



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

SEPTEMBER 15, 2005
THURSDAY
8:15 A.M.

1. CALL TO ORDER
2. ROLL
 1. Vera Mulkey, Chairperson Present _____
 2. Terry Ulaszewski, Vice-chairperson Present _____
 3. Chuck Acosta, 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 August 25, 2005** Action
8. ITEMS FOR DISCUSSION AND/OR ACTION
 - 8.1 **Classification/Restructure Recommendations per Education Code 45246** Action
NONE
 - 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
Assistant Warehouse Manager – 0770 (dual)
Head Start Family Services Liaison – 5075 (dual)
Health Assistant-Charter Schools – 5093 (dual)
Kids Club Assistant – 0694 (dual)
Kids Club Lead Assistant – 0515 (dual)
Library/Media Assistant – 0465 (dual)
Library/Media Center Assistant – 5021 (dual)
Student Evaluation Technician – 0399 (open/cont)
Supervising Food Production Equipment Technician – 0499 (prom)

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

Computer Equipment Support Supervisor – 3281 (prom)

Custodian – 0139 (open/cont)

Custodian (Limited Term & Substitute) – 0139 (open/cont)

Instructional Aide-Special – 0448 (open/cont)

Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)

Instructional Aide-Special – 0448 (open/cont)

Instructional Aide-Special (Limited Term & Substitute) – 0448 (open/cont)

10. OTHER ITEMS

11. The next regular meeting of the Personnel Commission will be held on Thursday, October 6, 2005 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 Personnel Commission Administrator

13. ADJOURNMENT



PERSONNEL COMMISSION

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PERSONNEL COMMISSION MEETING
August 25, 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 8:15 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
Alison Maitlen, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Paula Wiesenhutter, Certification Services Supervisor
Maria Lynn Alvarez, Human Resources Technician
Susan Brister, Human Resources Technician
Ericka Emery-Smith, Human Resources Technician
Anne Follett, Human Resources Technician
Vanessa Martinez, Human Resources Technician
Karla Salas-Ramirez, Human Resources Technician
Shelley Scott, Human Resources Technician
Katheryn Shorts, Human Resources Technician
Maria Villalobos, Human Resources Technician
Silaue Taeleifi, Human Resources Assistant
Adriana Araujo, Staff Secretary
Gail Rainwater, Senior Administrative Secretary

PRELIMINARY

Guests: Mary Brown, CSEA Chapter 2 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.

Ramon Curiel introduced Mary Cates, Katheryn Shorts, Susan Brister and Kelly Hall as the new Personnel Commission staff that transitioned from Human Resource Services and asked them to each tell the Commissioners a little about themselves.

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

None.

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

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

REPORT FROM THE PERSONNEL
COMMISSION ADMINISTRATOR

Ramon Curiel informed the Commission of his attendance at the

Board of Education Workshop this week and reported on some items of discussion at the Workshop. He informed the Commission that the District is in the process of redefining its mission statement and values. Mr. Curiel also updated the Commission on the District's budget situation and potential reallocation of funds within different programs and possible personnel reductions. He emphasized that, although personnel reductions were approved by the Board of Education, the District is still exploring other savings options and a final number of employees that will be affected has not yet been determined. He told the Commission and CSEA Leadership that he would keep them updated. Mr. Curiel asked CSEA if they had anything to add at which time Joseph Schessler and Ralph Weil, CSEA Chapter 2 Vice-Presidents, addressed the Commission regarding CSEA's position on District budget cuts affecting bargaining members.

Mr. Curiel asked Administrative Coordinator Lisa Gardner to explain Personnel Commission's role in the reduction or layoff process of employees. Ms. Gardner reported that Personnel Commission has set up displacement services for all affected employees. She stated that this includes one-on-one counseling with Alison Maitlen, Classified Staff Development Associate Personnel Analyst, to review alternate internal placement options based on the individual's experience and training. She explained that after the counseling, staff provides applications and schedules special examination dates for the individual to test for all classifications that are appropriate. Ms. Gardner reported that Personnel Commission has also partnered with the City of Long Beach Employment Development Department and City Workforce Development Bureau and the City of Long Beach Civil Service Department for assistance in outside placement services when necessary. d'Ann Madore, CSEA Labor Relations Representative, commended Mr. Curiel for these services provided to the employees by Personnel Commission.

PERSONNEL COMMISSION MINUTES

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The minutes of the July 25, 2005 Personnel Commission Meeting were approved.

The minutes of the July 28, 2005 Personnel Commission Meeting were approved.

CLASSIFICATION RESTRUCTURE RECOMMENDATIONS

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Ramon Curiel noted that there was an addendum packet for the creation of new classifications and confirmed that all appropriate individuals present had received the addendum materials.

