



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING January 8, 2009 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 8:20 a.m. at which time she led the pledge of allegiance to the flag, asked for introductions and wished everyone a prosperous and Happy New Year.

#### COMMISSION MEMBERS PRESENT    STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer  
Stephanie Jimenez, Sr. Administrative Secretary  
Marilyn Doss, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Maria Braunstein, Associate Personnel Analyst  
Dale Culton, Certification Services Manager  
Mary Cates, Human Resources Supervisor  
Judy Marshall, Human Resources Technician  
Adriana Araujo-Honorio, Staff Secretary

#### PRELIMINARY

Guests: Mary Brown, CSEA President; Adrienne Rambo, CSEA Unit A, Vice President; Dan Ewaskey, CSEA Unit B, Vice President; Charles Goldwasser, Attorney; Steven Montanez, Attorney; and Ignazio "Tony" Rallo, Appellant.

#### HEARINGS

The Commission adjourned to Closed Session at 8:20 a.m. to hear comments from appellant, Ignazio "Tony" Rallo, and the District regarding the Hearing Officer's Report of Findings of Fact and Recommendation on his appeal.

The Commission returned to Open Session at 8:43 a.m., having heard comments from the appellant's and the District's representatives.

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

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None

REPORT FROM THE EXECUTIVE OFFICER

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Mr. Curiel wished everyone a Happy New Year!

Mr. Curiel briefly discussed the budget. The State budget has not been resolved at this time. There will be a Budget Oversight Committee meeting on January 15<sup>th</sup> to discuss District budget proposals. There will be a special Board meeting held on January 27<sup>th</sup> to review the District budget.

Mr. Curiel shared with the Commission that at the last Board Workshop meeting an announcement was made that DeMille Middle School will be closing and re-opening as a Vocational High School at a later date to be determined. DeMille's students will be redistributed to nearby schools.

At Mr. Curiel's request, Maria Lynn Braunstein, Associate Personnel Analyst, provided the Commission and CSEA with a Winter/Spring 2009 Classified Staff Development Services Catalog. Commissioner Acosta asked if there may be interest in providing a District Health Benefits Seminar to Classified employees. Commissioner Ulaszewski and Mary Brown, CSEA President, expressed an interest in providing Baldrige training to new Classified employees and Classified employees who may have not been trained in the past. Ms. Braunstein will explore the possibility of offering these courses in the next catalog.

Marilyn Doss, Personnel Analyst, informed the Commissioners that we are still recruiting for all open and continuous classifications. Ms. Doss and Mr. Culton are in the process of reviewing expiring eligibility lists.

Susan Leaming, Personnel Analyst, is currently exploring new Applicant Tracking systems. Ms. Leaming is in the process of setting up demonstrations of several systems.

Mary Cates, Human Resource Services Supervisor, announced Summer School applications will be available to employees by the end of January and the deadline to turn them in will be March 20<sup>th</sup>.

## PERSONNEL COMMISSION MINUTES

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The minutes of the December 11, 2008 Personnel Commission Meeting were approved.

## BULLETINS

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

None

## ELIGIBILITY LISTS

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

Custodian	Open/Cont	09-0073-0139
Custodian – Substitutes & LTES	Open/Cont	09-LTES-0139
Grounds Supervisor High School	Dual	09-0009-5032
Groundskeeper	Open/Cont	09-0080-0172
Instructional Aide – Special	Open/Cont	09-0072-0448
Instructional Aide – Special/ Substitutes & LTES	Open/Cont	09-LTES-0448
Instructional Assistant Intensive Behavioral Treatment	Open/Cont	09-0071-5035
Locker Room Attendant	Dual	09-0051-0208
Nutrition Services Worker	Open/Cont	09-0066-5068
School Safety Officer	Dual	09-0069-5014

## OTHER ITEMS

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Mary Brown, CSEA President, invited Mr. Curiel and the Commissioners to attend the CSEA Installation of Officers Breakfast on January 31<sup>st</sup> as CSEA's guests.

Ms. Brown expressed CSEA's desire to continue a respectful and professional relationship with the Personnel Commission. Ms. Brown explained CSEA requested an individual reclassification be tabled for a second time at the December 11<sup>th</sup> meeting but the request was not granted by the Commission. CSEA did not believe they were provided an appropriate amount of time to contact the affected employee. Commissioner Mulkey assured CSEA that it is the intent of the Commission to work in

harmony with, and continue a respectful relationship with CSEA. Commissioner Mulkey clarified the Commission did table the item at CSEA's request on November 13<sup>th</sup>, and therefore contractual timelines had been met by the December 11<sup>th</sup> meeting. Ms. Brown stated CSEA is particularly concerned with actions affecting employees in single incumbent classes and they need ample time to advise members of their rights. Mr. Curiel assured Ms. Brown that proper notification will always be provided to CSEA regarding any classification affecting bargaining unit employees.

#### NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, January 22, 2009. The meeting will be at 8:15a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue, Third Floor, Long Beach, 90813.

#### CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 9:20 a.m. to review and take action on the appeal and the Hearing Officer's report recommendation on Ignazio "Tony" Rallo.

#### RETURN TO OPEN SESSION

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The Personnel Commission returned to Open Session at 9:55 a.m.

The Commission acted to accept the Hearing Officer's recommendation regarding the appeal of Ignazio "Tony" Rallo and instructed the Executive Officer to notify him of this decision.

#### ADJOURNMENT

There being no further business, Chairperson Mulkey adjourned at 10:00 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer