



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

DECEMBER 14, 2006  
THURSDAY  
9:30 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 November 30, 2006** **Action**
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** **Action**

#### ABOLISH A CLASSIFICATION

Building & Parking Security Attendant

#### RECLASSIFY A POSITION

| <u>Incumbent</u> | <u>Classification</u>  | <u>Site</u>     |
|------------------|--|-----------------|
| Aimee Daez       | Fr: Intermediate Office Assistant (SR15 C1)<br>To: Senior Office Assistant (SR19 C1) | Medi-Cal Office |
| Lynn Verana      | Fr: Intermediate Office Assistant (SR15 C1)<br>To: Senior Office Assistant (SR19 C1) | Medi-Cal Office |
| Susan Leaming    | Fr: Associate Personnel Analyst (SR35 M2)<br>To: Personnel Analyst (SR40 M2)         | Per. Comm.      |
| Alison Maitlen   | Fr: Associate Personnel Analyst (SR35 M2)<br>To: Personnel Analyst (SR40 M2)         | Per. Comm.      |

#### CREATE A NEW POSITION

| <u>Site</u> | <u>Position</u>            | <u>Assignment</u> |
|-------------|----------------------------|-------------------|
| Buffum      | Instructional Aide-Special | 75% 202 day       |
| Cabrillo    | Instructional Aide-Special | 47.5% 202 day     |
| DeMille     | Instructional Aide-Special | 75% 202 day       |
| Gant        | Instructional Aide-Special | 47.5% 202 day     |
| Jordan      | Instructional Aide-Special | 47.5% 202 day     |
| Lakewood    | Instructional Aide-Special | 47.5% 202 day     |
| Millikan    | Instructional Aide-Special | 47.5% 202 day     |
| Monroe      | Instructional Aide-Special | 75% 202 day       |
| Poly        | Instructional Aide-Special | 47.5% 202 day     |
| Rogers      | Instructional Aide-Special | 75% 202 day       |

|             |                            |       |         |
|-------------|----------------------------|-------|---------|
| Stanford    | Instructional Aide-Special | 75%   | 202 day |
| The Willows | Instructional Aide-Special | 47.5% | 202 day |
| The Willows | Instructional Aide-Special | 47.5% | 202 day |
| Wilson      | Instructional Aide-Special | 47.5% | 202 day |
| Emerson     | School Support Assistant   | 75%   | 202 day |
| Monroe      | School Support Assistant   | 75%   | 202 day |
| Cabrillo    | Campus Security Officer    | 100%  | 217 day |
| Jordan      | Campus Security Officer    | 100%  | 204 day |
| Lakewood    | Campus Security Officer    | 100%  | 204 day |
| Millikan    | Campus Security Officer    | 100%  | 204 day |
| Renaissance | Campus Security Officer    | 100%  | 217 day |
| Wilson      | Campus Security Officer    | 100%  | 204 day |

#### RESTRUCTURE AN EXISTING POSITION

| <u>Name</u>        | <u>Position/Site</u>       | <u>Assignment</u>   |
|--------------------|----------------------------|---------------------|
| Leon, Samrath      | Instructional Aide-Special | From: 75% 202 day   |
|                    | Jordan                     | To: 100% 202 day    |
| Bellino, Elena     | Instructional Aide-Special | From: 12.5% 202 day |
|                    | The Willows                | To: 30% 202 day     |
| Orozco, Jacqueline | Instructional Aide-Special | From: 21.3% 202 day |
|                    | The Willows                | To: 30% 202 day     |
| Struett, Diana     | Instructional Aide-Special | From: 17.5% 202 day |
|                    | The Willows                | To: 30% 202 day     |
| Rosenquist, Alan   | Instructional Aide-Special | From: 75% 202 day   |
|                    | Wilson                     | To: 100% 202 day    |

#### **8.2 Recommendation to Remove from Eligibility List per PC Rule 4.2.A.24**

#### **Restricted Action**

### **9. BULLETINS AND TESTING ACTIONS**

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

#### **Action**

Automotive Mechanic – 0092 (dual)  
Library/Media Assistant – 0465 (dual)  
Library/Media Center Assistant – 5021 (dual)  
Sign Maker – 0123 (prom)

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

Accountant – 0358 (dual)  
Custodian – 0139 (open/cont)  
Custodian (Limited Term & Substitute) – 0139 (open/cont)  
Custodian – 0139 (dual)  
Food Production Utility Worker – 0477 (dual)  
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)  
Lead Custodian – 0205 (dual)  
Locker Room Attendant – 0208 (dual)  
Nutrition Services Worker – 5068 (open/cont)  
Office Assistant – 3359 (dual)  
Receptionist – 0674 (dual)  
Risk Management Benefits Coordinator – 5102 (dual)  
Sr. Food Production Utility Worker – 0478 (dual)  
Workers Compensation Program Coordinator- 5101 (dual)

### **10. OTHER ITEMS**

11. The next regular meeting of the Personnel Commission will be held on Thursday, January 11, 2007 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 November 30, 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    STAFF MEMBERS PRESENT

Terry Ulaszewski, Chairperson  
Chuck Acosta, Vice-Chairperson  
Vera Mulkey, Member

Ramon Curiel, Executive Officer  
Alison Maitlen, Acting Administrative Coordinator  
Marilyn Doss, Personnel Analyst  
Dale Culton, Certification Services Manager  
Susan Leaming, Associate Personnel Analyst  
Vanessa Martinez, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Maria Lynn Braunstein, Human Resources Technician  
Susan Brister, Human Resources Technician  
Jan Medford, Human Resources Technician  
Denise Petty-Trietsch, Human Resources Technician  
Shelley Scott, Human Resources Technician  
Katheryn Shorts, Human Resources Technician  
Silaue Taeleifi, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary  
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; Jodi Smith, visitor.

