



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

None.

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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

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The minutes of the November 16, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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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 Renaissance | From: 80% 204 day To: 100% 204 day |
| Grace, Lori | Choral Accompanist Renaissance | From: 75% 204 day To: 100% 204 day |
| Maas, Patrice | Office Assistant Gant | From: 50% 202 day To: 75% 202 day |

BULLETINS

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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

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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 (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

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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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