



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

September 20, 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 September 6, 2007** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action

REVISE AN EXISTING CLASSIFICATION SPECIFICATION

Head Start Parent Aide (R)
Human Resources Technician

CREATE A NEW CLASSIFICATION

Autism Services Manager SRS 46 M2

CREATE A NEW POSITION

<u>SITE</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Bancroft	Instructional Aide-Special	45% 202 Day
Barton	Instructional Aide-Special	47.5% 202 Day
Los Altos Plaza		
Transition	Instructional Aide-Special	47.5% 202 Day
Los Cerritos	Instructional Aide-Special	47.5% 202 Day
Burnett	Nutrition Services Worker	37.5% 204 Day Flex
Jordan Academy	Nutrition Services Worker	37.5% 204 Day
Information Srvs	Senior Systems Analyst	100% 12 Month
Information Srvs	Systems Analyst	100% 12 Month

RESTRUCTURE AN EXISTING POSITION

<u>NAME</u>	<u>POSITION</u>	<u>ASSIGNMENT</u>
Grant, Bonnie	Inst Asst-Comp Resources BL Sp Grant	From: 87.5% 204 Day To: 100% 204 Day
French, Felicia	Job Developer The Willows	From: 100% 204 Day Flex To: 100% 12 Month

- 8.2

Recommendation to Remove from Eligibility List per PC Rule 4.2.A.7

Restricted Action
- 8.3

Appeal of Disqualified Applicant

Restricted Action
- 8.4

Request for Hearing in Disciplinary Matter
(Commission may choose to discuss in Closed Session)

Restricted Action
- 8.5

Request for Hearing in Disciplinary Matter
(Commission may choose to discuss in Closed Session)

Restricted Action
9.

BULLETINS AND TESTING ACTIONS
- 9.1

Bulletins – Per Personnel Commission Rule 4.6.B

Action
- Contract Analyst

Dual

08-0050-0624
- 9.2

Eligibility Lists – Per Personnel Commission Rule 5.1.A

Restricted Action
- Assistant Facilities Project Manager

Dual

08-0013-5104
- Assistant Student Store Operator

Dual

08-MC01-0091
10.

OTHER ITEMS
11.

The next regular meeting of the Personnel Commission will be held on Thursday, October 4, 2007 at 8:15 a.m., in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, CA 90813.
12.

CLOSED SESSION

Performance Evaluation of the Executive Officer
13.

ADJOURNMENT



PERSONNEL COMMISSION

PLEASE POST

PERSONNEL COMMISSION MEETING September 6, 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 8:15 a.m. at which time he led the pledge of allegiance to the flag.

COMMISSION MEMBERS PRESENT STAFF MEMBERS PRESENT

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

Ramon Curiel, Executive Officer
Maria Lynn Braunstein, Acting Sr. Admin. Secretary
Robert Pfingsthorn, Senior Personnel Analyst
Susan Leaming, Personnel Analyst
Marilyn Doss, Personnel Analyst
Alison Maitlen, Personnel Analyst
Dale Culton, Certification Services Manager
Paula Wiesenhutter, Certification Services Supervisor
Mary Cates, Human Resources Supervisor
Susan Brister, Human Resources Technician
Judy Marshall, Acting Human Resources Technician
Adriana Araujo-Honorio, Staff Secretary (C)
Maria Villalobos, Human Resources Technician

PRELIMINARY

Guests: Chandra Sheldon, appellant.

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

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REPORT FROM THE EXECUTIVE OFFICER

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Ramon Curiel updated the Commission on the status of staffing and announced Therese Waltower will be returning to the Personnel Commission in a few weeks as the new Senior Administrative Secretary. He also announced the recent promotion of Maria Lynn Braunstein to Associate Personnel Analyst.

Mr. Curiel reported to the Commission, enrollment numbers were lower than anticipated and in the next few weeks we should have a more accurate picture of what our final numbers will be. Mr. Curiel noted most of the loss of students is being seen at the elementary school level.

Mr. Curiel asked the Personnel Commission Division heads present to give a brief update of their departments' activities. The staff managers and supervisors gave individual brief reports to the Commission on the current activities of their units.

PERSONNEL COMMISSION MINUTES

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The minutes of the August 23, 2007 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>
Muir	Library/Media Assistant	20% 204 Day

RESCIND PREVIOUS ACTION

RESCIND A PREVIOUS ACTION

August 9, 2007 PCA Restructure
Stage Technician Position at Renaissance: From: 100%/204 Day
To: 100%/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.6 and 4.2.A.7. The individual was not present. The Commission acted to remove Melissa 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 Rule 4.2.A.7. The individual was not present. The Commission acted to remove Ann Marie Schneider 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.7. The appellant, Chandra Sheldon, was present and requested to be heard in Closed Session. The Commission moved this item to Closed Session.

BULLETINS

BULLETINS

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 bulletins:

Instructional Aide – Mobile Classroom	Dual 08-0042-0601
Supervisor – Autism Services	Dual 08-0043-5046

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	08-0037-5011
Campus Security Officer (Limited Term/Substitute)	Open/Cont	07-LTES-5011
Custodian	Open/Cont	08-0028-0139
Custodian (Limited Term/Substitute)	Open/Cont	07-LTES-0139
Instructional Aide Interpreter – Deaf / Hard of Hearing	Open/Cont	08-0035-3272
Instructional Aide - Special	Open/Cont	08-0034-0448
Instructional Aide - Special (Limited Term/Substitute)	Open/Cont	08-LTES-0448
Nutrition Services Worker	Dual	08-0029-5068
Program Supervisor – Special Projects	Dual	08-0003-5056
School Safety Officer	Open/Cont	08-0038-5014

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, September 20, 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.

CLOSED SESSION

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The Personnel Commission adjourned to Closed Session at 8:50 a.m. to hear the appeal of Chandra Sheldon.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:50 a.m.

The following reportable actions were taken during Closed Session:

The Commission acted to postpone a final determination on the appeal of Chandra Sheldon pending further information and instructed the Executive Officer to notify her of this decision.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 9:52 a.m.

Respectfully submitted,

Ramon Curiel
Executive Officer

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