



## PERSONNEL COMMISSION

PLEASE POST

### PERSONNEL COMMISSION MEETING October 6, 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 8:16 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  
Marilyn Doss, Associate Personnel Analyst  
Susan Leaming, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Maria Alvarez, Human Resources Technician  
Susan Brister, Human Resources Technician  
Ericka Emery-Smith, Human Resources Technician  
Anne Follett, Human Resources Technician  
Kelly Hall, Human Resources Technician  
Vanessa Martinez, Human Resources Technician  
Karla Salas-Ramirez, Human Resources Technician  
Katheryn Shorts, Human Resources Technician  
Maria Villalobos, Human Resources Technician  
Denise Petty-Trietsch, Human Resources Assistant  
Silaue Taeleifi, Human Resources Assistant  
Adriana Araujo-Honorio, Staff Secretary  
Gail Rainwater, Senior Administrative Secretary

#### PRELIMINARY

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

d'Ann Madore, CSEA Labor Relations Representative; Santiago Navarro, appellant;  
Artermeise Jackson, appellant.

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

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None.

REPORT FROM THE PERSONNEL  
COMMISSION ADMINISTRATOR

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COMMISSION ADMINISTRATOR

Ramon Curiel updated the Commission on the District's budget situation regarding layoffs of classified employees. He stated that it is his understanding that no additional classified layoffs are planned at this time, however, the District doesn't know what impact the November election will have on it's budget.

Mr. Curiel distributed to the Commission an informational publication produced by the Long Beach Unified School District's certificated negotiating team. He explained that the negotiating team will be distributing these reports on a regular basis to all LBUSD employees to keep everyone informed and updated on the process.

Mr. Curiel briefly highlighted some of the proceedings that took place at the presentation for the Prospector Award and then asked the Commissioners for their comments. Each Commissioner commended staff for winning the award and gave a brief summary of their thoughts on the event. Mr. Curiel invited all present to remain after the Commission meeting to join staff for cake and coffee in their honor hosted by the Commissioners.

PERSONNEL COMMISSION MINUTES

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The minutes of the September 15, 2005 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

| <u>SITE</u> | <u>POSITION</u>                | <u>ASSIGNMENT</u> |              |
|-------------|--------------------------------|-------------------|--------------|
| Sutter      | ASB Financial Technician       | 50%               | 204 day      |
| Hamilton    | Campus Security Officer        | 100%              | 217 day flex |
| Powell      | Custodian                      | 100%              | 12 month     |
| Lakewood    | Groundskeeper                  | 100%              | 12 month     |
| Powell      | Office Assistant               | 80%               | 12 month     |
| Cabrillo    | Student Store Operator         | 100%              | 204 day      |
| Newcomb     | Transportation Aide            | 80%               | 204 day      |
| Cubberley   | Transportation Aide BL Spanish | 100%              | 204 day      |

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

| <u>NAME</u>        | <u>POSITION</u>                                | <u>ASSIGNMENT</u> |       |              |
|--------------------|--|-------------------|-------|--------------|
| Radi Robertson     | Inst Aide-Special                              | From              | 47.5% | 202 day      |
|                    |  | To                | 62.5% | 202 day      |
| Tabitha Williamson | Inst Aide-Special                              | From              | 47.5% | 202 day      |
|                    |  | To                | 75%   | 202 day      |
| Thanh Van          | Instructional Assistant-<br>Computer Resources | From              | 45%   | 204 day      |
|                    |  | To                | 100%  | 204 day      |
| Catherine Miller   | Senior Office Assistant-Schools                | From              | 62.5% | 217 day flex |
|                    |  | To                | 100%  | 217 day flex |
| Betty Wallis       | Senior Office Assistant Schools                | From              | 100%  | 217 day      |
|                    |  | To                | 100%  | 12 month     |

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 individual, Anna Molina, was not present. The Commission moved this item to Closed Session for discussion.

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 appellant, Santiago Navarro, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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 appellant, Artermeise Jackson, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

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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 Samuel Williams 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.7 and 4.2.A.15. The individual was not present. The Commission acted to remove Mark Charles from current eligibility lists.

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:

Assistant Warehouse Manager  
Speech-Language Pathology Assistant

Prom  
Dual

06-0043-0770  
06-XXXX-5024

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:

|   |           |              |
|---|-----------|--------------|
| Audits Director                                     | Dual      | 06-0018-0860 |
| Campus Security Officer                             | Dual/Cont | 06-0036-5011 |
| Campus Security Officer (Limited Term & Substitute) | Dual/Cont | 06-LTES-5011 |
| Nutrition Services Worker                           | Open/Cont | 06-0041-5068 |
| Speech Language Pathology Assistant                 | Dual      | 06-0014-5024 |

Extend Eligibility List(s)

|                                       |           |              |
|---------------------------------------|-----------|--------------|
| Intermediate Office Assistant         | Dual/Cont | 03-0023-0673 |
| Intermediate Office Assistant         | Dual      | 04-0050-0673 |
| Intermediate Office Assistant-Schools | Dual      | 04-0051-3354 |
| Intermediate Office Assistant         | Dual      | 04-0135-0673 |
| Intermediate Office Assistant-Schools | Dual      | 04-0136-3354 |
| Intermediate Office Assistant         | Dual      | 04-0085-0673 |
| Intermediate Office Assistant-Schools | Dual      | 04-0086-3354 |

OTHER ITEMS

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Associate Personnel Analyst Marilyn Doss updated the Commission on the status of the three New Orleans families that the Personnel Commission and Nutrition Services have been assisting since their relocation to Long Beach after hurricane Katrina.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, October 20, 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 8:46 a.m. to discuss the recommendation to remove Ms. Molina from eligibility lists and to hear the appeals of Mr. Navarro and Ms. Jackson.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:45 a.m. The following reportable actions were taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove Anna Molina from current eligibility lists and instructed the Personnel Commission Administrator to notify her of this decision.

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

The Commission acted to grant the appeal of Artermeise Jackson and instructed the Personnel Commission Administrator to notify her of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:46 a.m.

Respectfully submitted,

Ramon Curiel  
Personnel Commission Administrator

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