



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room
Personnel Commission Building
999 Atlantic Ave.
Long Beach, CA 90813

JULY 15, 2004
THURSDAY
8:15 a.m.

- 1. CALL TO ORDER
- 2. ROLL
 - 1. Chuck Acosta, Chairperson Present _____
 - 2. Vera Mulkey, Vice-chairperson Present _____
 - 3. Terry Ulaszewski, Member Present _____
- 3. PRELIMINARY
 - 3.1 Pledge of Allegiance to the Flag
 - 3.2 Introduction of Guests
- 4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA
- 5. REPORT FROM THE PERSONNEL COMMISSION ADMINISTRATOR
- 6. HEARINGS
 - None.
- 7. MINUTES
 - 7.1 **Approval of Minutes of July 1, 2004** Action
- 8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
 - CLASSIFICATION STUDY
 - Head Start Services
 - Research, Planning & Evaluation
 - RESTRICTURE AN EXISTING POSITION
 - 1-Food Service Supervisor I 93.8% Lee 12 mo to 100%
 - incumbent: Rebecca Tafoya*
 - reason: increased workload*
 - cafeteria funds*
 - 1-School Community Worker (R) 50% Rogers 217 day to 65%
 - incumbent: Patricia Pollock*
 - reason: increased workload*
 - categorical funds*
 - ABOLISH A POSITION
 - 1-Head Start Instructional Aide 100% 12 mo
 - vacant position*
 - reason: lack of work*
 - categorical funds*
 - 1-Head Start Instructional Aide 100% 12 mo
 - vacant position*

reason: lack of work
categorical funds
 1-Head Start Parent Aide (R) 100% 12 mo
vacant position
reason: lack of work
categorical funds
 1-Head Start Parent Aide (R) 100% 12 mo
vacant position
reason: lack of work
categorical funds
 1-Head Start Parent Aide (R) 100% 12 mo
vacant position
reason: lack of work
categorical funds
 1-Head Start Parent Aide (R) 100% 12 mo
vacant position
reason: lack of work
categorical funds
 1-Head Start Parent Aide (R) 100% 12 mo
vacant position
reason: lack of work
categorical funds

- 8.2 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7** Restricted Action
- 8.3 **Recommendation to Remove from Eligibility List per PC Rules 4.2.A.5 and 4.2.A.7** Restricted Action
- 8.4 **Appeal of Disqualified Applicant** Restricted Action

9. BULLETINS AND TESTING ACTIONS

- 9.1 **Bulletins – Per Personnel Commission Rule 4.6.B** Action
 NONE
- 9.2 **Eligibility Lists – Per Personnel Commission Rule 5.1.A** Restricted Action
 Campus Security Officer – 5011 (dual/cont)
 Campus Security Officer (Limited Term & Substitute) – 5011 (dual/cont)
 Community Liaison Worker BL Spanish – 0155 (dual)
 Food Service Supervisor I – 0589 (dual)
 Food Service Supervisor II – 0588 (dual)
 Food Service Supervisor III – 0586 (dual)
 Glazier – 0111 (dual)
 Grounds Equipment Operator II – 0176 (dual)
 Head Start Instructional Aide – 0657 (open)
 Plumber – 0242 (dual)

10. OTHER ITEMS

- 11. The next regular meeting of the Personnel Commission will be held on Thursday, July 29, 2004 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.

12. ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING July 1, 2004 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 8:15 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
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
Adriana Araujo, Staff Secretary
Vanessa Martinez, Human Resources Technician
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Cecelia Slater, Director, Food Services; Mary Brown, CSEA Chapter 2 First Vice-President; Ralph Weil, CSEA Chapter 2 Unit A Vice-President; Joseph Schessler, CSEA Chapter 2 Unit B Vice-President; David Griffith, appellant; Jose Portillo, appellant.

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

None.

REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

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

REPORT FROM PERSONNEL COMMISSION ADMINISTRATOR

Ramon Curiel noted that there were two addendum items to be included in the agenda and confirmed that all appropriate individuals present had received the addendum materials. He also requested that two agenda items be pulled: the class specification revision for Instructional Assistant-Intensive Behavioral Treatment which had been approved at a previous meeting and the bulletin for Program Supervisor – Special Projects due to the cancellation of the recruitment because of changes in the program's funding.

Mr. Curiel deferred from giving a report for the sake of reserving time for the Food Services Job Family Study report.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the June 17, 2004 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

CLASSIFICATION RESTRUCTURE
RECOMMENDATIONS

Ramon Curiel explained that Job Family studies are done in two segments, the classification study and the compensation study. He reported that the classification part of the Food Service Job Family study was completed and the findings were being presented to the Commission for action. Mr. Curiel asked Associate Personnel Analyst Susan Leaming to give the Commission a brief overview of the study. Ms. Leaming gave a history of the timeline of the study, the classification recommendations and the feedback received from participants. She concluded that the compensation part of the study would be conducted over the summer. The Commission and Cecelia Slater, Food Services Director, commended Ms. Leaming for the comprehensive study. The Commission unanimously adopted the Food Services Job Family study classification recommendations and directed staff to conduct the compensation study.

