISQUALIFIED APPLICANT

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An applicant had been disqualified from continuing in the examination process for the classification of School Safety Security Specialist per Personnel Commission Rule 4.2.A.24 and appealed to the Personnel Commission. The appellant, Takimya Gipson, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

BULLETINS

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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:

Benefits Manager	Dual	06-0162-5087
Intermediate Payroll Accounting Technician	Dual	06-0045-0756
Pool Attendant	Open/Cont	06-0136-0245
Return To Work Specialist (C)	Dual	06-0160-5096
Workers' Compensation Manager	Dual	06-0161-5088

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:

Credential Services Specialist	Dual	06-0126-3343
Custodian	Open/Cont	06-0106-0139
Custodian (Limited Term & Substitute)	Open/Cont	06-LTES-0139
Instructional Assistant-Intensive Behavioral Treatment	Dual	06-0115-5035
Nutrition Services Supervisor I	Dual	06-0131-5064
Nutrition Services Supervisor II	Dual	06-0132-5065
Nutrition Services Supervisor III	Dual	06-0133-5066
Nutrition Services Worker	Open/Cont	06-0158-5068
Research Office Technician	Dual	06-0121-0433
School Community Worker	Dual	06-0124-0474
Senior Research Office Technician	Dual	06-0122-3369
Supervisor – Autism Services	Dual	06-0092-5046
Transportation Scheduler	Dual	06-0112-5040

OTHER

OTHER

Ramon Curiel thanked CSEA for their generous contribution to the Classified Employees' Annual Barbecue and requested their assistance in recruiting additional nominations for the classified employee of the year award.

CSEA Chapter 2 President Mary Brown thanked Human Resources Supervisor Mary Cates for her assistance regarding the Summer School Application process. CSEA Labor Relation Representative d'Ann Madore commended Personnel Commission staff for their handling of the No Child Left Behind compliance matter.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 4, 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 8:31 a.m. to hear the appeals of Ms. Gipson and Mr. Sepulveda.

### RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 10:24 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to deny Takimya Gipson's appeal and directed the Personnel Commission Administrator to notify her of the decision.

The Commission tabled action regarding the appeal of Robert Sepulveda pending further clarification of his Department of Motor Vehicles Report. The Commission directed the Personnel Commission Administrator to review the findings and make a determination whether the conviction on the appellant's Department of Motor Vehicle Report is accurate. The Commission instructed the Personnel Commission Administrator to take action based on this determination and to notify Mr. Sepulveda of the decision.

### ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 10:25 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

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