



PERSONNEL COMMISSION

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MEETING AGENDA

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

December 13, 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 29, 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>
McKinley	Inst Aide ADD-V/V Read Clinic	75% 204 Day
Burroughs	Instructional Aide-Special	47.5% 202 Day
Burroughs	Instructional Aide-Special	47.5% 202 Day
Henry	Instructional Aide-Special	47.5% 202 Day
Muir	Instructional Aide-Special	47.5% 202 Day
Redondo House	Instructional Aide-Special	47.5% 202 Day
Stephens	Instructional Aide-Special	47.5% 202 Day
Twain	Instructional Aide-Special	47.5% 202 Day
The Willows	Inst Asst-Int Behavioral Trtmnt	75% 202 Day
Curriculum	Inst Asst-Parent Resources Ctr-R	100% 204 Day
Curriculum	Inst Asst-Parent Resources Ctr-R	100% 204 Day
Curriculum	Inst Asst-Par Resources Ctr/BL-R	100% 204 Day
Monroe	Student Support Assistant	47.5% 202 Day
LBSA	Student Evaluation Technician	47.5% 204 Day
The Willows	Supervisor-Autism Services	100% 12 Month

RESTRICTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Klevos, Martha	General Educ Develop Examiner	From: 80% 204 Day
	LBSA	To: 100% 204 Day
Barton, Suzanne	Inst Aide-Interp-Deaf/Hard of Hearing	From: 75% 202 Day Flex
	Lakewood	To: 81.3% 202 Day

8.2 Appeal of Disqualified Applicant per PC Rule 4.2.A.6, 4.2.A.7 and 4.2.A.9

Restricted Action

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B

Action

Intermediate Accounting Assistant	Dual	08-0095-0755
Senior Accounting Assistant	Dual	08-0096-0760
School Safety Communications Operator	Dual	08-0100-5013
Switchboard Operator	Dual	08-0094-50336
Water/Boiler Treatment Specialist	Dual	08-0101-3299

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

Contract Analyst	Dual	08-0050-0624
Executive Director – Information & Technology Systems	Dual	08-0051-5116
Intermediate Payroll Accounting Technician	Dual	08-0065-0756
Instructional Aide - Special	Open/Cont	08-0091-0448
Instructional Aide – Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Kids Club Lead Assistant (Amended)	Dual	08-0062-0515
Senior Payroll Accounting Technician	Dual	08-0066-0762
Staff Secretary	Dual	08-0053-3364
Stage Technician	Dual	08-0081-0379

10. OTHER ITEMS

10.1 Hearing Extension Request

Action

11. The next regular meeting of the Personnel Commission will be held on Thursday, January 10, 2008 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 29, 2007 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 8:17 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

Ramon Curiel, Executive Officer
Therese Waltower, Sr. Administrative Secretary
Marilyn Doss, Personnel Analyst
Susan Leaming, Personnel Analyst
Alison Maitlen, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Braunstein, Associate Personnel Analyst
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Anne Follett, Human Resources Technician
Judy Marshall, Human Resources Assistant
Adriana Araujo-Honorio, Staff Secretary

PRELIMINARY

Guests: Mary Brown, CSEA President; Adrienne Rambo, CSEA Unit A, Vice President; Dan Ewaskey, CSEA Unit B, Vice President; Leslie Leahy, Business Services Administrator; David Arnold, 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 EXECUTIVE OFFICER

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Ramon Curiel announced that the Personnel Commission website is being updated for compatibility with the new district website format. He requested staff to list specific items contained in the website and mentioned that user hits to the website have increased. Mr. Curiel also presented updated portraits to the Commissioners and mentioned that these will be posted on the department website and in the annual report.

Mr. Curiel reported that the 4.53 percent salary increase that CSEA negotiated for classified employees was approved by the Board of Education at their meeting on November 20, 2007. This increase also applies to management and non-represented employees and is retroactive to July 1, 2007. Payroll checks issued on December 7, 2007 will reflect the increase and retroactive checks are scheduled to be issued on December 21, 2007.

At Mr. Curiel’s request, Alison Maitlen provided an update on the activities of the Instructional Aide-Special Task Force and the creation of a 10 minute video to assist Instructional Aide-Special candidates in learning more about various tasks associated with working in this classification. Anne Follett shared information about current recruitments and Dale Culton presented an outline of existing Instructional Aide – Special vacancies.

Lastly, Mr. Curiel updated the Commission on the status of the disciplinary hearing previously scheduled to occur this week. The appellant has requested an extension and Mr. Curiel will present this item for action at the next Commission meeting.

PERSONNEL COMMISSION MINUTES

PERSONNEL COMMISSION MINUTES

The minutes of the November 15, 2007 Personnel Commission Meeting were approved.

CREATE A NEW POSITION

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

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Espinoza, Jammy	Intermediate Office Asst-Sch Burroughs	From: 40% 217 Day To: 60% 217 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 appellant, David Arnold, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

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:

Executive Secretary to the Superintendent/ Board of Education	Prom	08-0093-3347
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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:

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

OTHER ITEMS

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Mr. Curiel explained that the district has rescheduled the presentation of the full Personnel Commission annual report to March 2008 but that Superintendent Steinhauser has requested a brief version of the report in the interim. Maria Braunstein presented a copy of the interim report to the Commissioners and discussed some of the highlights contained therein. The Commissioners conversed about the intent of the summary and complimented Ms. Braunstein on her wonderful work in presenting this data. The Commission voted unanimously to accept the interim report.

Commissioner Ulasewski reported that he had recently spoken to Superintendent Steinhauser and that the superintendent was very complimentary of the new AESOP system and had expressed appreciation for staff's efforts related to the implementation of this system.

The Commission acted to cancel the meeting scheduled on December 27, 2008 with the proviso that it be rescheduled to address matters of urgency, should they arise.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 9:10 a.m. to hear the appeal of David Arnold.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:25 a.m.

The following reportable actions were taken during Closed Session:

The Commission decided to postpone action pending receipt of additional documentation related to the appeal of David Arnold and instructed the Executive Officer to inform him of the need to submit the required documentation.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, December 13, 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 9:30 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer
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