



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

AUGUST 24, 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 August 10, 2006** **Action**

8. ITEMS FOR DISCUSSION AND/OR ACTION

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

CREATE A NEW POSITION

| <u>Site</u>                               | <u>Position</u>   | <u>Assignment</u> |
|---|---|-------------------|
| ROP                                       | Accounting Technician                                     | 100% 12 month     |
| Operations                                | Grounds Crew Supervisor                                   | 100% 12 month     |
| Garfield                                  | Instructional Aide-Special                                | 75% 202 day       |
| Hill                                      | Instructional Aide-Special                                | 75% 202 day       |
| Sutter                                    | Instructional Aide-Special                                | 75% 202 day       |
| Twain                                     | Instructional Aide-Special                                | 75% 202 day       |
| Long Beach School for Adults              | Instructional Assistant-Adult School<br>Literacy Services | 100% 204 day      |
| PAAL                                      | Library/Media Assistant                                   | 60% 217 day       |
| Maintenance                               | Maintenance Supervisor                                    | 100% 12 month     |
| Willard                                   | School Community Worker Bilingual Spanish                 | 60% 12 month      |
| School Safety & Emergency<br>Preparedness | School Safety Officer                                     | 100% 12 month     |
| School Safety & Emergency<br>Preparedness | School Safety/Security Specialist                         | 100% 204 day      |
| Mann                                      | School Support Assistant, Bilingual                       | 45% 202 day       |
| Riley                                     | School Support Assistant, Bilingual                       | 50% 217 day       |
| Gifted Office                             | Staff Secretary   | 100% 217 day      |

## RESTRUCTURE AN EXISTING POSITION

| <u>Name</u>      | <u>Position/Site</u>  | <u>Assignment</u>                            |
|------------------|---|--|
| Poblete, Lisa    | Educational Research Analyst I<br>Research                      | From: 62.5% 12 month<br>To: 100% 12 month    |
| Price, Kathie    | Executive Secretary (C)<br>Curriculum                           | From: 100% 217 day flex<br>To: 100% 12 month |
| Vacant           | Instructional Aide-Special<br>The Willows                       | From: 41.3% 202 day<br>To: 62.5% 202 day     |
| Ruiz, Linda      | Instructional Aide-Special<br>Hughes                            | From: 62.5% 202 day<br>To: 75% 202 day       |
| Schultz, Donna   | Intermediate Office Assistant-Schools<br>Burcham                | From: 60% 217 day<br>To: 100% 217 day        |
| Vacant           | Intermediate Office Assistant-Schools<br>Longfellow             | From: 80% 217 day<br>To: 100% 217 day        |
| Caldwell, Cheryl | Intermediate Office Assistant-Schools<br>Poly                   | From: 50% 217 day<br>To: 100% 217 day        |
| Vacant           | Intermediate Office Assistant-Schools<br>Sutter                 | From: 80% 217 day<br>To: 100% 217 day        |
| Vacant           | School Safety Officer<br>School Safety & Emergency Preparedness | From: 45% 12 month<br>To: 100% 12 month      |

### 8.2 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.1

#### Restricted Action

## 9. BULLETINS AND TESTING ACTIONS

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

#### Action

Grounds Crew Supervisor – 0605 (dual)  
Grounds Equipment Operator II – 0176 (prom)  
Locker Room Attendant – 0208 (dual)

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

Campus Security Officer – 5011 (open/cont)  
Campus Security Officer (Limited Term & Substitute) – 5011 (open/cont)  
Custodian – 0139 (open/cont)  
Custodian (Limited Term & Substitute) – 0139 (open/cont)  
Custodian – 0139 (open/cont)  
Custodian (Limited Term & Substitute) – 0139 (open/cont)  
Electronics Technician – 0110 (dual)  
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-Speech & Language Communication – 3293 (open/cont)  
Instructional Assistant-Intensive Behavioral Treatment – 5035 (open/cont)  
Nutrition Services Worker – 5068 (open/cont)  
Purchasing Office Assistant – 0708 (dual)  
School Safety Officer – 5014 (open/cont)

#### Extend Eligibility List

Head Start Instructional Aide – 0657 (dual)

## 10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, September 7, 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  
August 10, 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 8:15 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  
Lynne Karlsen, Personnel Analyst  
Dale Culton, Certification Services Manager  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Vanessa Martinez, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary  
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: None

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

None.

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REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel reported on Board of Education Member Michael Ellis' visit to the Personnel Commission office. He stated that Mr. Ellis was given a tour of the office, an overview of Personnel Commission's responsibilities and its role with the Board of Education and the District, and a brief orientation from each division's manager.

Administrative Coordinator Lisa Gardner reported on the Classified Staff Development Program and the status of the new fall catalog. She informed the Commission that Chief Clark requested Personnel Commission partner with School Safety and Emergency Preparedness to facilitate FEMA classes and training.

Personnel Analyst Lynne Karlsen reported on the weekly testing for the classification of Custodian and Human Resource Services Supervisor Mary Cates updated the Commission on the success of meeting Operation's need for Custodian substitutes during the summer break.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the July 27, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

None.

REMOVAL FROM ELIGIBILITY LIST

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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 Christopher Scott from current eligibility lists.

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:

|   |      |              |
|---|------|--------------|
| ASB Financial Technician                  | Dual | 07-0036-0751 |
| Computer Support Specialist Assistant     | Dual | 07-0028-0388 |
| Risk Management Benefits Coordinator      | Dual | 07-0034-5102 |
| Workers' Compensation Program Coordinator | Dual | 07-0033-5101 |

ELIGIBILITY LISTS

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Certification Services Manager Dale Culton asked that the Eligibility List extension for Human Resource Services Operations Manager be pulled per the request of Human Resource Services. The Commission pulled this item from the agenda.

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:

|                                       |           |              |
|---------------------------------------|-----------|--------------|
| Associate Analyst – HRS               | Prom      | 07-0004-3298 |
| Contract Analyst                      | Dual      | 06-0199-0624 |
| Custodian                             | Open/Cont | 07-0022-0139 |
| Custodian (Limited Term & Substitute) | Open/Cont | 07-LTES-0139 |
| Facilities Planner                    | Dual      | 06-0173-5098 |
| Nutrition Services Worker             | Open/Cont | 07-0023-5068 |
| Senior Personnel Analyst              | Prom      | 07-0005-0855 |

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, August 24, 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 9:18 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

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