



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING March 9, 2006 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 8:15 a.m. at which time she led the pledge of allegiance to the flag.

#### COMMISSION MEMBERS PRESENT

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

#### STAFF MEMBERS PRESENT

Ramon Curiel, Personnel Commission Administrator  
Lisa Gardner, Administrative Coordinator  
Lynne Karlsen, Personnel Analyst  
Dale Culton, Certification Services Manager  
Susan Leaming, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
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; d'Ann Madore, CSEA Labor Relations Representative.

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

None.

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REPORT FROM THE PERSONNEL  
COMMISSION ADMINISTRATOR

REPORT FROM THE PERSONNEL  
COMMISSION ADMINISTRATOR

At Ramon Curiel's request, Personnel Commission managers and supervisors reported on specific subjects as directed. Administrative Coordinator Lisa Gardner reported on the status of the No Child Left Behind compliance in the District; Human Resources Supervisor Mary Cates reported on summer school staffing issues; and Certification Services Manager Dale Culton reported on his findings regarding the interpretation of the Department of Motor Vehicle reports.

Mr. Curiel shared his experience in the Read Across America program. Commission Chairperson Vera Mulkey and Personnel Commission staff also reported on their participation.

Mr. Curiel reported on the his upcoming presentation of the Classified Staff Development Program workshop Role of the Supervisor and the workshop on Performance Evaluations that he will be presenting in the future in conjunction with the City of Long Beach. He also informed the Commission of the conclusion of his Conflict Resolution Session with a District department.

CSEA Labor Relations Representative d'Ann Madore questioned Mr. Curiel and the Commission on their understanding of the proposition Pre School for All and its effect on District employment. Mr. Curiel responded that the District has not decided on a particular course of action should the proposition pass. He said he would keep the Commission and CSEA informed on any developments.

PERSONNEL COMMISSION MINUTES

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The minutes of the February 23, 2006 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE  
RECOMMENDATIONS

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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

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| <u>Site</u> | <u>Position</u>                  | <u>Assignment</u> |
|-------------|----------------------------------|-------------------|
| Marshall    | Nutrition Services Supervisor II | 100% 204 day      |
| Poly        | School Community Worker BL Khmer | 100% 204 day      |

### PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2006-2007

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Ramon Curiel explained the budget process of the Personnel Commission as required by the Education Code and recommended the Commission set the date for the public hearing to be the next Commission meeting. The Commission set the time and place for the public hearing to be Thursday, March 23, 2006 at 8:15 a.m. in the Testing Room of the Personnel Commission Office.

### 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 Edward Keeme 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:

|                                    |      |              |
|------------------------------------|------|--------------|
| Credential Services Specialist     | Dual | 06-0126-3343 |
| Plumber                            | Dual | 06-0125-0242 |
| School Community Worker BL Spanish | Dual | 06-0124-0474 |
| School Safety/Security Specialist  | Prom | 06-0129-5015 |

### ELIGIBILITY LISTS

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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:

|  |           |              |
|--|-----------|--------------|
| Campus Security Officer                                | Open/Cont | 06-0119-5011 |
| Campus Security Officer (Limited Term & Substitute)    | Open/Cont | 06-LTES-5011 |
| Heating, Ventilating & Air Conditioning Supervisor     | Prom      | 06-0097-3305 |
| Instructional Aide-Special                             | Open/Cont | 06-0120-0448 |
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 06-LTES-0448 |
| Nutrition Services Worker                              | Open/Cont | 06-0128-5068 |
| Telecommunications Technician                          | Dual      | 06-0096-3309 |

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, March 23, 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

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There being no further business, the Personnel Commission adjourned at 8:56 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

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