#### 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  
ITEMS NOT LISTED ON THE AGENDA

None.

#### REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel introduced Jodi Smith, Chief of Staff from San Diego Unified School District, who came at the request of Dr. Carl Cohn, Superintendent of San Diego Unified School District, to learn about the functions of the Personnel Commission in a Merit System District.

Mr. Curiel reported on an item from the last Board of Education Meeting regarding the District's health provider for the 125 Program. At Mr. Curiel's invitation, Mary Brown and Joseph Schessler, CSEA Leadership, discussed CSEA's assessment of the Program.

Mr. Curiel reported on the progress of the new school under construction at the Dooley site. He stated that the new facility will be an elementary school and Sutter, which is currently the K-8 school serving the area, will become a middle school. Mr. Curiel explained the effects this change will have on Sutter's staff and assured the Commission and CSEA that

he would keep them posted on staffing changes.

Mr. Curiel gave the Commission an update on the activities of the District’s Strategic Planning Committee. At his request, CSEA President Mary Brown and Acting Administrative Coordinator Alison Maitlen gave a brief report on the subcommittee responsible for the strategic goal of growth and development of the workforce.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the November 16, 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 POSITION

CREATE A NEW POSITION

| <u>Site</u> | <u>Position</u>                                       | <u>Assignment</u> |
|-------------|---|-------------------|
| Hamilton    | Custodian   | 100% 12 month     |
| The Willows | Instructional Aide-Speech/Language Communications     | 47.5% 202 day     |
| Longfellow  | Instructional Assistant-Computer Resources            | 47.5% 204 day     |
| Twain       | Instructional Assistant-Computer Resources BL Spanish | 75% 204 day       |
| Security    | Intermediate Office Assistant                         | 50% 217 day       |
| Head Start  | Intermediate Payroll Accounting Tech                  | 100% 217 day      |
| Curriculum  | Sr. Executive Secretary (C)                           | 100% 12 month     |
| Maintenance | Sign Maker  | 100% 12 month     |

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

| <u>Name</u>   | <u>Position/Site</u>     | <u>Assignment</u> |
|---------------|--------------------------|-------------------|
| Vacant        | Career Center Supervisor | From: 80% 204 day |
|               | Renaissance              | To: 100% 204 day  |
| Grace, Lori   | Choral Accompanist       | From: 75% 204 day |
|               | Renaissance              | To: 100% 204 day  |
| Maas, Patrice | Office Assistant         | From: 50% 202 day |
|               | Gant                     | To: 75% 202 day   |

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission 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:

|                                     |      |              |
|-------------------------------------|------|--------------|
| Accounting Technician               | Dual | 07-0105-0750 |
| Custodian – Avalon                  | Dual | 07-0109-0139 |
| Facilities Planner                  | Dual | 07-0110-5098 |
| Instructional Aide-Special (Avalon) | Dual | 07-0108-0448 |
| Library Media Assistant (Avalon)    | Dual | 07-0107-0465 |
| Maintenance Supervisor              | Prom | 07-0043-0531 |
| School Support Assistant (Avalon)   | Dual | 07-0106-5099 |
| Senior Office Assistant             | Dual | 07-0103-0677 |
| Senior Office Assistant-Schools     | Dual | 07-0104-3363 |

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission 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:

|  |           |              |
|--|-----------|--------------|
| Building and Parking Security Attendant                                  | Multicert | 07-MC06-3366 |
| Campus Security Officer  | Open/Cont | 07-0088-5011 |
| Campus Security Officer (Limited Term & Substitute)                      | Open/Cont | 07-LTES-5011 |
| Instructional Aide-Deaf/Hard of Hearing                                  | Open/Cont | 07-0046-3271 |
| Instructional Aide-Deaf/Hard of Hearing<br>(Limited Term and Substitute) | Open/Cont | 07-LTES-3271 |
| Instructional Aide-Special   | Open/Cont | 07-0097-0448 |
| Instructional Aide-Special (Limited Term & Substitute)                   | Open/Cont | 07-LTES-0448 |
| Instructional Aide-Special   | Open/Cont | 07-0101-0448 |
| Instructional Aide-Special (Limited Term & Substitute)                   | Open/Cont | 07-LTES-0448 |
| Instructional Assistant Adult School-Literacy Services                   | Dual      | 07-0044-0773 |
| Human Resources Technician   | Dual      | 07-0058-3352 |
| School Safety Officer  | Open/Cont | 07-0089-5014 |

PRESENTATION OF ANNUAL REPORT

PRESENTATION OF ANNUAL REPORT

Ramon Curiel explained that the Education Code requires the Personnel Commission to prepare an Annual Report to present to the Board of Education. The Report’s function is to inform the Board of Education about the activities of the Personnel Commission during the preceding fiscal year.

Mr. Curiel delivered a power point presentation of the Annual Report for the Commission’s review and consideration. Following comments and discussion, the Commission accepted the Annual Report and directed the Administrator to present it to the Board of Education at the Board Workshop on December 7.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, December 14, 2006. The Commission rescheduled the meeting to begin at 9:30 a.m. It will be held in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, 90813.

The Commission canceled the December 28, 2006 Personnel Commission meeting due to the holidays.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:45 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer

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