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:

CLASSIFICATION STUDY

CLASSIFICATION STUDY

Adopt Food Services Job Family Study Classification Recommendations

ABOLISH A CLASSIFICATION

ABOLISH A CLASSIFICATION

Head Start Program Monitor (M2)

CREATE A NEW POSITION

CREATE A NEW POSITION

- 1-Campus Security Officer 100% Sutter 217 day
- 1-Community Liaison Worker (R) 37.5% Roosevelt 202 day flex
- 2-Custodian 100% Chavez 12 mo
- 2-Instructional Assistant-Computer Resources 45% McKinley 204 day
- 1-Intermediate Office Assistant-Schools 100% Poly 12 mo
- 1-Intermediate Office Assistant-Schools 100% 21st Community Learning-Stephens 12 mo
- 1-School Community Worker 100% Bancroft 202 day
- 1-School Support Secretary 100% Millikan 12 mo
- 1-School Support Secretary 100% Jordan 12 mo
- 1-Plant Supervisor I 100% Chavez 12 mo

RESTRUCTURE A POSITION

RESTRUCTURE A POSITION

- 1-Instructional Aide BL Spanish 62.5% Jordan 204 day to 100%
- 1-Instructional Aide BL Spanish 45% Stevenson 12 mo to 204 day flex
- 1-Instructional Aide BL Spanish 45% Stevenson 12 mo to 204 day flex
- 1-Intermediate Office Assistant-Schools 60% DeMille 217 day to 100%
- 1-School Community Worker BL Spanish 100% Burbank 204 day flex to 50%
- 1-Senior Office Assistant 100% Special Projects 217 day to 12 mo

ABOLISH A POSITION

ABOLISH A POSITION

1-Custodian 25% Head Start 12 mo
1-Food Service worker 37.5% Bixby 204 day
1-Head Start Instructional Aide 100% Head Start 12 mo
1-Head Start Instructional Aide 100% Head Start 12 mo
1-Head Start Instructional Aide 100% Head Start 12 mo
1-Head Start Instructional Aide 100% Head Start 12 mo
1-Head Start Instructional Aide 100% Head Start 12 mo
1-Head Start Instructional Aide 100% Head Start 217 day
1-Head Start Instructional Aide 100% Head Start 217 day
1-Head Start Instructional Aide 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-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 217 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 217 day
1-High School Office Supervisor 100% Jordan 12 mo
1-Instructional Assistant-On Campus Program 60% Bancroft 204 day
1-Intermediate Office Assistant-Schools 100% Addams 12 mo

RESCISSION OF PREVIOUS ACTION

RECISSION OF PREVIOUS ACTION

1-ASB Financial Technician 100% Powell 12 mo to 50%
Restructured – PCA 6/17/04
1-Instructional Aide (R) 75% Hill 204 day
Abolished – PCA 4/22/04

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, David Griffith, 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 Rule 4.2.A.11. The individual was not present. The Commission acted to remove Keyuiana Schexnayder 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 Rule 4.2.A.24. The appellant, Jose Portillo, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

APPEAL OF DISQUALIFIED APPLICANT

APPEAL OF DISQUALIFIED APPLICANT

An applicant had been disqualified from continuing in the examination process for the classification of Campus Security Officer per Personnel Commission Rule 4.2.A.6 and appealed to the Personnel Commission. The appellant was not present. Staff reported that the individual had informed Personnel Commission of his intent to attend the meeting to personally address the Commission. The Commission acted to table this item to allow Demetrius Camper another opportunity to be present. Staff was instructed to notify Mr. Camper of this decision and reschedule this item for the next Commission meeting.

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

Per Personnel Commission Rule 11.6, a permanent Custodian requested a hearing regarding his suspension without pay for a period of 1 working day from the classified service of the District. The Commission moved this item to Closed Session for discussion.

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

Per Personnel Commission Rule 11.6, a permanent Intermediate Office Assistant requested a hearing regarding her suspension without pay for a period of 1 working day from the classified service of the District. The Commission moved this item to Closed Session for discussion.

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

REQUEST FOR HEARING IN
DISCIPLINARY MATTER

Per Personnel Commission Rule 11.6, a permanent Food Service Worker requested a hearing regarding her suspension without pay for a period of 2 working day from the classified service of the District. The Commission moved this item to Closed Session for discussion.

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:

Painter	Dual	05-0003-0113
Supervisor – Autism Services	Dual	05-0005-5046

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:

Building Maintenance Worker	Dual	04-0154-0625
Food Service Worker	Open/Cont	04-0183-0595
Instructional Aide-Special	Open/Cont	04-0182-0448
Instructional Aide-Special (Substitute & LTE)	Open/Cont	04-LTES-0448
Intermediate Food Service Worker	Dual	04-0156-0594
Senior Food Service Worker	Dual	04-0157-0593
Plant Supervisor II	Prom	04-0165-5027

OTHER

OTHER

None

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, July 15, 2004. 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 8:55 a.m. to hear the appeals of Mr. Griffith and Mr. Portillo and to discuss the Requests for Hearings in Disciplinary Matter.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:53 a.m. The following reportable action was taken during the Closed Session:

The Commission acted to postpone a final determination on the appeal of David Griffith pending further information and instructed the Personnel Commission Administrator to notify him of this decision.

The Commission acted to deny the appeal of Jose Portillo and instructed the Personnel Commission Administrator to notify him of this decision.

The Commission acted to authorize a hearing for Marsden Burton as provided for in the Rules and Regulations. Mr. Curiel was first directed to request a pre-hearing conference between the appellant, Mr. Burton, and the District and then, if appropriate, schedule a hearing and notify the parties of the time and place.

The Commission acted to authorize a hearing for Alexandra Lavayen-Jenkins as provided for in the Rules and Regulations. Mr. Curiel was first directed to request a pre-hearing conference between the appellant, Ms. Lavayen-Jenkins, and the District and then, if appropriate, schedule a hearing and notify the parties of the time and place.

The Commission acted to authorize a hearing for Ronda Whaley as provided for in the Rules and Regulations. Mr. Curiel was first directed to request a pre-hearing conference between the appellant, Ms. Whaley, and the District and then, if appropriate, schedule a hearing and notify the parties of the time and place.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:54 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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