



## PERSONNEL COMMISSION

PLEASE POST

### MEETING AGENDA

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

November 29, 2007  
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 EXECUTIVE OFFICER
6. HEARINGS  
None.
7. MINUTES
  - 7.1 **Approval of Minutes of November 15, 2007** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
  - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

#### CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Coord Stu Svcs-		
Hughes Way	Campus Security Officer	100% 204 Day
Facilities	Facilities Project Manager	100% 12 Month
Twain	Instructional Aide-Special	47.5% 202 Day
Cabrillo	Program Supv-Special Projects	100% 12 Month

#### RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Espinoza, Jammy	Intermediate Office Asst-Sch	From: 40% 217 Day
	Burroughs	To: 60% 217 Day

- 8.2 **Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7** Restricted Action

9. BULLETINS AND TESTING ACTIONS

**9.1 Bulletins – Per Personnel Commission Rule 4.6.B** **Action**  
[Executive Secretary to the Superintendent/](#) [Prom](#) [08-0093-3347](#)  
[Board of Education](#)

**9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A Restricted Action**

Human Resources Assistant	Dual	08-MC04-3350
Human Resources Technician	Dual	08-0047-3352
Instructional Aide – Alternative Schools	Dual	08-0067-0221
Instructional Aide - Special	Open/Cont	08-0087-0448
Instructional Aide - Special	Open/Cont	08-0084-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Kids Club Assistant	Dual	08-0061-0694
Kids Club Lead Assistant	Dual	08-0062-0515
Nutrition Services Worker	Open/Cont	08-0086-5068

10. OTHER ITEMS

**10.1 Annual Report Review** **Action**

11. The next regular meeting of the Personnel Commission will be held on Thursday, December 13, 2007 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

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### PERSONNEL COMMISSION MEETING November 15, 2007 MINUTES

Testing Room  
Personnel Commission Office  
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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   STAFF MEMBERS PRESENT

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

Marilyn Doss, Personnel Analyst  
Susan Leaming, Personnel Analyst  
Dale Culton, Certification Services Manager  
Maria Lynn Braunstein, Associate Personnel Analyst  
Paula Wiesenhutter, Certification Services Supervisor  
Mary Cates, Human Resources Supervisor  
Susan Brister, Human Resources Technician  
Judy Marshall, Human Resources Assistant  
Adriana Araujo-Honorio, Staff Secretary

#### PRELIMINARY

Guests: none

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

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

None.

#### REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Ramon Curiel thanked staff for taking care of business in his absence. Mr. Curiel announced the Executive Secretary to the Superintendent Dolly Labrador is retiring and the Recruitment and Testing unit will open a promotional examination for this position

on Friday. He also announced the retirement of the Chief of School Safety and Emergency Preparedness at the end of this year.

Mr. Curiel mentioned that CSEA negotiated a 4.53 percent salary increase retroactive to July 1, 2007 which union members will be voting on today. He also mentioned that the two new officers: Financial Services Officer, Betty Ng, and Business Services Administrator, Leslie Leahy are in place and currently working.

Mr. Curiel requested item 8.3 be pulled from the agenda and commended Associate Personnel Analyst Maria Braunstein for the well done newsletter. Moreover, Mr. Curiel informed the Commission of an issue brought forth by CSEA regarding employees working in an increased FTE for 20 or more consecutive days.

Lastly, Mr. Curiel asked the Personnel Commission Division heads to give a brief update of their departments' activities. Each manager/supervisor present gave a brief report on the current activities of their units.

PERSONNEL COMMISSION MINUTES

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The minutes of the November 1, 2007 Personnel Commission Meeting were approved.

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Twain	Inst Aide-Special	47.5% 202 day

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Hernandez, Angelica	Sch Community Wrk-BL Sp Jordan Academy	From: 47.5% 204 Day To: 100% 204 Day

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 was not present. The Commission acted to remove Lloyd Albaugh from current eligibility lists.

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 Santron Johnson from current eligibility lists.

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.7 and 4.2.A.10. The individual was not present. The Commission acted to remove Zeffrey Zamora from current eligibility lists.

BULLETINS

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Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Executive Officer 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 bulletin:

Community Liaison Worker	Dual	08-0083-0155
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ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer 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	08-0070-5011
Campus Security Officer (Limited Term/Substitute)	Open/Cont	08-LTES-5011
Facilities Project Manager	Dual	08-0012-5105
Instructional Aide - Special	Open/Cont	08-0080-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Instructional Assistant – Intensive Behavioral Treatment	Open/Cont	08-0057-5035
Nutrition Services Worker	Open/Cont	08-0078-5068
School Safety Officer	Open/Cont	08-0071-5014

OTHER ITEMS

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None.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, November 29, 2007. 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

ADJOURNMENT

There being no further business, Chairperson Acosta adjourned at 8:50 a.m.

Respectfully submitted,

Ramon Curiel  
Executive Officer  
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