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 CLASSIFICATION

CREATE A NEW CLASSIFICATION

Health Assistant – Charter Schools (Salary Range: C1 15)
Senior Office Assistant Bilingual Spanish

Senior Office Assistant Bilingual Khmer
Senior Office Assistant-Schools Bilingual Spanish
Senior Office Assistant-Schools Bilingual Khmer

CREATE A NEW POSITION

CREATE A NEW POSITION

1-Groundskeeper 100% Lakewood 12 mo
1-Head Start Nutrition Manager 100% Head Start 12 mo
1-Instructional Assistant-Computer Resources 50% Willard 12 mo
1-Instructional Assistant-On Campus Program 100% Bancroft 202 day
1-Intermediate Office Assistant-Schools 100% Cabrillo 217 day
1-Intermediate Office Assistant-Schools BL Sp 20% Signal Hill 217 day flex
1-Library/Media Assistant 40% King 204 day
1-Office Assistant 100% Bancroft 202 day

RESTRUCTURE AN EXISTING POSITION

RESTRUCTURE AN EXISTING POSITION

1-Head Start Instructional Aide 100% Head Start 217 day to 12 mo
1-Instructional Asst.-Computer Resources BL Sp 87.5% Lindbergh 204 day flex to 12 mo
1-Intermediate Office Assistant-Schools BL Sp 40% Jefferson 217 day to 50%
1-Intermediate Office Assistant-Schools BL Sp 50% Renaissance 217 day to 100%
1-Staff Secretary 100% Curriculum 204 day to 217 day

BULLETINS

BULLETINS

None.

ELIGIBILITY LISTS

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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:

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|--|-----------|--------------|
| Campus Security Officer | Dual/Cont | 06-0022-5011 |
| Campus Security Officer (Limited Term & Substitute) | Dual/Cont | 06-LTES-5011 |
| Contract Analyst | Dual | 06-0008-0624 |
| Custodian | Open/Cont | 06-0011-0139 |
| Custodian (Limited Term & Substitute) | Open/Cont | 06-LTES-0139 |
| Grounds Supervisor-High School | Dual | 06-0005-5032 |
| Instructional Aide-Special | Open/Cont | 06-0016-0448 |
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 06-LTES-0448 |
| Instructional Aide-Special | Open/Cont | 06-0020-0448 |
| Instructional Aide-Special (Limited Term & Substitute) | Open/Cont | 06-LTES-0448 |
| Instructional Assistant-Intensive Behavioral Treatment | Open/Cont | 06-0007-5035 |
| Intermediate Office Assistant | Dual | 05-0141-0673 |
| Intermediate Office Assistant (Limited Term & Substitute) | Dual | 05-LTES-0673 |
| Intermediate Office Assistant-Schools | Dual | 05-0142-3354 |
| Intermediate Office Assistant-Schools (Limited Term and Substitute) | Dual | 05-LTES-3354 |
| Mail Delivery Driver | Dual | 06-0002-0219 |
| Nutrition Services Worker | Open/Cont | 06-0017-5068 |
| School Safety Officer | Dual/Cont | 06-0023-5014 |
| Supervisor-Autism Services | Dual | 06-0010-5046 |
| <u>Extend Eligibility Lists</u> | | |
| ASB Financial Technician | Dual | 03-0085-0751 |
| Community Liaison Worker BL Sp | Dual | 04-0180-0155 |

| | | |
|--|-----------|--------------|
| Custodian | Open/Cont | 03-0169-0139 |
| Custodian | Open/Cont | 04-0002-0139 |
| Educational Research Analyst I | Dual | 05-0030-3301 |
| Educational Research Analyst II | Dual | 05-0031-3302 |
| Groundskeeper | Open | 04-0110-0172 |
| Human Resource Services Operations Manager | Prom | 04-0088-0737 |
| Intermediate Accounting Assistant | Dual | 05-0019-0755 |
| Lead Custodian | Dual | 04-0078-0205 |
| Plant Supervisor II | Prom | 04-0165-5027 |
| Plant Supervisor-High School | Prom | 03-0045-0142 |
| Purchasing Office Assistant | Dual | 04-0005-0708 |
| Purchasing Office Assistant-Food Services | Dual | 04-0004-0709 |
| Senior ASB Financial Assistant | Dual | 03-0086-0761 |
| Student Store Operator | Dual | 05-0007-0287 |

OTHER ITEMS

OTHER ITEMS

None.

NEXT MEETING

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The next regular meeting of the Personnel Commission will be held on Thursday, September 8, 2005. The meeting will be at 8:15 a.m. in the Testing Room of the Personnel Commission Office, 999 Atlantic Avenue 90813.

ADJOURNMENT

ADJOURNMENT

There being no further business, the Personnel Commission adjourned at 8:56 a.m.

Respectfully submitted,

Ramon Curiel
Personnel Commission Administrator

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