



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING April 21, 2005 MINUTES

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

Chairperson Chuck Acosta called the meeting of the Personnel Commission to order at 8:16 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT

Chuck Acosta, Chairperson
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
Adriana Araujo, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President.

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 issues discussed at the Board of Education Workshop that he attended on Monday and Tuesday. He highlighted major topics discussed including a new strategic planning process for the District, safety at schools and increased cultural diversity training.

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

REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR

Mr. Curiel reported that the Personnel Director from Poway Unified School District and one of its Commissioners were scheduled to visit Personnel Commission next week to review Personnel Commission's "Best Practices" as highlighted at the CSPCA conference last January.

At Mr. Curiel's request, Associate Personnel Analyst Marilyn Doss gave the Commission a brief update on the interview training workshops she's been conducting for Nutrition Services at the request of the Nutrition Services Director.

PUBLIC HEARING FOR THE
PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2005-2006

PUBLIC HEARING FOR THE
PERSONNEL COMMISSION BUDGET
FOR FISCAL YEAR 2005-2006

Commission Chairperson Chuck Acosta opened the public hearing for the 2005-2006 Personnel Commission budget at 8:36 a.m.

Ramon Curiel explained the process of the Personnel Commission's budget as required by the Education Code. He noted that the recommended budget for the 05-06 fiscal year reflects the abolishment of 3 vacant positions, a reduction of the hourly salary account and the elimination of the overtime salary account.

Mr. Curiel expressed concern that additional budget cuts at sites may be requested next year due to the \$23 million deficit in the District's reserve account for 2005-2006. He stated, however, that although the proposed 05-06 Personnel Commission budget was tight, he would recommend the Commission approve the proposed budget and direct staff to submit it to the Board of Education for concurrence and the Los Angeles County Office of Education for final approval.

Mr. Acosta asked if there were any questions or comments from the floor regarding the proposed budget. Hearing no comments, Mr. Acosta closed the public hearing at 8:51 a.m. The Commission acted to approve the 2005-2006 Personnel Commission budget as submitted.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the April 7, 2005 Personnel Commission Meeting were approved.

The minutes of the April 12, 2005 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Ramon Curiel noted that there was an addendum item to be included in the agenda and confirmed that all appropriate individuals present had received the addendum materials. He explained that revisions to the classification specification for Executive Director – Facilities Development and Planning had been made by the Chief Business and Financial Officer after the distribution of the agenda had been completed. Mr. Curiel then asked Associate Personnel Analyst Susan Leaming to give a brief update regarding the recommended classification. Ms. Leaming explained the reorganization plan for the Facilities office and the additional responsibilities to its Director due to the District's new strategic planning process.

The Personnel Commission acted to approve the following classification recommendations, including the addendum, 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 CLASSIFICATION/

CREATE A NEW CLASSIFICATION/

Webmaster - Salary Range 36 (C1)
Executive Director – Facilities Development and Planning –
Salary Range 60 (M2)

REVISE CLASSIFICATION/
CLASS SPECIFICATION

REVISE CLASSIFICATION/
CLASS SPECIFICATION

Business Services Administrator
Network Support Specialist
School Community Worker

CREATE A NEW POSITION

CREATE A NEW POSITION

1-Computer Support Specialist Assistant 100% Information Services 12 mo
1-Computer Support User Representative 100% Information Services 12 mo
1-Data Center/User Services Manager 100% Information Services 12 mo
1-Network Support Specialist 100% Information Services 12 mo

RECLASSIFY AN EXISTING POSITION

RECLASSIFY AN EXISTING POSITION

1-Nutrition Services Supervisor I 100% Sutter 204 day to
Nutrition Services Supervisor II

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

1-Intermediate Office Assistant-Schools 60% Burroughs 217 day to 40%
1-Intermediate Office Assistant-Schools 70% Grant 12 mo to 50%
1-Intermediate Office Assistant-Schools 80% Prisk 217 day to 40%

ABOLISH AN EXISTING POSITION

ABOLISH AN EXISTING POSITION

1-Purchasing Office Assistant 100% Purchasing 12 mo
1-School Community Worker BL Spanish 75% Bryant 204 day
1-Senior Office Assistant-Schools 100% King 12 mo

BULLETINS

BULLETINS

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:

Computer Support Specialist Assistant	Dual	05-0147-0388
---------------------------------------	------	--------------

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:

Assistant Purchasing & Contracts Director	Dual	05-0112-0777
Nutrition Service Worker	Open/Cont	05-0139-5068

OTHER

OTHER

CSEA Vice-President Joseph Schessler formally announced that CSEA Chapter 2 President Shamusideen Aliu had been recalled in the recent recall election and Mary Brown, former CSEA First Vice-President, has officially taken the office of presidency.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be

held on Thursday, May 5, 2005. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 9:07 a.m. to discuss the Personnel Commission Administrator's Performance Evaluation.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:55 a.m. No reportable actions were taken during the Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:56 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

gr