



PERSONNEL COMMISSION

MEETING AGENDA

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

OCTOBER 19, 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 EXECUTIVE OFFICER

6. HEARINGS
None.

7. MINUTES

7.1 Approval of Minutes of October 5, 2006 **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

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

REVISE A CLASSIFICATION

School Safety Supervisor (S1) SRS 35 2

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>
Powell	Locker Room Attendant	100% 202 day flex

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>
Ruiz, Lourdes	Intermediate Office Assistant-Schools BL Spanish Burbank	From: 80% 12 month To: 100% 217 day flex
Goforth, Julie	Intermediate Office Assistant-Schools Madison	From: 80% 217 day To: 100% 217 day
Cleveringa, M.	Library/Media Assistant Powell	From: 60% 12 month To: 100% 12 month

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B

Action

Business Services Administrator – 0427 (dual)
Career Center Supervisor – 0642 (dual)
Financial Services Officer – 0385 (dual)
Food Production Utility Worker – 0477 (dual)
Senior Food Production Utility Worker – 0478 (dual)

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

Chemical Application Technician – 5030 (multi cert)
Custodian – 0139 (dual)
Groundskeeper – 0172 (dual)
Groundskeeper – 0172 (multi cert)
Grounds Crew Supervisor – 0605 (dual)
Grounds Equipment Operator I – 0175 (multi cert)
Grounds Equipment Operator II – 0176 (multi cert)
Grounds Supervisor – High School – 5032 (multi cert)
Instructional Aide – Special – 0448 (open/cont)
Instructional Aide – Special (Limited Term & Substitute) – 0448 (open/cont)
Instructional Assistant-Intensive Behavioral Treatment – 5035 (open/cont)
Locker Room Attendant – 0208 (dual)
Nutrition Services Worker – 5068 (open/cont)
School Support Assistant – 5099 (dual)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, November 2, 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 October 5, 2006 MINUTES

Testing Room
Personnel Commission Office
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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, Executive Officer
Lisa Gardner, Administrative Coordinator
Dale Culton, Certification Services Manager
Marilyn Doss, Associate Personnel Analyst
Susan Leaming, Associate Personnel Analyst
Alison Maitlen, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Maria Villalobos, Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Ron Hoppe, Director, Maintenance; Mary Brown, CSEA Chapter 2 President; Adrienne 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 EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel spoke of the great contributions to the Merit System made by Paul Crawford who passed away on September 26th. He stated that Mr. Crawford had been a recipient of the highest award given to Personnel Directors, the Joyner Award, for his exemplary service. Commission Chairperson Terry Ulaszewski eulogized Mr. Crawford as his mentor to the Merit System and for his character as a true gentleman.

Mr. Curiel reported on changes regarding the District such as the taping of the last Board of Education meeting for broadcast and new informational items to be posted on the District's website.

Mr. Curiel informed the Commission of staffing changes within the Personnel Commission department. He reported that Associate Personnel Analyst Marilyn Doss was promoted to the vacant Personnel Analyst position in the Recruitment and Testing Unit and that Associate Personnel Analyst Alison Maitlen would be put on a

temporary upgrade to the Administrative Coordinator position being vacated by Lisa Gardner. Mr. Curiel and each Commissioner then thanked and applauded Ms. Gardner for her creative and innovative ideas and all her efforts and accomplishments over the past seven years in Personnel Commission.

PERSONNEL COMMISSION MINUTES

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The minutes of the September 21, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CSEA Unit B Vice-President Joseph Schessler voiced CSEA’s objection to the language of one item listed under Examples of Duties in the recommended classification specification for Maintenance Supervisor. Mr. Schessler requested that “may perform the work of journey-level personnel in one or more crafts” be excluded from the class specification. Maintenance Director Ron Hoppe gave a brief background of this position and concluded that he had no objection to the language being removed from this particular classification specification. Ramon Curiel clarified that the philosophy of classification allows for such language but if Mr. Hoppe had no objections to its removal he would recommend the Commission approve the specification with the exclusion of that statement. The Personnel Commission acted to approve the Maintenance Supervisor classification specification with the amendment to delete the language “may perform the work of journey-level personnel in one or more crafts.”

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

Business Services Administrator (M2) SRS 62
Maintenance Supervisor (S1) SRS 38

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

ROP/School for Adults Financial Assistant (M2) SRS 32

CREATE A NEW POSITION

CREATE A NEW POSITION

<u>Site</u>	<u>Position</u>	<u>Assignment</u>	
Research	Associate Educational Research Analyst	100%	12 month
Washington	Community Liaison Worker BL Spanish	100%	217 day flex
Gant	Instructional Aide-Special	47.5%	202 day
Gant	Instructional Aide-Special	75%	202 day
Renaissance	Instructional Aide-Special	47.5%	202 day
Barton	Intermediate Office Assistant-Schools	100%	217 day
Barton	School Support Assistant BL	100%	217 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

<u>Name</u>	<u>Position/Site</u>	<u>Assignment</u>	
Hamilton, Deona	Supervising Instructional Aide-	From:	87.5% 204 day
	Deaf/Hard of Hearing	To:	100% 204 day
	The Willows		

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:

Grounds Equipment Operator II	Dual	07-0066-0176
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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:

ASB Financial Technician	Dual	07-0036-0751
Building and Parking Security Attendant	Multicert	07-MC06-336
Campus Security Officer	Open/Cont	07-0049-5011
Campus Security Officer (Limited Term & Substitute)	Open/Cont	07-LTES-5011
Instructional Aide-Special	Open/Cont	07-0047-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Instructional Aide-Special	Open/Cont	07-0056-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	07-LTES-0448
Intermediate Accounting Assistant	Dual	07-MC03-0755
Intermediate Payroll Accounting Technician	Dual	07-MC02-0756
Purchasing Office Assistant (Amended)	Dual	06-0195-0708
Purchasing Office Assistant	Dual	07-MC05-0708
Purchasing Office Assistant-Nutrition Services	Dual	07-MC04-5077
School Support Assistant BL Khmer	Dual	07-0019-5100

Extend Eligibility Lists

Campus Security Officer	Dual/Cont	06-0048-5011
Campus Security Officer	Dual/Cont	06-0067-5011
Campus Security Officer	Dual/Cont	06-0082-5011
Computer Support User Representative	Dual	05-0148-5000
Custodian	Open/Cont	06-0038-0139
Custodian	Open/Prom	06-0051-0139
Custodian	Open/Prom	06-0074-0139
Facilities Use Technician	Prom	06-0072-3348
Groundskeeper	Dual/Cont	05-0170-0172
Health Assistant-Charter Schools	Dual	06-0039-5093
High School Office Supervisor	Prom	06-0064-3349
Plant Supervisor – Avalon	Dual	05-0155-5081
Truck Driver	Prom	06-0052-0392

OTHER ITEMS

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None.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, October 19, 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 to discuss the Performance Evaluation of the Executive Officer at 9:07 with a moment of silence in memory of Paul Crawford.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:33 a.m.
No reportable action was taken during Closed Session:

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:34 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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