



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING August 26, 2004 MINUTES

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

Vice-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, Vice-Chairperson
Terry Ulaszewski, Member

STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator
Lisa Gardner, Administrative Coordinator
Lynne Karlsen, Personnel Analyst
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
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Valeeta Pharr, CSEA Chapter 2 President; Mary Brown, CSEA Chapter 2 First Vice-President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; Christopher Collier, appellant.

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

None.

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel reported on his attendance at the two day Board of Education Workshop and highlighted a few of the topics discussed. He noted that he met Felton Williams, the new Board of Education Member, who expressed interest in meeting the Commissioners

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REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

and attending a Personnel Commission meeting, as well as meeting with CSEA and TALB leadership. Mr. Curiel stated that Superintendent Steinhauser announced the initiation of a new program in October recognizing three employees each month as the District's Employees of the Month. Mr. Curiel also reported that budget issues were discussed at the Workshop and he confirmed that, as a result of the District's financial circumstances, the Hiring Freeze is back in effect immediately.

HEARINGS

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None.

PERSONNEL COMMISSION MINUTES

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The minutes of the August 13, 2004 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

1-Intermediate Office Assistant-Schools 40% Carver 217 day

RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

1-Nutrition Services Supervisor I 87.5% Burcham 204 day to 75%

RECLASSIFY A POSITION

RECLASSIFY A POSITION

1-School Security Attendance Officer 100% 12 mo to School Safety Officer

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current Instructional Aide-Special eligibility list per Personnel Commission Rule 4.2.A.1. The individual was not present. The Commission acted to remove Patricia Smith from the current Instructional Aide-Special eligibility list.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from the current Nutrition Services Worker eligibility list per Personnel Commission Rule 4.2.A.1. The individual was not present. The Commission acted to remove Brenda McNeil from the current Nutrition Services Worker eligibility list.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.5 and 4.2.A.6. The individual was not present. The Commission acted to remove Oneisha McNeil from current eligibility lists.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rules 4.2.A.6 and 4.2.A.7. The individual was not present. The Commission acted to remove Trina Magee from current eligibility lists.

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.7. The appellant, Christopher Collier, 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:

Accounting Technician	Dual	05-0018-0750
Certified Occupational Therapy Assistant/Licensed	Dual	05-0037-5045
Contract Analyst	Dual	05-0032-0624
Software Applications Engineer	Dual	05-0021-5072
Senior Software Applications Engineer	Dual	05-0022-5073
Supervising Software Applications Engineer	Dual	05-0023-5074

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:

Director of Public and Employee Information	Prom	05-0015-0151
Instructional Aide-Special	Open/Cont	05-0008-0448
Instructional Aide-Special (Substitute & LTE)	Open/Cont	05-LTES-0448
Painter	Dual	05-0003-0113

OTHER

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None.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, September 9, 2004. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:30 a.m. to hear the appeal of Christopher Collier.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:22 a.m. The following reportable action was taken during the Closed Session:

The Commission acted to grant the appeal of Christopher Collier and instructed the Personnel Commission Administrator to notify him of this decision.

ADJOURNMENT

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There being no further business, the Personnel Commission adjourned at 9:23 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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