



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING May 19, 2005 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
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
Maria Alvarez, Human Resources Technician
Ericka Emery, Human Resources Technician
Anne Follett, Human Resources Technician
Diana Galindo, Human Resources Technician
Vanessa Martinez, Human Resources Technician
Shelley Scott, Human Resources Technician
Maria Villalobos, Human Resources Technician
Judy Marshall, Human Resources Assistant
Denise Petty-Trietsch, Human Resources Assistant
Silaue Taeleifi, Human Resources Assistant
Adriana Araujo, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 President; 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.

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REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

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COMMISSION ADMINISTRATOR

Mr. Curiel read the quote from the Personnel Commissioners' correspondence packets and explained the concept of Kaizen and Gemba Kaizen. He then wished everyone in attendance a happy Classified Employees' Week and gave an invitation to the Classified Employee Annual Barbecue the next day.

PERSONNEL COMMISSION MINUTES

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The minutes of the May 5, 2005 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

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RECOMMENDATIONS

CSEA Unit B Vice-President Joseph Schessler requested the 13 Unit B positions recommended for abolishment on this agenda again be pulled pending further discussions with the Chief Business and Financial Officer. Mr. Curiel stated that he would agree to delay action on the 13 positions for one more meeting but recommended that final action be taken by the next Commission meeting. The Commission pulled the recommended abolishment of 2 Building Maintenance Workers, 2 Carpenters, 2 Electricians, 3 Electronic Technicians, 2 Maintenance Mechanics and 2 Painters.

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 CLASSIFICATION

ABOLISH A CLASSIFICATION

Staff Secretary - Bilingual
Salary Range 19 C1

RECLASSIFY A POSITION

RECLASSIFY A POSITION

1-Administrator, Human Resources Information and Technology 100% HRS 12 mo
to Senior Personnel Analyst
1-Elementary School Office Supervisor 100% Sutter 217 day to
Middle School Office Supervisor

CREATE A NEW POSITION

CREATE A NEW POSITION

1-Instructional Assistant-Intensive Behavioral Treatment 75% The Willows 202 day
1-Instructional Assistant-Intensive Behavioral Treatment 75% The Willows 202 day
1-Instructional Assistant-Intensive Behavioral Treatment 75% The Willows 202 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

1-Instructional Aide-Special 62.5% Riley 202 day to 75%
1-Intermediate Nutrition Services Worker 81.3% King 12 mo to 75% 204 day
1-Intermediate Office Assistant-Schools 40% Bryant 217 day to 20%
1-Intermediate Office Assistant-Schools 100% Cleveland 217 day to 80%
1-Intermediate Office Assistant-Schools 100% Keller 217 day to 80%
1-Intermediate Office Assistant-Schools 60% Mann 217 day to 40%
1-Intermediate Office Assistant-Schools 100% Monroe 217 day to 60%
1-Intermediate Office Assistant-Schools 40% Naples 217 day to 20%
1-Nutrition Services Worker 43.8% Addams 12 mo to 25%

ABOLISH AN EXISTING POSITION

ABOLISH AN EXISTING POSITION

1-Attendance Services Field Assistant 100% Security and Emergency
Preparedness 204 day
1-Attendance Services Field Assistant 100% Security and Emergency
Preparedness 204 day
1-Attendance Services Field Assistant 100% Security and Emergency
Preparedness 204 day
1-Head Start Parent Aide (R) 100% Head Start 217 day
1-Head Start Parent Aide (R) 100% Head Start 217 day
1-Head Start Parent Aide (R) 100% Head Start 12 mo
1-Head Start Parent Aide (R) 100% Head Start 12 mo
1-Head Start Parent Aide (R) 100% Head Start 12 mo
1-Head Start Parent Aide (R) 100% Head Start 12 mo
1-Head Start Parent Aide (R) 100% Head Start 12 mo
1-Instructional Aide 45% Monroe 204 day
1-Instructional Aide BL Spanish (R) 37.5% Avalon 204 day
1-Instructional Aide-Special 75% Jordan 202 day
1-Instructional Warehouse Assistant 100% Research 12 mo
1-Intermediate Office Assistant-Schools 50% Avalon 217 day
1-Intermediate Office Assistant-Schools 100% Barton 217 day
1-School Community Worker BL Spanish 40% Cleveland 204 day
1-Senior Office Assistant 100% Food Services 12 mo

RESCISSION OF PREVIOUS ACTION

RESCISSION OF PREVIOUS ACTION

1-Transportation Aide 100% Emerson 204 day
Abolished – PCA 3/24/05

PERSONNEL COMMISSION
MEETING DATES

PERSONNEL COMMISSION
MEETING DATES

The Commission acted to approve the following dates for the 2005-2006 regular Personnel Commission meetings. All meetings are scheduled for 8:15 a.m. at the Personnel Commission Office.

July 14, 2005
July 28, 2005

January 12, 2006
January 26, 2006

August 11, 2005
August 25, 2005

February 9, 2006
February 23, 2006

September 8, 2005
September 22, 2005

March 9, 2006
March 23, 2006

October 6, 2005
October 20, 2005

April 6, 2006
April 20, 2006

November 3, 2005
November 17, 2005

May 4, 2006
May 18, 2006

December 1, 2005
December 15, 2005
December 29, 2005

June 1, 2006
June 15, 2006
June 29, 2006

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:

Job Developer
School Safety Supervisor
Speech-Language Pathology Assistant

Dual
Dual
Dual

05-0160-0463
05-0161-5016
05-0162-5024

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:

Custodian	Open/Cont	05-0150-0139
Custodian (Limited Term & Substitute)	Open/Cont	05-LTES-0139
Instructional Aide-Special	Open/Cont	05-0157-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Instructional Aide-Special	Open/Cont	05-0159-0448
Instructional Aide-Special (Limited Term & Substitute)	Open/Cont	05-LTES-0448
Kids Club Supervisor I	Dual	05-0132-3266
Kids Club Supervisor II	Dual	05-0133-3267
Kids Club Supervisor III	Dual	05-0134-3268

Extend Eligibility List

Grounds Crew Supervisor	Dual	03-0062-0605
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PRESENTATION OF PERSONNEL
COMMISSION EMPLOYEE OF THE YEAR

PRESENTATION OF PERSONNEL
COMMISSION EMPLOYEE OF THE YEAR

Mr. Curiel explained that the Personnel Commission has a Staff Recognition Award Program that provides staff members the opportunity to receive recognition for their commitment to excellence, exemplary service and development of innovative and creative processes, program or projects. Each year the recipient of the award receives recognition by means of an individual award trophy and his/her name added to the permanent Personnel Commission Special Award Trophy displayed in the Commission Office.

Mr. Curiel stated that this year he again solicited staff's input in the selection of the award winner by nominations. He announced that Dale Culton, Certification Services Manager, received the majority of staff's votes and is the recipient of the 2005 Staff Recognition Award. Commissioners Vera Mulkey, Chuck Acosta and Terence Ulaszewski, along with Personnel Commission Administrator Ramon Curiel, presented the Personnel Commission Employee of the Year plaque to Mr. Culton.

The Personnel Commission staff was then shown a slide show presentation highlighting staff members at various Personnel Commission events and activities over the past years.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, June 2, 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

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The Personnel Commission adjourned to Closed Session at 8:55 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 9:37 a.m.
No reportable actions were taken during the Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission
adjourned at 9:38 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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